



Westwood Primary School

Westwood Primary School Local Governing Body
Agenda Wednesday 18th May 2016 – 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
Scott Bessey	Trust	A
Mike Chaplin	Trust	P
Mary Corker	Trust	Ap
Emma Hall	Trust	P
John Hughes	Trust	P
Karen Mitchell	Staff	Ap
Kerry Read	Associate	Ap
Maria Smith	Staff	P
Toni Craven	Parent	Ap
Anna Ball	Parent	P

In Attendance:

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

Date of Meeting: Wednesday 18th May 2016 – 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 received from Mike Chaplin, Toni Craven, Karen Mitchell, Kerry Read; governors noted the absence of Scott Bessey. Governors consented to the absences.	
2.	Declarations of Pecuniary Interest	There were no declarations of pecuniary interest relevant to items on this agenda.	
3.	Minutes from Previous Meeting / Matters Arising	<p>The minutes of the previous meeting were agreed as an accurate record.</p> <p>Matters Arising:</p> <p><i>Item 5 – Headteacher's Report: Visit to review PE Premium:</i> JH has visited and spoken with Wendy and Danielle. A playground observation wasn't necessary as this was covered within the discussion and Danielle covered most of the necessary information in her presentation to the last Excellence & Standards Committee. A monitoring form has been completed, Wendy and Danielle have a copy of this.</p> <p><i>Item 9 – Governor Self Review:</i> Included on the agenda for discussion at this meeting.</p>	
4.	Agreement of any additional items to be covered	No additional items identified	
5.	<p>Headteacher's Report</p> <p>JH: Everyone from year 1 upwards above 90%?</p>	<p>Governors received the headteacher's report, previously circulated, a copy has been included in the minute book. Key points arising from the discussion.</p> <p><i>Mobility:</i> Mobility remains high at 15.5% last year; this is subject to continuous change.</p> <p><i>Attendance:</i> There is an attendance issue in reception (92%) and year 1 (94%); the school are working with some parents in these year groups but the majority of the absences relate to genuine illness. Persistent absence across the school is low; older children are better attenders. Attendance is usually around 95.2% which is just below the national figure of 96%. Attendance of pupil premium children can be an issue particularly during wet weather and this is what is letting the school down; the school will continue to work with individual families.</p>	

	<p>JC: Explain what unauthorised teacher absence is?</p> <p>JC: Staffing is stable?</p> <p>JH: At what point do you start to put action in place eg year 2 reading 82% at age expected but 70% in writing, OK at 70%?</p> <p>JH: Year 4 high proportion of SEN?</p> <p>JC: Writing is the issue?</p>	<p><i>Staff absence:</i> Staff absence has reduced; figures are really positive for this year. All staff members had the option of having a flu jab, and most people took this, which may have had an impact; there was also an incident of long term absence during 2014/2015. Unauthorised teacher absence is where a member of staff doesn't inform the school of the absence and doesn't turn up; generally teachers would rather come in and be sent home rather than not come in. The staffing figures link with the wellbeing survey; if staff members are happy attendance is generally good.</p> <p><i>Data:</i> Data presents an ongoing picture; the student pupil plan is in the process of being written, governors reviewed examples of areas to further develop or embed over the next year. Pupil premium information is available on the website, closing the gap by year 6 continues to be a major challenge for the school. SEN is quite high at 28/30% some children will have EHC plans; governors received an update on numbers of referrals to DSL. Governors reviewed read, write math tables; an action plan is in place to improve year 4 writing. Targets are set each year for reading and writing across the school; with the introduction of the new curriculum the expectation is that 85% of children in all classes have to achieve national expectations. 25% of children in classes are on SEN register, it is more difficult to get these children to national expectations therefore the school target is set at 75% to achieve above in reading, writing and math. Year 4 have been affected by the expectation of the new curriculum and the gap has increased; this year group also had two changes of teacher during the previous year. Spelling and handwriting are the main areas for concern, some of the language children are expected to use does not reflect the language they are using in their speech, particularly where children don't read widely outside of school and haven't been read to at home. This is being addressed by the school; the introduction of Talk for Writing should have a positive impact, the school is providing opportunities for children to be heard reading early in the mornings. All schools are in a similar situation with writing. MCh had visited and looked at books with KR; the progress being made in Talk for Write and the changes in the language the children are using was evident in the workbooks. Governors reviewed examples of marking and feedback at the Excellence and Standards Committee and agreed the progress being made was visible in the children's workbooks.</p> <p><i>Teacher Performance:</i> The majority of teaching is good or outstanding. There are more outstanding sessions than good; the school is aiming for 60% outstanding. The school is arranging for Lilac Sky, who run an outstanding teachers programme, to support teachers to</p>	
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	<p>JC: Computing?</p>	<p>achieve outstanding; this is a ten week programme which four teachers are completing in the autumn term. Governors reviewed roles and responsibilities, identifying key staff members, their responsibilities and the contributions they are making. Responsibility for computing will be reviewed by the senior leadership team in different key stages. This will remain high profile and will be driven by the senior team.</p> <p>Governors noted ALT see headteachers as part of their senior leadership team; as part of their performance management every headteacher has been asked to take a lead on something across the hub. For this purpose RA will run the NQT training across the hub. Governors discussed whether the school should be reimbursed for RA's time but agreed it was important for the headteacher to engage in opportunities for professional development; the commitment equates to around one month in total and is not too onerous; the school has adequate cover arrangements in place. Governors noted ALT are a non-profit making charity, the sponsor fee is significantly less than that of similar academy trusts.</p> <p>EH: Is there a reason why some parents didn't apply for a nursery place at the school?</p> <p>The school provided opportunities for parents to make an application eg text messages, reminders to fill in the form were sent out, 1:1 discussions took place with individuals, but some parents haven't completed the form. There are two children who haven't obtained a place in nursery because the parents didn't apply in time; they have other children attending the school. If parents don't apply they will join the waiting list in September and be allocated on a sibling first basis.</p>	
6.	<p>Approve Budget</p> <p>JH: Not predicted to increase by 1% each year?</p>	<p>The finance committee met and conducted a full review of the draft budget plan 2016/2017 and three year budget plan. This is a predicted budget based on the current number on roll; numbers are low in some year groups. If numbers in October are less than the current number on roll the school may be subject to some clawback. Moving forward the budget is tight, year on year pay goes up if teachers meet performance targets until they are at the top of the pay spine; if a staff member moves on then it is possible to recruit an NQT to offset this. All organisations are required to pay an apprentice charge which equates to 1% of the total staffing budget; this is a government cost to support recruitment of apprentices. There is no increase year on year, the budget is based on pupil numbers; governors noted the need to review the budget going forward and into year 3.</p> <p>The finance committee agree that the budget is sound and recommend it for approval by full governing body. Governors confirmed their approval of the budget and 3 year plan.</p>	
7.	Reports from Sub	Governors noted key points discussed in committee	

	Committees/Governor Visits	<p>meetings:</p> <p>Finance Committee: The Committee approved the budget. Governors noted funding will be less in future years based on current pupil numbers. Staffing changes have already come into effect this year to account for next year. This year's budget has been more difficult to set than any other year because of additional costs eg apprentice charge.</p> <p>The school has managed to set a solid budget to enable staff to meet their performance related increments.</p> <p>An external audit of health and safety is taking place in the summer term.</p> <p>Personnel Committee: A huge majority of staff are on track with performance management targets. The school has a full staff complement. A potential maternity leave is anticipated in December; the school has options to cover this.</p> <p>Excellence & Standards Committee: Excellent work is being undertaken by Danielle Dear in leading the School Council in production of a pupil development plan. Governors noted the excellent quality of marking, feedback and presentation in books and its visible impact on standards. The school is making good progress against key targets; governors noted that goal posts have changed in terms of expectations.</p> <p>Governor Visits: Governors received an update on governor visits:</p> <p><i>JH PE Premium:</i> JH visited and checked policies were in place; everything is organised, programmes of study are in place which weren't last time; all teachers have a copy. There is some lack of clarity in assessment methods, an alternative assessing scheme is being introduced to ensure everybody is working to the same method. There is some PE premium money to be spent, options for spending were discussed. The school is hoping to achieve a silver award for school games, an area for development relates to teaching athletics and for years 5 and 6 to be using task cards; JH has provided two sets of task cards. Governors discussed opportunities to use PE premium money to support the delivery of fundamental movement skills for one hour per week and an opportunity for a TA to engage in further training to become HLTA in PE.</p> <p><i>MCh Talk for Write:</i> MCh met with KR to observe Talk for Write in years 1 and 2. Year 1 children were observed telling a story with their actions, it was impressive to see how much of the story they knew. Year 2 were observed creating a map of their story ie using the playground to</p>	
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		<p>draw their story out, learning it off by heart, then changing it. MCh looked at books and wobserved language used in hot write and Kung Fu punctuation which was very impressive; this is helping children to remember the punctuation. Within cold and hot writes it is easy to identify the progress the children have made.</p> <p><i>MC SEN:</i> MC met with KR to look at SEN and discuss the high percentage of speech and language communication issues in early years. The speech and language therapist visits for half a day to provide training and ensure interventions are in place. In nursery half the children are below expectations in speech and language; it is anticipated the rising 3 nursery provision will have an impact in addressing issues earlier. Differentiated learning is taking place in all classes; parents are being given learning packs to complete with their children. Reading recovery style interventions are in place for specific children to help them develop confidence. Governors received an update on SEN within each year group; MC is visiting again on 03/11/16 once children are settled into their new classes.</p> <p><i>JC Review of budget and learning environment walk:</i> The three year budget plan was discussed which included a review of staffing scenarios to ensure no redundancies are necessary and staffing issues are managed through natural wastage. The budget will require careful monitoring in the future.</p> <p>During the learning environment walk all classrooms were visited; the quality of displays and organisation within classrooms is excellent. Several teachers were undertaking PPA (planning, preparation and assessment) and were not all in the classroom; every classroom was well managed, with purposeful learning taking place and a calm atmosphere, which was present throughout the school. Pupils are friendly and chatty, conduct and learning behaviour is excellent.</p>	
8.	Additional LGB Papers including review of policies:	There were no additional papers for consideration at the meeting.	
9.	Governor Self-review	<p>Governors discussed roles and responsibilities and agreed these need to link to key areas in the SEF. Governors agreed:</p> <p>Safeguarding Governor: Jackie Cutchey Health & Safety Governor: Scott Bessey</p> <p>Leadership (SDP 1): John Hughes, Anna Ball, Emma Hall (link person Louise)</p> <p>Teaching, Learning and Assessment (SDP 2): Mike Chaplin, Karen Mitchell, Jackie Cutchey (link person</p>	<p>JC SB</p> <p>JH, AB, EH</p> <p>MCh, KM, JC</p>

		<p>Kerry)</p> <p>Pupil Welfare (SDP 3): Maria Smith, Toni Craven, Mary Corker (link person Gemma).</p> <p>Outcomes for Pupils: All governors have responsibility to look at outcomes within their responsibility areas; outcomes are discussed at full governing body and within Excellence & Standards.</p> <p>Governors agreed to work within these roles with the opportunity to change if not comfortable. All visits will be made against SEF, governors should review that element of the SEF and progress made against targets in the SDP. Link governors for each area will be identified in the school development plan; outcomes will be reviewed as a whole group.</p> <p>The headteacher agreed to ask school link leaders to make contact with governors initially to establish when to meet and review how to manage the monitoring roll.</p> <p>Governors were provided with information relating to an online equality and diversity awareness training programme being provided free of charge by EPM; this is useful training which takes around seventy minutes to complete. Interested governors should use the following link to request access to the webinar area epmwebinar@epm.co.uk</p>	<p>MS, TC, MC</p> <p>All governors</p> <p>All governors</p> <p>RA</p> <p>Governors</p>
10.	ALT Business	Governors discussed the ALT governors' session which was helpful; the clerk will circulate a copy of the questioning toolkit to governors. JC circulated some information from the NGA handbook relating to 12 key questions to ask headteachers; governors noted the key behaviours of a high performing board require high support and high challenge.	Clerk
11.	Items to be deemed as confidential	There were no confidential items for discussion.	
12.	Other issues previously identified above	There were no additional items for discussion.	
13.	Any Other Business	<p>Date of future meetings: Governors agreed to hold future meetings of full governing body on Thursdays commencing at 4.00 pm.</p> <p>The timing of committee meetings prevented some governors from attending; governors agreed to hold future committee meetings on Thursdays commencing at 4.00 pm.</p>	

		The clerk will provide a schedule of meetings for approval at next full governing body.	Clerk
14.	Date of Next Meeting	<p>Full Governing Body: The next meeting of the full governing body will be held on Monday 11th July at 3.30 pm. JH gave apologies for this meeting.</p> <p>The meeting closed at 5.26 pm.</p>	

Signed Chair: Jackie Cutchey

Date: 11th July 2016