



Westwood Primary School

Westwood Primary School Local Governing Body

Agenda

Thursday 5th October 2017 – 4.00 pm

Chair of the Committee:	Jackie Cutchey	Clerk to the Committee:	Elaine Szpytma
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Attendees

Name	Governor Type Trust/Parent/Staff/Associate	<u>P</u>resent/<u>A</u>pologies/<u>A</u>bsent
Jackie Cutchey	Chair	P
Rae Aldous	Headteacher	P
Mike Chaplin	Trust	P
Mary Corker	Trust	P
Emma Hall	Trust (Vice-Chair)	P
John Hughes	Trust	P
Lorraine Barnes	Staff	P
Kerry Read	Associate	P
Maria Smith	Staff	P
Iona Ellyat	Parent	P
Anna Ball	Parent	Ap

In Attendance:

Westwood Primary School Local Governing Body
Agenda Items / Minutes / Actions

Thursday 5th October 2017 @ 4.00 pm

	Agenda Item & Associated Challenging Questions	Items Discussed	Action
1.	Welcome from the Chair/Apologies	The meeting commenced at 4.00 pm. Apologies for absence were received from Anna Ball, governors consented to the absence. Governors noted meeting dates may cause difficulties in future attendance for AB. Karen Mitchell has resigned as staff governor due to personal commitments, an election has been held and Lorraine Barnes is the new staff representative on the governing body. Governors welcomed Lorraine to her first meeting.	
2.	Declarations of Pecuniary Interest	Update the register of business interests of headteacher and governors. The clerk will circulate the declaration of pecuniary interest form to governors for signature and return. There were no declarations of pecuniary interest relevant to items on this agenda.	Clerk
3.	Membership	<p>Resignations and Appointments: Governors approved the resignation of Karen Mitchell and the appointment of Lorraine Barnes as staff governor.</p> <p>Approve arrangements for Vice-Chair: Emma Hall agreed to continue as Vice-Chair; governors confirmed their approval.</p> <p>Review terms of office: Governors reviewed terms of office, previously circulated, a copy has been included in the minute book. There are no current vacancies but the term of office for some governors is due to end next year and succession planning needs to be put in place. Governors were asked to notify the Chair if they do not intend to continue once their term of office ends.</p> <p>Review attendance 2016/2017: Governors reviewed attendance, noting attendance is generally good, the current meeting day may cause difficulties in attending for AB.</p> <p>Confirm governor roles and responsibilities: Governors reviewed roles and responsibilities and agreed:</p> <ul style="list-style-type: none"> • Leadership (including pupil premium) – JH, EH, JC • Pupil welfare and wellbeing – MS, AB • Teaching, learning and assessment – MCh, IE, MC • PE premium and PE leadership – JH • All governors will be responsible for reviewing outcomes for pupils within their individual roles. 	Identified governors

		<p>Key lead professionals in school are:</p> <ul style="list-style-type: none">• Lorraine Barnes, leadership• Louise Creed, pupil welfare and wellbeing• Kerry Read, teaching learning and assessment• PE premium and PE leadership, Wendy Bugden and Danielle Dear. <p>MS agreed to take on responsibility for health and safety; JC will continue holding responsibility for safeguarding and attendance, MC will cover SEND as part of teaching, learning and assessment.</p> <p>Governors reviewed the monitoring activities action plan, noting the monitoring plan links to the school development plan. Enrichment and enquiry based learning (EBL) are the two key areas of focus in the development plan for this year. Governors noted monitoring visits should focus on impact and difference made in terms of children's progress, attainment and other aspects of school life.</p> <p>Agree code of conduct for governors: A copy of the code of conduct for governors is on the school website and Google drive. Governors were asked to remind themselves of the content and their responsibilities in relation to decisions made.</p> <p>Agree arrangements for reviewing single central record: The chair reviews the single central record which usually takes place during October half term, the single central record will be reviewed during the next visit.</p> <p>Agree arrangements for review of school website: LB and IE will conduct a review of the school website and report back to the next meeting.</p>	<p>Clerk update membership</p> <p>Chair</p> <p>LB/IE</p>
4.	Agree Minutes from Previous Meeting / Matters Arising	<p>Minutes of previous meeting: The minutes of the last meeting were approved as an accurate record. There were no additional matters arising, not included on the action sheet.</p> <p>Matters arising:</p> <p>Item 3 – Matters arising from previous meeting:</p> <ul style="list-style-type: none">• <i>School Development Plan - Joint Bid Schools University:</i> The Chair and headteacher have discussed this and, when reviewed against the scheme of delegation, are agreed this relates to operational practice and does not form part of the local governing body remit. This was originally suggested by Ofsted but, on further investigation, may not currently be the right thing for Westwood. Governors noted there are cost implications for parents and the school, it is more likely that children will access enrichment activities offered by the school. Governors agreed the current focus should review enrichment and what the school is offering on a week by	

		<p>week basis.</p> <ul style="list-style-type: none"> • <i>ALT Business:</i> The clerk has fed back governors' comments to ALT. The hub meeting arranged for September was postponed and will be arranged for a later date. Governors noted there may be changes to the format of meetings going forward. <p>Item 6 – Governors' support for school: The monitoring plan has been completed.</p> <p>Item 11 – Any Other Business (<i>Excellence & Standards Committee</i>): Going forward this will be referred to as the Excellence & Standards Working Party rather than a committee and will not require terms of reference.</p> <p>Item 12 – Date of Next Meeting: The schedule of meetings has been circulated to governors. Governors agreed it may be necessary to conduct a further review of dates to enable AB to attend.</p>	
5.	Budget monitoring	<p>2017/2018 ALT approved budget: The final approved budget has still to be confirmed by ALT. Governors agreed to carry this item forward to the next meeting for adoption of the budget.</p> <p>Financial Controls Manual – Site Specific Data Sheet: Governors received the data sheet, a copy has been included in the minute book. Governors noted the school follows the ALT Financial Controls Manual procedures but some elements are made specific to the school. Governors received an update on identified signatories for the school and staff division of duties, noting that the person who raises the order does not sign the order off. Governors confirmed their approval.</p> <p>RPA: Governors received an update on items not included in the RPA, a copy has been included in the minute book. Governors noted staff members need to provide business cover under their own car insurance to be able to claim mileage, there are no overseas trips planned. Nothing else on the RPA is relevant to the school. Governors confirmed their approval.</p> <p>Current Budget Position: Governors agreed to carry this item forward to the next meeting once the approved budget has been confirmed.</p>	<p>Clerk agenda</p> <p>Clerk agenda</p>
6.	Headteacher's report	<p>Governors received a staffing update from the headteacher, staff members present at the meeting had been informed of the changes and were not required to leave the meeting. Key points arising from the discussion:</p> <p>Some staff members will be taking maternity leave. Governors noted dates and received an update on arrangements in place to cover.</p>	

		<p>A teaching vacancy has been advertised, the school has appointed a teacher who is currently working in another local school and will take up post in March. The school is in further negotiations with the local school to see if an earlier start can be arranged. Governors were informed of planned changes to staffing in Reception and noted a TA has resigned to take up teacher training.</p> <p>Governors received a confidential update from the headteacher on changes taking place across the school and staffing implications, a copy of the discussion has been included in the minute book. All staff members present had been informed of the changes and were not required to leave the meeting.</p> <p>Governors thanked the headteacher for her update.</p>	
7.	School development plan	<p>KR provide an update on teaching, learning and assessment, in the main part this is focussing heavily on EBL across the school. The school completed a successful project last year on how children learn best and experienced some of the best year 1 results the school has ever had. This is developing into year 2 and key stage 2 and all staff meetings are geared around developing this further to ensure teaching is successful, well planned and well thought out. The school learned valuable lessons through participating in the project with year 1 and have implemented improvements. Team teaching, joint observations, planning lessons together are all taking place.</p> <p>There will be substantial movement in EYFS. Transitions will happen smoothly and quickly to ensure a smooth handover, continuity of staff and provide opportunities for parents to understand the changes. KR will continue to work closely with lower school leadership, LB is part of the senior leadership team and will be supporting this as part of her development. The school will continue developing the environment throughout the key stages and will continue to challenge children, ensure children are making accelerated progress and the school is reducing the gaps and meeting curriculum needs</p> <p>The school are continuing with the key stage one garden; this has been a very positive initiative and the way in which the children are using the garden is inspirational.</p> <p>Teaching and TA triads are continuing. Governors received an update on the success of these and how they are helping to develop confidence and consistency of approaches across key stages.</p> <p>A range of enrichment activities are in place, lunchtime clubs have had a positive impact on lunchtime behaviour. The school is running a range of after school clubs and has a woodland school running. Every class is involved for at least</p>	

	<p>LB: Learning behaviours from inside classroom are running through this?</p>	<p>an hour with the teacher and the TA and a scheme of work is in place around woodland activities. Governors noted this was implemented as a direct result of feedback received from children who indicated they would like to spend more time working outside. The objectives and purpose are focussed on the feedback from the children. This is enabling the children to build on the skill sets they are developing inside the classroom in relation to evidence based learning, where children area leading their own learning through an informative environment. The key focus is to enable children to develop skills in survival, language and physical development. Evidence of what the children are doing is being published on the school’s Facebook page. The key learning behaviours from class are embedded. The outside area has had a huge impact on the children, the children who thrive are often the children who struggle in the classroom. The school continues to offer a range of trips.</p> <p>Governors noted Mr Moore, the site manager, has been one of the key players in implementing the development of the KS1 outside area. Mr Moore has developed this himself and no additional contractors have had to be brought in, the work has been completed at no additional cost to the school. Governors wished to formally record thanks to Mr Moore and the work he is doing for the school.</p>	
8.	<p>Additional LGB Papers including review of policies:</p>	<p>Governors received the ALT revised terms of reference and scheme of delegation, previously circulated, copies have been uploaded to Google drive. Governors noted the changes and confirmed their adoption of both documents. The clerk will circulate a summary of local governing body responsibilities.</p> <p>Governors received an update on admission arrangements and noted no changes have been made, the school follows the ALT Admission Procedures which maps the Suffolk policy. Governors confirmed their approval.</p> <p>Governors noted all policies have been updated and are available on the school website. No significant changes have been made which require governors’ approval. Minimal changes have been made to the Safeguarding Policy which is combined with the Child Protection and Procedures Policy. Governors confirmed their approval of the following policies:</p> <p>Safeguarding policy – this is combined with the child protection policy and procedures.</p> <p>SEN policy - no changes have been made other than to dates.</p> <p>Child Protection Policy and Procedures – this is combined with the safeguarding policy. Governors agreed to rename the policy ‘Safeguarding and Child Protection Procedures Policy’.</p> <p>Accessibility Plan</p>	<p>Clerk</p> <p>Headteacher</p>

		Attendance Policy Home School Agreements Supporting Pupils with Medical Conditions	
9.	ALT Business	<p>Governors received an update on ALT business, key points arising from the discussion:</p> <p>The chair and headteacher attended the leading active learning hub event which was a very positive event. They also attended the headteacher and trustee conference which was an enjoyable and positive afternoon. Key speakers were the regional schools' commissioner and an Ofsted representative. The headteacher of Westwood and Red Oak Primary Schools were asked to speak, as both schools had experience of moving from being judged 'inadequate' to being judged 'good', this was well received by other headteachers.</p> <p>New regulations have been introduced for school exclusions, which essentially mean that fixed-term exclusions can no longer be extended. A copy of the revised DfE guidance has been uploaded to Google drive; ALT will be updating the Trust guidance.</p> <p>ALT will shortly be forwarding updated HR policies for this academic year. These are approved at ALT Board level and cannot be changed but governors need to be aware of the content.</p> <p>The headteacher confirmed all governors have completed a DBS.</p> <p>Governors noted their responsibility to revisit terms of reference, governor responsibilities and absence which were reviewed during the first part of the meeting. Arrangements are in place to review information on the school website, governors have been asked to complete a declaration of pecuniary interest and return this to the clerk or the school.</p> <p>Safeguarding training is mandatory for all governors; governors agreed the headteacher will arrange safeguarding training for Westwood and Grove governors.</p> <p>The planned hub briefing for September was postponed, a new date will be arranged in due course.</p>	<p>Governors</p> <p>Headteacher</p>
10.	Any other business	<p>Exclusions: Due to several high-level incidents which have taken place, the school has made a permanent exclusion. A hearings panel will need to be convened. Governors agreed the membership of the panel; the hearing will be held on Monday 16th October 2017, 12.10 pm at the school.</p> <p>Governor visit: MC visited for EBL and attended both PD days. The visit was excellent and MC confirmed she is looking forward to visiting again, a visit form has been completed.</p>	Nominated governors

		<p>Monitoring visits: Governors agreed dates for monitoring visits, the headteacher will amend the visit plan and circulate to governors. Governors agreed to include a health and safety report from MS and monitoring visit reports on the agenda for the next meeting.</p> <p><i>Staff governors left the meeting at 17.33, prior to the confidential personnel discussions</i></p>	<p>Headteacher</p> <p>Clerk agenda</p>
11.	Confidential Personnel Issues <i>(Trust governors to remain for this item)</i>	<p>Approve performance management recommendations for teaching staff: Governors received an update on performance management and recommendations for pay awards, a copy has been included in the minute book. Governors approved the headteacher's recommendations for pay awards.</p>	
12.	Date of Next Meeting	<p>The next meeting will be held on Thursday 7th December 2017 at 4.00 pm</p> <p>The meeting closed at 5.37 pm.</p>	