



# Westwood Primary School

## Westwood Primary School Local Governing Body

### Agenda

Monday 19<sup>th</sup> March 2018 @ 4.00 pm – Grove Primary School

<b>Chair of the Committee:</b>	Jackie Cutchey	<b>Clerk to the Committee:</b>	Elaine Szpytma
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### Attendees

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

**In Attendance:**

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

**Monday 19<sup>th</sup> March 2018 @ 4.00 pm – Grove Primary School**

	<b>Agenda Item &amp; Associated Challenging Questions</b>	<b>Items Discussed</b>	<b>Action</b>
1.	Welcome from the Chair/Apologies	The meeting commenced at 5.46 pm. Apologies for absence were received from Mike Chaplin, Iona Ellyat, Kerry Read; governors consented to the absences.	
2.	Declarations of Pecuniary Interest	There were no declarations of pecuniary interest relevant to items on this agenda.	
3.	Agree Minutes from Previous Meeting / Matters Arising	<p><b>Minutes of last meeting:</b> The minutes of the previous meeting were approved as an accurate record subject to the date of next meeting being amended from 27<sup>th</sup> to 19<sup>th</sup> March in line with Grove meeting.</p> <p><b>Matters arising:</b></p> <p><b>Item 4 – Headteacher’s Report:</b> Laurraine Barnes will provide an update on the Rising Stars group at the next meeting.</p> <p><b>Item 6 – PE Premium:</b> This is in hand JH will arrange a meeting with PE staff member, share mindfulness training as a possibility, raise awareness to the requirements for the Sainsbury Award.</p> <p><b>Item 9 – Governor Monitoring Visits:</b> This is in hand, discussed later in the agenda.</p>	Clerk agenda
4.	Headteacher’s Report / SDP	<p>Governors received a report from the headteacher, previously circulated; a copy has been included in the minute book. Key points arising from the discussion:</p> <p>The school is over-subscribed and in a healthy position, the Reception class looks likely to be full for September (places haven’t been allocated by LA yet).</p> <p>Governors received an update on staffing, as identified in the headteacher’s report. Governors noted proposals for 2018 are provisional, the school are not currently aware of any forthcoming resignations.</p> <p>Overall attendance is good at 95.7% and the best it has been for some time. Attendance for pupil premium children is below this figure but has improved on last year.</p>	

		<p>Teaching at the school is incredibly strong, the school has a strong team of teachers and this is reflected in the data. Developing middle leaders was an Ofsted outcome, the school has worked on this and this is now a real strength, this is naturally occurring, teachers are leading their own key stages. A number of teachers are looking at middle leadership and are able to step up into more senior leadership roles. The CPD being put in place for teachers and the teaching team has ensured Westwood has been able to maintain performance and accelerate progress for enquiry-based learning. The headteacher and governors formally recorded thanks to KR and LB who have been instrumental in developing this.</p> <p>The main focus of the school development plan has been around enquiry-based learning and use of challenges which has been observed during governor visits. The quality of books examined in last week's teaching and learning review demonstrated outstanding quality. Work with enquiry-based learning has paid off, triads have been successful, staff are leading their own feedback which has improved the quality of teaching, learning outcomes for children and leadership generally across the school. This has also had a massive impact on behaviour. Teachers and TAs are all working together and operating as integrated teaching teams.</p> <p>The school has expanded the range of enrichment on offer this year, trips and visitors are linked to enquiry based learning and current affairs. The school has addressed improvements identified by Ofsted and this is occurring naturally through enquiry-based learning. The school is in a strong position with all outcomes being judged as good or outstanding.</p>	
5.	Pupil Progress	<p>Governors received an update on pupil progress, contained in the headteacher's report. Key points arising from the discussion:</p> <p>Data is looking strong across all year groups. In KS1 data for year 2 is looking really strong, the school has never previously had so many children at age expected levels as this point in the year. Governors noted this is a very strong cohort of children who have also been with the school since nursery.</p> <p>Year 6 data is moving in the right direction, but the school is being cautious with predictions. Mock SATs are taking place next week which will provide a clearer view of where children are in relation to predictions. Governors noted challenges for year 6 next year. There has been some significant turnover in this group, pupil premium numbers are high and there are a number of</p>	

		<p>children with significant SEN and high emotional needs. Plans are in place to put two teachers with this group and divide it into smaller groups, this will begin as soon as current year 5 SATs finish.</p> <p>Progress is really strong across all year groups, there is very little different between progress of pupil premium children against non-pupil premium children but this is cohort driven.</p>	
6.	Pupil Premium	Governors received a detailed update on pupil premium at the last meeting and noted there is nothing substantial to add for this meeting. A further update will be provided in the summer term.	
7.	PE Premium	Governors received a detailed update on PE premium at the last meeting and noted there is nothing substantial to add for this meeting. A further update will be provided in the summer term.	
8.	Budget monitoring	Governors noted the budget is being monitored by ALT and there are no concerns. A more detailed update on the current budget position will be provided at the next meeting.	Clerk agenda
9.	Risk Register / RPA	Governors agreed to carry this item forward to the next meeting. A review of the risk register and insurance cover not included on RPA will be included on the agenda for the next meeting.	Clerk agenda
10.	Health and safety monitoring	<p>Governors received an update on health and safety and HandSAM tasks and noted HandSAM is up to date.</p> <p>Governors received an update on premises. The site manager is working through the building plan. There have been some recent issues with blocked drains which had not been cleaned for a while, this has cost in the region of £4k to resolve. Governors noted drains have been cleaned now and costs going forward should not be significant.</p>	
11.	Reports from governor visits	<p>Governors received an update on visits which have taken place since the last meeting.</p> <p>A group of governors had visited classes. Children had been engrossed in learning, governors could see how the approach has been changed and cranked up a notch in each year group in terms of what children were learning and staff were able to articulate these changes. In year 1 children have Learning Stories, which takes less time than the previous formal feedback and</p>	

		<p>marking, governors observed detailed evidence of children's progress and learning in learning stories, good progress was evident in each class visited. This had been an excellent visit, in year 4 children were in the infancy of working this way but were really enjoying their learning, were happy to be doing what they were doing, every child was engrossed in the learning (EH). Governors noted the approach is meeting the needs of the learners at Westwood, it has been possible to move this approach through the school at a quicker rate than originally anticipated which is testament to the high quality of staff at Westwood. Governors recorded their thanks and commended all staff members for the work they have been doing and continue to do.</p> <p>MC visited museum afternoon, children took ownership of learning and this was a very successful event.</p> <p>IE visited on 8 March with a focus on enquiry-based learning, the clerk has been provided with a copy of the report for inclusion in the visits folder.</p> <p>Governors agreed that monitoring activities will be planned by the Chair and the Headteacher. Staff members will email governors to make arrangements for visits.</p>	<p>Clerk</p> <p>Chair / Headteacher</p>
12.	Additional LGB Papers including review of policies:	There were no policies for approval at this meeting.	
13.	ALT Business	<p><b>Safeguarding:</b> Following consultation by the DfE on their document Keeping Children Safe in Education, an update is expected which will require amendments to Safeguarding policies. Once approved by the Board of trustees this will be forwarded to schools for implementation.</p> <p><b>Admissions:</b> Headteachers have been sent a reminder on procedures for admission arrangements across the Trust. All admission arrangement documents have been reviewed (as required annually) and no changes are considered necessary this year for Westwood Primary School.</p> <p><b>Data Protection:</b> GDPR regulations will come into force in May this year which is likely to have an impact on the way in which schools conduct FOI and Data Protection. The Trust has appointed a Compliance Officer, Caroline Driver to lead on this. Caroline is available to attend a future governors' session to explain governors' responsibilities in this area. An information fact sheet for governors has been circulated. Governors suggested it might be useful for this to be included as part of the next hub briefing for Governors. The clerk will inform ALT.</p>	<p>Clerk</p>

		<p><b>Governor Monitoring:</b> Governors were reminded of their responsibility to regularly check the school website for compliance with mandatory requirements. Governors noted LB completed this on 29<sup>th</sup> November.</p> <p><b>Newsletter:</b> ALT sent out a newsletter to all governors in December, governors confirmed receipt.</p>	
14.	Any Other Business	There was no other business, staff members left the meeting at this point (6.22 pm).	
15.	Confidential Personnel Issues ( <i>Trust governors to remain for this item</i> )	<p>Governors received an update from the headteacher on confidential staffing issues.</p> <p>The headteacher shared possible staffing scenarios with governors and proposals to cover teaching roles across year groups.</p> <p>Governors received an update on a disciplinary issue.</p>	
16.	Date of Next Meeting	<p>The next meeting of the full governing body will be held at Westwood Primary School on Thursday 24<sup>th</sup> May 2018:</p> <p style="text-align: center;">4.00 pm Westwood Governors 5.30 pm Grove Governors</p> <p>The meeting closed at 6.35 pm</p>	