

## WESTWOOD AND GROVE PRIMARY SCHOOLS

Minutes of the Local Governing Body Meeting of Westwood and Grove Primary Schools held on 22<sup>nd</sup> May 2023 at 4.00pm.

Present:	Rae Aldous (EHT) Sarah Bayfield (SB) Dan Blowers (DB) Stephen Clarke (SC)	Elliot Gibbons (EG) Steven Moore (SM) Mike Quantrill (Chair) Sarah Ross (SR)
In attendance:	Louise Creed (LC) Laurine Barnes (LB)	Rebecca Witt (Governance Professional)

1	<b><u>WELCOME / APOLOGIES</u></b>	
	Apologies were received from Jackie Cutchey (Chair) and Mary Corker (MC). Sarah Gough (SG) was not present. Governors consented to these absences.	
2	<b><u>PECUNIARY AND OTHER INTERESTS</u></b>	
	There were no declarations of interest declared in items on the agenda.	
3	<b><u>CHAIRS ACTION</u></b>	
	There were no items to note.	
4	<b><u>MEMBERSHIP OF THE GOVERNING BOARD (GB)</u></b>	
	The Governing Body membership was discussed. It was noted that SC's term of office expired on 14 <sup>th</sup> July 23. SC advised that he was moving up rank in the Police which would take him away from the area of safeguarding. The EHT advised that she was happy for SC to continue as safeguarding governor and training would be provided if needed. <b>Governors agreed to SC being reappointed for a further term.</b>	
5	<b><u>MINUTES</u></b>	
	The minutes of the meeting held on 20th February 2023 (copy in the Minute Book), having previously been circulated, were <b>confirmed. The Governance Professional was asked to mark the minutes as signed on GovernorHub.</b> All actions had been complete or would be addressed through courser of meeting.	<b>Gov Pro</b>
6	<b><u>HEADTEACHERS REPORT</u></b>	
	<p>Governors received a verbal update from the EHT. The following key points were noted:</p> <ul style="list-style-type: none"> <li>• The EHT advised that the CEO had visited both schools a couple of times since the last meeting and had been pleased with the standards. She was also confident that the leaders in school would move the schools forward. The Deputy CEO would complete a more in depth visit after half term. A learning review had taken place last week at both schools by the school leaders. Grove's visit had focused on the impact of the Teaching &amp; Learning (T&amp;L) communities and the SEND provision/environments. The school was looking strong and the learning provision was noted as enhanced. The SEND provision was also strong however further work would take place to support teachers to ensure that SEND children were included in afternoon sessions and scaffolding took place. The impact of the T&amp;L community was evident in all classes. Evidence could be seen of live modelling as well as explanations and scaffolding to the needs of the children. This would continue so it was well embedded and part of normal</li> </ul>	

	<p>practice. A 3D curriculum would also be looked at to enhance the curriculum further. The same was seen at Westwood. Additional support was being provided to the ECT which LB was monitoring. The outside provision had been identified as requiring more attention and the school was actioning this. The school leaders were also looking at the recent training on Rainbow Grammar and the impact.</p> <ul style="list-style-type: none"> <li>• The KS2 SATs had taken place. The media attention around the Reading test was noted. The tests had proved challenging for the most able pupils as the greater depth questions were more challenging than the standard tests. Some children were noted as not finishing tests which was unusual. This impacted on the Maths test as some children were anxious on the days after the test. The EHT felt that the overall result would be similar to the previous year. The KS1 SATs would be completed by the end of the week. The Phonics, multiplication, and EYFS tests would take place thereafter.</li> <li>• Attendance was discussed. LC advised that Westwood was a school of concern in terms of attendance. The national figures were 92.8% for whole school attendance and 20.8% for persistent absence (PA). The whole school attendance at Grove was 98.4% and PA was 15.46%. The Educational Welfare Officer (EWO) service was noted for 2 child. Suspensions were noted as low. Westwood whole school attendance was 92.2% and PA was 20.8%. The school was working with 39 children of which 7 families were open to the EWO services. No exclusions/suspensions were noted at the school. The EHT advised that attendance was an improving picture. Strong systems were in place which were recognised by the Trust. The attendance target from the Trust was discussed (96% Grove / 95% Westwood whole school attendance and 19% PA). Suspensions could only be used as a last resort and if there was strong evidence to support the decision. It was noted that the Trust was using the Grove monitoring procedures to share across Trust. <u>The Chair asked why the attendance target was so high.</u> LC advised that the school had set this in an attendance meeting with the CEO.</li> <li>• The School Development Plan (SDP) was discussed. The school evaluation was currently taking place and the SDP would be drafted thereafter. The Heads of School / Subject Leaders were writing action plans. The SEF would be updated at the same time as the documents were linked. All the documents would be ready before the end of the summer term. It was noted that the Pupil Premium and PE Premium Plans fed into the documents also. <u>The Chair asked if the Trust dictated any areas of the SDP.</u> The EHT advised that the targets focused on each individual schools needs for improvement to outstanding and relate to the inspection framework. Regular meetings took place (3 weekly) to share information, provide training and presentations on other areas. The Headteacher's conference was noted on 30<sup>th</sup> June.</li> </ul>	
7	<p><b><u>GOVERNOR MONITORING, DEVELOPMENT AND TRAINING</u></b></p>	
	<p>The following governor visits were noted. Full reports were available on GovernorHub.</p> <ul style="list-style-type: none"> <li>• SR advised that she had visited the school to complete monitoring reviews of SEND, Science, Computing and DT. The Science, Computing and DT visits were to follow up points from the previous visit with a focus on teachers work and leading investigations to ensure staff were more confidence. At the Science review, SR had discussed rockets, science boffins and the focus on the Ogden Trust. The Computing review had discussed the TA computing club which was working well. There were also drop ins for the skills needed for Science. The DT review had discussed the work on the embedded cog structure and the push on planning. Clubs were discussed. The computing club, DT in EYFS and KS1 clubs were well attended. The attendance records were on the school website. At the SEND review SR had looked at the actions from the last visit and ensuring that</li> </ul>	

	<p>support was logged on IEPs. The targets had improved (tighter and more measurable). Welcome training had been rolled out to staff. The Inclusion Quality Mark meeting was noted on 15<sup>th</sup> June 23. Screening for Speech &amp; Language and communication needs was taking place. A Nursery hub was being set up although there were concerns re the LA timescales.</p> <ul style="list-style-type: none"> <li>• JC had attended monitoring visits on attendance, English, and EYFS. <b>It was agreed that JC could share these at the next meeting.</b></li> <li>• EG/DB advised that they had completed monitoring visits and confirmed that they would write up their notes and send them in.</li> <li>• MQ advised that he had carried out a monitoring visit on Pupil Premium (PP) and the comparisons between PP and non PP. MQ advised that the gap was larger at Westwood than Grove. The PP statement had been reviewed. There were no concerns to note. MQ had also carried out a monitoring visit on T&amp;L. The T&amp;L Community had been discussed. MQ had also looked at future plans for the summer term.</li> <li>• SC advised that he had carried out a safeguarding monitoring visit. SC had used the new ALT question document which was comprehensive. The Single Central Record (SCR), policy personnel, storage data, staff recruitment training and absence had been reviewed. No concerns were noted. The SCR migration had gone well. All policies had been checked and were up to date in both schools. Training had been provided to staff for Keeping Children Safe in Education. Storage public files and staff data was locked away. MyConcern recording was discussed. It was noted that last year staff had provided the DSL with information for them to record accordingly. This process had been changed so all staff could record on the system. This approach was aligned across Trust. Staff recruitment/training remained good across both schools. Pupil absence was discussed. The school systems were robust and tailored support was noted to improve attendance. Fining was taking place where required. SC advised that he was planning to come in to review the Online Safety Leads.</li> </ul>	JC
8	<b><u>RISK MANAGEMENT</u></b>	
	<p><b>It was agreed that this item would be deferred to the next meeting as was no further forward.</b> The EHT advised that the schools were awaiting a new template from the Trust. A Risk Management audit had taken place. No new risks were noted.</p>	Gov Pro
9	<b><u>SAFEGUARDING, WELL-BEING AND HEALTH &amp; SAFETY / PREMISES</u></b>	
	<ul style="list-style-type: none"> <li>• The EHT noted SC's update under item 7. The SBM had received in depth training on the new SCR. All training was recorded on the document, including governor training. The Heads audit the SCR once a month. Any concerns were picked up and addressed. New staff documents held in personnel files were now being scanned onto the SCR. Myconcern was monitored half termly. Feedback had been given by the Trust if improvements were required and training was provided by the Trust. Confide was a new module which logged staff concerns. Both schools had received a full safeguarding review by Ignite. The review also looked at the safeguarding culture at the school. An award was possible. LB advised that different coloured lanyards had been implemented. Staff had purple lanyards and DSL's had blue. The children had been communicated with regarding this. Weekly meetings were noted for children on the Safeguarding Register and weekly briefings took place for all staff. A safeguarding question had been introduced at the start of staff meetings.</li> <li>• Pupil / staff well-being was discussed. A whole staff Trust well-being survey was noted. Pupil well-being had been monitored during the learning review. No issues were noted.</li> </ul>	

	<ul style="list-style-type: none"> <li>H&amp;S/Premises was discussed. The HANDSAM follow up audit was noted. The Site Manager had been working hard completing tasks on the system. A report was awaited on actions required. This would inform the building/premises and H&amp;S action plan. <b>DB agreed to work with the Site Manager on this.</b> It was noted that the EHT monitored this system once a month.</li> </ul>	<b>DB</b>
10	<b><u>FINANCIAL PERFORMANCE</u></b>	
	<p>The EHT advised that this year's budget looked positive. A carry forward of £25k was noted. The schools were currently budget setting however this was challenging due to the cost of living and the contingency needed for staff pay increases therefore the EHT had met with the Trust to discuss this. The schools held healthy reserves however were unable to use them. Grove had a £2k deficit and Westwood £14k. The EHT advised that there were a number of maternity leaves/covers. The reserves were discussed. The EHT advised that the Trust had asked schools to transfer funds to the central account to build interest. Westwood had transferred over £100k and Grove £50k. Schools could request the reserves for educational or one off project costs. <u>The Chair asked if there was potential that the reserves would get pooled by the Trust moving forward.</u> It was noted that all monies were Trust money. The EHT advised that swimming and music could not be afforded in the Westwood budget. This would need to be bid for. Trips also. <u>EG asked if there were any projects which had been earmarked.</u> The EHT advised that the schools were identifying where they wanted to spend monies. <u>EG asked if schools would benefit from the interest made by the Trust.</u> It was confirmed that the interest would be put back into school improvement. The top slice of 4.5% was increasing to 5% moving forward. This would fund an increased central team to aid capacity for school improvement. Economies of scale were noted. Procurement would be managed centrally and the HR team would be expanded. The EHT advised that the Trust had been more visible and supportive and there was more clarity around the roles in the Trust. A structure would be shared moving forward which explained remit/responsibilities. <u>The Chair noted the Caretaker who was employed by the school and asked if the plan was for the Estates Manager to manage all the Caretakers.</u> The EHT advised this was not the plan at present however support would be provided if needed. The Decarbonisation Plan had been written by the Trust and Trust staff support schools with grants and guidance.</p>	
11	<b><u>COMMITTEES AND WORKING PARTIES</u></b>	
	There were no updates to note.	
12	<b><u>POLICY REVIEW</u></b>	
	There were no policies to note.	
13	<b><u>GOVERNOR TRAINING AND DEVELOPMENT</u></b>	
	<p>Governors noted the governor training list from Karen Tallett-Pickess (copy on Governor Hub). <b>It was agreed that the outstanding safeguarding training would be completed ASAP.</b> SC advised that he was booked on for 14<sup>th</sup> June through Schools Choice. <u>The EHT asked governors to email KTP with their training certificates so she could log training undertaken.</u> The ALT Governor Briefing on 21<sup>st</sup> March was noted. The briefing focused on safeguarding, attendance and rigour to monitoring.</p>	<b>All</b>
14	<b><u>TRUST UPDATE</u></b>	
	It was noted that this item had been covered under item 6, 8, 9 and 10.	

15	<b><u>ANY OTHER BUSINESS</u></b>	
	<ul style="list-style-type: none"> <li>• <u>Governors asked the Governance Professional to contact SG to discuss her attendance at future meetings.</u></li> <li>• Governors thanked MQ for chairing the meeting well.</li> </ul>	<b>Gov Pro</b>
18	<b><u>DATES OF FUTURE MEETINGS</u></b>	
	The date of the next meeting was confirmed as 18 <sup>th</sup> July 2023, 4pm.	

The meeting closed at 17.10pm.

Signed

Date

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