

WESTFIELD PRIMARY SCHOOL

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Minutes of the Governing Body Meeting of Westfield Primary School held on 13th June 2017.

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Present:

Mr Gilbert (vice chair)

Mrs S Hickey, Mrs Robinson, Dr Yorke, Mrs Cawthorn, Mrs Scott, Mrs Bullen, Counc Jump, Mrs Moverley, Mrs Harbottle and Mr Dexter.

Also in attendance:

Mr Garnett – Deputy Headteacher

Mrs Garner – Clerk to the Governing Body

2414 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr Gutherless and Mrs Brady.

RESOLVED: consent was given to Mr Gutherless and Mrs Brady for their absence from this meeting.

2415 MEMBERSHIP

The chair welcomed Mrs Harbottle and Mrs Bullen and school staff governors. He also welcomed Mr Dexter and Mrs Moverley to the role of parent governor. The head informed governors that Mrs Robinson had decided to step down from her role as co-opted governor at the end of this term and thanked her on behalf of the staff and governors at Westfield Primary School.

2416 ELECTION OF CHAIR AND VICE CHAIR

RESOLVED:

(a) Mr Gutherless was appointed as chair of governors for a further year.

(b) Mr Gilbert was appointed a vice chair for a further year.

2417 REPORT OF THE HEADTEACHER

The head reported that there was currently a significant fluctuation in pupil numbers – this was mainly due to



Families moving house to gain catchment area status for secondary schools. In addition there are a number of families moving out of the area during the summer months.

The head went through the attainment information explaining the results for each year group. She reported that the schools improvement plan will identify those areas identified as requiring improvement or intervention as soon as results of summer term testing were available. SEN pupils' progress had dropped and this would be an area for Mrs Harbottle to look at in her role as SENCO. Progress for pupils in Year 5 has been an ongoing concern for some time (this year group currently has two temporary members of teaching staff). In order to boost their engagement in learning Mr Garnett and Mrs Boyes have been teaching a transitional day in Year 5 on a Friday. They have been working on a persuasive writing project in partnership with Mr Smith's Deli where they have helped to develop a website – improvements in their writing skills are already visible in their class work. The head has also run booster group sessions with both Year 5 and Year 6 to improve their maths and literacy work.

Councilor Jump enquired about the behavior of pupils around the school and the head reported that this was generally very good. Pupil involved in a managed move from Skidby Primary has presented some behavioral problems but is working closely with Mrs Bullen (teaching assistant) to control his behavior and assist with his transition to secondary school in September.

RESOLVED: that the report of the headteacher be received.

2418 CHAIRS CORRESPONDENCE

RESOLVED: resignation letter received from Mrs Robinson (minute 2415 refer).

2419 MINUTES

RESOLVED: minutes of the full governing body meeting held on 14th March 2017 approved and signed by the chair.

2420 SCHOOL IMPROVEMENT PLAN (summer term update)

RESOLVED: summer term update is received.

2421 5 YEAR PLAN 17/18

Plan was presented to finance/personnel committee and approved on 17th May 2017. Governors discussed the plan briefly and the need for tightening of budgets in forthcoming years.

RESOLVED: 5 Year Plan received.

2422 ERSCB SCHOOL SAFEGUARDING SELF ASSESSMENT 2017

RESOLVED:

- (a) Self-Assessment review to take place during the summer/autumn term – report to governors at the autumn term meeting.
- (b) School Safeguarding Summer term report received.

2423 SCHOOL FUND ACCOUNTS 16/17

RESOLVED: school fund accounts approved and to be sent to local authority finance department.

2424 HEALTH AND SAFETY REPORT



RESOLVED: all items identified have been addressed. Report received.

2425 POLICIES

Changes to local authority policies were explained by the business manager, these have been through the relevant union authorities where applicable.

Mobile Phone Policy – no changes but references pupils and students.

Marking Policy – statements quantifying the frequency of marking have been removed as Ofsted's expectation is that staff should be following their school policy and if it mentions frequency of marking then books would be checked to ensure it is being followed.

RESOLVED:

- (a) Local authority policies approved.
- (b) School policies approved.

2426 APPRENTICESHIP LEVY

This is a part of the government's aspiration to increase the quantity and quality of apprenticeships. All schools are included as part of the local authority with regard to this charge thereby making them liable to a levy charge. For our school this is £4800 per year. The scheme does give the school access to the apprenticeship programme and there are clear guidelines as to how we would access this should we have a requirement for an apprentice in school.

RESOLVED: that the apprenticeship levy be received.

2427 SCHOOLS FORUM AND GOVERNOR VISITS

Mrs Robinson had visited Mr Garnett in her role as literacy governor and following up on items identified in the school improvement plan 16/17.

Mr Dexter had met with Miss Kenyon (KS1 PE coordinator) and Mr Price (KS2 PE coordinator) to discuss the assessment of pupils in PE, gifted and talented opportunities, under achievers and the potential use of role models within the school.

Councillor Jump had visited the school on our Hull City of Culture Day which included a special assembly for Margaret Cattle who has been operating our local school crossing patrol for over 40 years.

RESOLVED: visit information received. I have attached copies of Mrs Robinson and Mr Dexter's reports as these were handed out at the meeting and I wanted to ensure that all governors have received a copy.

2427 ANY OTHER BUSINESS

The link to a new Sex Education dvd was circulated to governors prior to the meeting. This is approved by Health professionals and it is the intention for the school nurse to use this as part of her 'growing up' talk with Y6 pupils during the summer term. It must be approved by governors prior to use. It was discussed that the dvd follows Irish law which is slightly different to British law and the head confirmed that any differences would be explained to parents and pupils by the school nurse. This is the local authority approved dvd.



Mrs Cawthorn enquired as to the progress regarding the academisation process and the head explained that she and the business manager had visited SET (Swanland Education Trust) very recently to talk through the SET accounts for the previous year. The business manager at SET reported that they are in a very similar position to Westfield financially as there is very little difference to the funding received by an academy.

RESOLVED:

- (a) Sex Education dvd was approved.
- (b) Academy Steering group meeting to be arranged.

2428 DATE OF THE NEXT MEETING

RESOLVED: Autumn term meeting to take place on Tuesday 10th October 2017 at 7pm.

Meeting closed at 8.30pm.

