



Westwood Primary School and Grove Primary School

Local Governing Body

MINUTES

Minutes of the meeting of the Local Governing Body of Grove & Westwood Primary Schools held at the Westwood Primary School at 4pm on 15th July 2019.

Present: Rae Aldous (RA) – Executive Head
 Stephen Clarke (SC) - Trust
 Jackie Cutchey (JC) – Trust Chair
 Mary Corker (MC) – Trust, left the meeting at 17.27
 John Hughes (JH) - Trust
 Lauraine Barnes (LB) – W Staff
 Sarah Ross (SR) - G Staff
 Maria Smith (MS) – Trust

In attendance:

Louise Creed (LC) – Associate (Assistant Head at Grove), left the meeting at 17.37
 Joshua Wilks (JW) - Associate (Assistant Heat at Westwood), left the at meeting 17.37
 Mandy DeBoise (Governor Services Clerk)

To note that the previous meeting on 16th May 2019 was cancelled and there were no minutes.

1	<u>Absence</u>	
1.1	Apologies for absence were received from Iona Ellyat and Emma Hall.	
1.2	Absences were consented.	
2	<u>Pecuniary and Other Interests</u>	
2.1	There were no declarations of any pecuniary or other interests with regard to items on the agenda	
2.2	To update the register of Pecuniary Interests – not relevant for this meeting	
3	<u>Chair's Action / Update</u>	
3.1	The Chair or Vice chair had not taken any urgent actions.	
3.2	The Chair did not have anything to report.	
4	<u>Local Governing Body Membership</u>	
4.1	Mike Chaplin resigned on 23 rd May 2019 and Iona Ellyatt had resigned with effect from the end of term. JC shared that Stephen Clarke is now a Trust governor at	



	Grove which would leave a parent vacancy at both schools. RA and JC had thanked Mike and Iona for their time and commitment to the school governing body.	
4.2	To ensure arrangements are in place for the uploading of local governors' details to GIAS (Get Information About Schools) AP1: RA will update this with the governor resignations and the change of position for SC.	RA
5	<u>Minutes</u>	
5.1	The minutes of the meeting held on 21 st March 2019 were agreed and signed (copy in Minutes Folder)	
5.2	Matters arising from the minutes not already on the agenda	
	<p><u>Action items carried forward from meeting 13.2.19, to be actioned as soon as possible</u> AP1: RA will liaise with trust with regard to re-election or staying within the new LGB constitution. -The Trust is happy for the situation to remain.</p> <p>AP3: MCH will pass on the contacts to LB and SR who will look into getting qualified drivers for the minibuses. – Minibus support has since been provided</p> <p>AP4:New AP2:RA to ensure that Governors sign and adopt the code of conduct from ALT and complete Pecuniary interest</p> <p>AP5: Governors will review and approve the safeguarding policy in line with KCSiE 2018 at the next meeting – actioned</p> <p>AP6: RA, JW and LC will look at plan a for CPD needs to ensure that all staff are ready for the New Year. They will be observing other schools to observe alternative curriculums. – actioned</p> <p><u>Action log from meeting 21.3.19:</u> AP1: LB and SR to check that all governors and staff have completed this for both schools. - actioned</p> <p>AP2: JC/MS discuss with RA who will have responsibility for the website – LB will take responsibility for this</p> <p>AP3: LB to check who has responsibility for updating GIAS with RA and the Trust - actioned, RA will be responsible for this</p> <p>AP4: LB to check with JW, who is responsible for updating the website with the PE funding. – JH shared his concerns with regarding to the PE funding on the website and it being not up dated for two years, and on examination, of the funding there was a shortfall. It was confirmed that JW and Sarah Rogers will have responsibility for this going forward.</p> <p>AP5: Clerk to remove Committees and Working Parties from agenda – actioned</p>	RA/all governors



6	<u>Programme of Meeting Dates for 2019/20</u>	
	<p>The following dates were set for the new academic year</p> <p>Autumn 2019: 10th October at Grove 5th December at Westwood</p> <p>Spring 2020: 9th March at Grove</p> <p>Summer 2020: 12th May at Westwood 13th July at Grove</p>	
7	<u>Academy Improvement</u>	
7.1	<p><u>Headteacher's report</u> – the Executive Headteacher shared her reports, to include Ofsted Action Plan/Academy Development and Improve a report on pupil progress and attainment, <i>(copy filed with minutes and circulated on GovernorHub)</i></p> <p>Westwood: It was reported that Westwood were fully staffed for September, all staff positions and responsibilities were detailed in the report.</p> <p>A Senior Middle Leadership Team has been developed, this sits below the Senior Leadership Team and is across both schools. It was noted that any Upper Pay Scale staff at level 2 or 3 will undertake a lead responsibility across both schools.</p> <p>It was noted that this is was a key focus from Ofsted and to consider this role in school improvement, so this team will be feeding in to Ofsted action plan. Remaining teachers have been put in to teams to become subject specialist in their own fields. This would apply to both schools. The newly qualified teachers (NQT's) would not have any direct subject responsibility but will be shadowing for this year.</p> <p>Attendance is 94 %. This has been closely monitored and there are some Pupil Premium children and hard to reach families, there have been fixed penalties applied for these absences. It was also lower as there were some children on part time tables, who show as absent on the register.</p> <p>RA shared that more parents have taken children out of school during term time for holidays than previously.</p> <p><u>Attainment:</u> EYFS maintained a good level of development at 76%., which was just above national. There are 40 % SEND in this class so the school were very pleased with this result.</p> <p>RA explained how the GLD levels were assessed and that were moderated by the Local Authority (LA), it was noted that there were 17 GLD's to be met. They were scored as a pass, greater depth pass or fail.</p>	

	<p>Phonics results were 76 %. JW shared that a number of children struggled with segmenting and blending, JW tried to ensure that phonics was undertaken every day, it was noted that the teaching was sound and not at fault, it was the cohort of SEND pupils that made it challenging.</p> <p>RA shared that the curriculum was changed quite drastically to achieve the results as it was felt that previously the learning hadn't been embedded.</p> <p><i>Q. Was this due to unrealistic assessments from the previous time?</i> A. The assessment scores were 88%, which was achieved when the children were assessed however the learning skills and knowledge had not been embedded as after the summer holiday none of the learning had been maintained.</p> <p>RA shared that in year 6 there had been much mobility with children coming and going however the scores of 83% for reading, 76% for Writing and maths, and a combined score of 72%, which were all very pleasing.</p> <p>It was noted that the school came second best in the Trust with reading remaining a real strength of the school. The stamina and resilience of the children throughout testing was exceptional.</p> <p>RA said the progress scores were not shown on the report as she only has Trust results.</p> <p>RA went on to explain that, for the year 3 cohort, learning had not been embedded from the previous year and the teacher left part way through the year and it had been covered by supply for a short period.</p> <p><i>JC noted that here was a considerable gap from the previous data.</i></p> <p>The KS1 SATs were moderated this year so the assessment should be sound. The new style of learning needed to be backed up with evidence, children can complete activities for evidence, but the learning was not retained from day to day or transferred into other areas of the curriculum. The children were lacking in fluency.</p> <p>RA noted that the year4 cohort, was again very heavy with SEND children, (approx. 40 %). However, they have made good progress and are on track. They can transfer skills and talk about their learning. This was the rising stars group with soft learning, but it was pleasing to see that it has made impact in assessment data. The children are still lacking in their range of vocabulary to be able to get greater depth in writing, but this will continue to be a focus.</p> <p>Management continues to remain a strength.</p> <p>It was noted that there will be a new SENDCO for both schools.</p> <p><u>SEND:</u> JW shared that he had made the curriculum more accessible for SEND pupils, he had succeeded in obtaining Education Health Care Plans (EHCP). He shared that</p>	
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	<p>there 32% of children are on SEND register, they have significant need ranging across all the broader areas of SEND.</p> <p>The school have been working with external agencies such as Sendiass, CISS and Ashley outreach, getting Educational Psychologist reports for children, attending IYFAP meeting and working closely with parents to ensure next steps are being met and supporting theme to get support for themselves. He has completed the national SENCO award and has been providing training across both school to further support staff. Files are being made more accessible to staff to meet the legal requirement of ECHP's.</p> <p>It was noted that there had been difficulties with the LA, but it is an improving relationship.</p> <p>RA shared that the data does not include the reception cohort. The progress they make is very small and not always measurable on a tracking system. This progress is shared through case studies.</p> <p><i>Q. How do we fund the EP reports?</i> A. It was shared that this is with difficulty as they are very expensive and the school are aware of the TA hours that could be bought with the cost of approx.£800, however it is a vicious circle, to be successful in obtaining an EHCP you require a report, but part of the ECHP assessment process is being assessed by an educational psychologist!</p> <p><i>Q. Do we know what the SEN Budget is, how that is spent and what the impact is?</i> A. This is shown through the costed provision map.</p> <p><u>Health & Safety (H & S)</u> Both schools have a new caretaker, staff have been assigned to help and support to ensure that H & S is on track. The kitchens were audited from an external source and Westwood received a score of 98%, and a certificate of excellence.</p> <p>The Confidential section in the report was drawn to governor's attention but not discussed.</p> <p><u>Safeguarding</u> An external audit was carried out and the auditor was very complimentary about both schools however Westwood was an exemplar of excellence.</p> <p>Governors thanked staff for their hard work and commitment</p> <p>AP3: RA to share the safeguarding audit report</p> <p>Grove It was reported that Grove were fully staffed for September, all staff positions and responsibilities were detailed in the report. It was shared that there was not a service level coaching agreement in place for Grove for additional curriculum support. This has now changed, this will cover the</p>	<p>RA</p>
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	<p>clubs, they will carry out emergency PPA cover and upskilling the staff but not delivering the PE Curriculum.</p> <p>Attendance is better at Grove than previously.</p> <p><u>Attainment:</u> EYFS was scored at 78 % which is above national. It was noted that since Ofsted this is a changed environment with the right staff with right attitudes doing the right jobs. It was now a really cohesive team.</p> <p>Phonics results of 82% are not as stated in report. RA shared that Sarah Rogers and Melissa Wilks worked tirelessly in supporting children to get these results. They had been moderated for KS1 results, and although reading has not been a strength, 30 % were at greater depth.</p> <p>Year 6 attainment scored 87% for reading, the highest in the Trust, 90% for writing and maths.</p> <p>The team have worked exceptionally well across both schools.</p> <p><i>Ofsted asked how the growth could be sustainable?</i> It has been for the last two years, the expectation is very high both for the children and the staff, this is what drives these results. It was noted that the extended middle leadership team have driven this.</p> <p>It was noted that Grove still needs to improve with regard to its environment.</p> <p>Q. It was mentioned that some parents are known to be visual merchandisers, would it be possible to utilise these skills? A. The school would definitely welcome this.</p> <p>The SDP will be a joint document with Westwood, this will be shared in September. It was noted that there will be strands which apply to the individual schools.</p> <p><u>SEND:</u> It was noted that the school are working with Ashley outreach and CISS, two families are going through tribunal to change schools, to a specialist unit. There were seventeen children with ECHP's in the school, this requires a huge amount of paperwork and time consumption. It was noted that responses from the LA were not being met within the legal timeframes. It was reported that capacity is stretched as the needs of children are significant.</p> <p>Since Ofsted there has been a changed approach, there have been meetings with parents, teachers and support workers, the curriculum is personalised, sensory circuits are being used. Ofsted noted that LC is as skilled as SENDCO and her knowledge of children and provision was exceptional.</p> <p>Thanks were given to LC.</p>	
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	<p>RA drew governor's attention to the confidential staffing notes in the report, although these were not discussed.</p> <p>RA shared that during the last week there has been some negative feedback from parents as their children did not have the teacher they wanted for the forthcoming year. A parent's forum was held suggesting ways to move forward. RA reported that despite this there have been continued incidents of verbal abuse towards staff and social media negatively. The Trust have been very supportive with this matter, parents were banned from site and they have written to parents who had misused social media. It was noted that this is only a small handful of parents.</p> <p>SC offered his support with these issues going forward. He suggested that parents write their concerns/questions a week prior to the forum and then RA will meet with them having been able to formulate responses.</p> <p>RA shared that is not usually a question and answer session but due to the negativity this was the form that the most recent forum took.</p> <p>The woodland provider will not be retuning in the future due to the cost to the school, she had also made negative comments on social media. The Trust are following this up. The woodland programme would continue but with an alternative provider.</p> <p>It was commented to focus on the all positives that the school had achieved.</p> <p>It was noted that the Residential trip lost £2000 due to lack of parental contributions, it was not sustainable to continue to do run such trips.</p> <p>LC and JW left the meeting at 17.37</p>	
7.2	<p><u>SEN Information Report</u> has been reviewed and updated</p> <p>AP4: RA to ensure the updated SEN information report is published on the website</p>	RA
7.3	<p><u>Governor Headlines and The Knowledge:</u></p> <p>Governors discussed 'Off rolling' confirming that the Trust do not approve of this and it does not happen in their schools, RA shared that the Trust have asked for all schools where parents request children to be home educated to be referred immediately to them.</p>	
8	<u>Safeguarding and Health and Safety</u> – discussed in item 7.1	
9	<u>Academy Website</u> – discussed in item 5.2	
10	<u>Governor Monitoring, Training and Development</u>	
10.1	The local governing body performance has been reviewed.	
10.2	To make arrangements to conduct a skills audit of the local governing body	RA
10.3	AP5: RA to check with Trust	
	SC will continue with safeguarding, MC will continue with SEND, JC have responsibility for training, H & S will be undertaken by JH, until there are new members.	



10.4	To receive any reports from governors who have undertaken a monitoring visit – SC monitored the Single Central Record at Grove in June, he reported that all was in order, MC had monitored during the SAT's assessments to ensure correct procedures were in place, they were.	
10.5	To receive feedback from governors who have attended training courses since the previous meeting – SC had attended safeguarding training	
11	Election/ Appointment of Chair and Vice Chair – governors noted that the appointment of chair is undertaken at Trust level and JC has been reappointed, the vice chair will be elected in the Autumn term.	
12	Educational Visits – not relevant to this meeting	
13	Any Other Business The governors agreed the following policies, which had been updated to be across both schools: Attendance Policy July 2019 – amended with regard to including information about fixed penalty notices. Behaviour Policy July 2019 Code of Conduct & Confidentiality Handwriting Policy September 2019 – amended to details new font used across both schools. Homework Policy September 2019 Safeguarding Policy July 2019 – amended to include information for KCSiE 2019 SEN Information Report 2019-2020 – amended to include updated figures SEN Policy July 2019 – amended to include up to date names SRE Policy July 2019 – amended with regard to the SRE consultation 2019 Thanks were given to governors from RA Thanks were given to staff at both schools from all governors.	
14	Dates of Future Meetings – to confirm the dates of future meetings Autumn 2019: 10th October at Grove 5th December at Westwood Spring 2020: 9th March at Grove Summer 2020: 12th May at Westwood 13th July at Grove All meeting to commence at 4pm	

The meeting closed at 17.59

Signed



Dated

Action Log:

4.2	AP1: RA will update this with the governor resignations and the change of position for SC.	ASAP
5.2	AP2: RA to ensure that Governors sign and adopt the code of conduct from ALT and complete pecuniary Interest	September
7.1	AP3: RA to share the safeguarding audit report	ASAP
7.2	AP4: RA to ensure the updated SEN information report is published on the website	ASAP
10.2	AP5: To make arrangements to conduct a skills audit of the local governing body - RA to check with Trust	ASAP

Documents shared at meeting, and previously on GovernorHub:

Grove Head Teacher Report

Westwood Head Teacher Report

Attendance Policy July 2019

Behaviour Policy July 2019

Code of Conduct & Confidentiality

Handwriting Policy September 2019

Homework Policy September 2019

Safeguarding Policy July 2019

SEN Information Report 2019-2020

SEN Policy July 2019

SRE Policy July 2019