

WESTGATE PRIMARY SCHOOL GOVERNING BODY

MINUTES OF THE MEETING HELD ON TUESDAY 20 FEBRUARY 2018 AT 4.00PM

PRESENT	Rob Wilks (Chair) Susan Carson Daniel Hackney Jonathan Kirkland James Millson	Helen Carpenter (Headteacher) Victoria Mirfield Jane O'Kane Sarah Mumford Andrew Ross
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IN ATTENDANCE: Joan Matthews, Clerk

29.00	APOLOGIES	ACTION
29.01	Apologies were received from Alice Joughin, James Gould and Anne Hodgson.	
30.00	GOVERNOR DEVELOPMENT AND MEMBERSHIP MATTERS	
30.01	It was reported that Susan Carson, Andrew Ross and the Headteacher were attending safer recruitment training on 26 March 2018.	
31.00	REVIEW OF GOVERNORS DAY IN SCHOOL	
31.01	<p>Governors discussed the day that they had spent in school which had included visits to classrooms, meetings with the school food ambassadors, sports leaders and school council. The following key points were noted:</p> <ul style="list-style-type: none">• The new contracts for writing had been introduced that week and some inconsistencies were noted which it was recognised could be picked up quickly at the beginning of the class. There were, however, clear changes which could already be seen evidenced in workbooks.• The clear desk policy was making a difference and pupils liked it, but there was some variation between classes and might need following up with staff.• Some of the equipment in nursery was looking tired but the Headteacher confirmed that there was provision within the budget for equipment for the foundation stage.• Sports leaders had indicated that they would welcome some suggestions regarding alternative games so that they could be varied and a survey of pupils had been suggested.• Space within the Reception class was difficult and there was not enough room for all children to write at the same time, although it was noted that a lot of small group writing took place at tables. The Headteacher agreed to consider further the furniture and layout in the room.• Y1 pupils had been distracted by the folders they had been using and the Headteacher agreed to follow this up further.• It was felt that it would be helpful on future Governors Days to have some time to talk to the teachers which was difficult whilst teaching. It was agreed to do this at the	<p>Headteacher</p> <p>Headteacher</p>

	<p>end of the day next time.</p> <ul style="list-style-type: none"> • The meeting to discuss peer mediation had been useful and the peer mediation appeared to be working well although a request had been made for a bench where the mediators could base themselves or take other pupils to talk. • A question was asked about whether it would be helpful for pupils to have personal spelling lists in the topic books as well as their English books and it was acknowledged that may be helpful. 	Headteacher
31.02	Governors agreed that although there was a need to rapidly improve writing, it was important to remember that there was much good practice in school and much to celebrate. It was recognised that it was important to establish the new systems from an early stage and it would be useful to follow up in a few weeks to monitor implementation.	
31.03	The Headteacher thanked governors for the day and particular thanks were expressed by the governing body to the staff who had been very welcoming. It was agreed that each governor would write a section for the governors' newsletter.	All
32.00	MINUTES OF THE LAST MEETING	
32.01	<p>Resolved:</p> <ul style="list-style-type: none"> • that the minutes of the meeting held on 30 November 2017 were agreed as a correct record and the Chair was authorised to sign them. 	
33.00	MATTERS ARISING	
33.01	<p><u>Governor induction (minute 21.01)</u></p> <p>The Headteacher reported that she had contacted Pool Primary about governor induction training but low numbers had meant it was not cost effective. The Headteacher agreed to follow this up again to see if some arrangements could be made.</p>	Headteacher
33.02	<p><u>Writing moderation (minute 25.01 and 25.02)</u></p> <p>A question was asked about the moderation guidance for writing and the requirement for both technical accuracy and composition. The Headteacher reported that whilst there remained a focus on technical accuracy, there was an increased focus on composition which had not been mentioned during the school's moderation in 2017. A question was asked about the joint moderation day within the family of schools in January and it was confirmed that this had taken place and had been positive. The Headteacher reported that the measures the school had taken in relation to writing had been helpful but had not proved to have driven up standards sufficiently.</p>	

Jonathan Kirkland left the meeting at this point.

34.00

REPORTS FROM COMMITTEES

34.01

Finance and Personnel

The minutes of the meeting of the Finance and Personnel Committee held on 5 February had been circulated and the following points were highlighted:

- Following investigation, it had been agreed that it was not worth implementing an e-Pay system.
- Susan Carson had carried out a review of cash handling and would be carrying out random checks.
- Nursery funding had been discussed and was further complicated by the extended schools.
- The committee now had a clearer idea about educational visits costs and any subsidies provided.
- Policies on Grievance, Bullying and Harassment and Confidentiality had been reviewed and approved.
- Susan Carson and Andrew Ross were going to carry out a data audit in preparation for GDPR and a special meeting of the committee would be held to discuss it further. It was hoped to buy in a Data Protection Officer service from the local authority and the Headteacher reported that discussions had also taken place within the family of schools regarding the possibility of a shared post.

34.02

Pupil Support

It was noted that a meeting of the Pupil Support Committee had taken place on 30 January and the following points were noted:

- Policies on Curriculum, Learning and Teaching, D & T, Geography, Maths, Spanish, SMSC, SEND and Inclusion had been approved.
- The SIP had been reviewed, in particular in relation to pupil premium, improving writing and PSHE.
- Pupil progress meetings had taken place, including for EYFS. EYFS training on Maths had had an impact.
- The school was looking to develop a central inclusion register which would include pupil premium, SEN and medical needs. The SENCo had also identified some new interventions which she was looking to introduce.
- The Committee had looked at each of the questions within the Learning Lessons Review and a number of actions to tighten up policies and processes had been identified.

34.03

Premises, Health and Safety Committee

Sarah Mumford reported on the meeting of the Premises, Health and Safety Committee held on 2 February. The site inspection had been the focus of that meeting with the Accessibility Plan being the main action. A meeting was to take place later that week with the Site Superintendent to try to ensure requirements were met. A question was asked

about the colour scheme in EYFS and the Headteacher reported that natural colours and resources were deemed to provide a quality learning environment and had therefore been deliberately chosen.

34.04 The committee had agreed that a site inspection twice a year would be more appropriate which would also ensure better follow up of actions.

34.05 It was noted that there remained concerns about the stability of the boundary wall at the back of school. Additional points to note included the need for a flushing programme in place for tap points, lone working and staff accessing the basement and use of radiators for storage. There were some aspects of the KS1 building which would need replacement in the next few years and some provision should be made for that.

34.06 James Millson was now taking over the chair of the committee and thanks were expressed to Sarah Mumford for her work.

35.00 HEADTEACHER'S REPORT

35.01 The Headteacher's report had been circulated and governors noted that 36 first preferences had been received for nursery.

35.02 The post-Ofsted action plan had been circulated and it was noted that the SENCo was taking the strategic lead for interventions following the Ofsted inspection.

35.03 Governors noted that sports leaders had reported that GoNoodle was proving less successful as pupils progressed through the school. It was recognised that the activity bursts should continue throughout the whole school and this would be followed up.

36.00 OFSTED

36.01 Governors noted that the recent Ofsted visit had deemed the school Good but that there was a shortfall in writing and evidence reviewed on the day of the visit backed up the view that writing was not improving quickly enough. From governors' perspective, the inspector had indicated that governors were forward thinking and asked appropriate questions. The inspector had been positive about all aspects of the school's work other than writing. Most of the points raised had already been addressed but the governing body required the data to ensure it followed up particular issues. Pupils had not been found to be making good enough progress in writing, particularly through KS2. It was important that SPAG transferred into extended writing and that teachers addressed it when that was not occurring.

36.02 The Headteacher reported that the post-Ofsted action plan

	mapped to the Ofsted report and that an external consultant had already been identified to work with the school on writing and work was also taking place with Ashfield School. Book Looks were increasing and the staff development schedule had been altered to focus on English. An additional meeting of the Pupil Support committee was taking place to discuss assessment information and members agreed that the Pupil Support Committee was key to addressing the issues and should report back to the next meeting of the governing body in May.	Chair, Pupil Support Committee
36.03	The Headteacher reported that it had been confirmed that the school would receive a full inspection before the end of the current academic year, involving two inspectors. A question was asked if staff were aware of this and the Headteacher confirmed that they were.	
36.04	Governors questioned whether Book Looks should be carried out more frequently in the early days and the Deputy Headteacher reported that they were being conducted every three weeks. There was further discussion about whether staff were aware of when Book Looks and learning walks were taking place and it was agreed this should be discussed further at the next meeting of the Pupil Support Committee.	Chair, Pupil Support Committee
36.05	A concern was expressed about the workload for the Deputy Headteacher as Literacy lead and whether there could be any further delegation or whether other staff could take the lead on specific actions. It was recognised that this might present a good CPD opportunity for some staff. The Headteacher reported that Ofsted would not expect the school to have achieved everything on the action plan by the end of the current academic year but would look to see rapid progress and a focussed action plan. It was agreed that the Pupil Support Committee should discuss this at its next meeting and that it should be an agenda item at the next meeting of the full governing body. It was agreed that it would also be helpful for the Pupil Support committee to carry out a monitoring visit before the next meeting of the governing body.	Chair, Pupil Support Committee Chair/Clerk
36.06	It was agreed that Susan Carson, Andrew Ross and Jane O’Kane would carry out a Book Look on 19 th March and that Jane O’Kane and Vicky Mirfield would carry out a History and Geography visit on 27 th March.	
37.00	CHAIR’S BUSINESS MAT	
37.01	The Chair reported that the Chair of All Saints Primary School governing body had written to the family of schools to confirm that they had decided not to join the MAT. The Headteacher agreed to circulate the letter.	Headteacher

- 38.00 SCHEDULE OF MEETINGS FOR THE YEAR**
- 38.01 **Resolved:** that the next governing body meeting would be held on **Thursday 10 May 2018 at 6pm.**
- 38.02 Remaining meetings in 2017/18 were to be held on **Thursday 28 June 2018 at 6pm**