

WESTFIELD PRIMARY SCHOOL

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Minutes of the Governing Body Meeting of Westfield Primary School held on 20<sup>th</sup> February 2018.

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Present:

Mr R Gutherless (Chair)

Mrs S Hickey, Mrs Scott, Mrs Bullen, Mrs Moverley, Mr Dexter and Mrs Harbottle.

Also in attendance:

Mr Garnett – Deputy Headteacher

Mrs Garner – Clerk to the Governing Body

2447 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Jump, Mrs Brady, Mrs Yorke and Mrs Cawthorn.

2448 MINUTES

RESOLVED: the minutes of the meeting held on 3<sup>rd</sup> October 2017 were approved and signed by the chair.

2449 CHAIR'S CORRESPONDENCE

RESOLVED: no chair's correspondence

2450 REPORT OF THE HEADTEACHER

The school currently has 414 pupils on roll and is oversubscribed in every year group except for Year 2 and Year 6. Mrs Scott enquired whether the new build on Castle Road had had any impact upon the school. The head reported that they had received a few enquiries however the school was unable to offer places. SEN register is updated regularly by Mrs Harbottle. The school currently has two statemented pupils, EHCP (education health care plan) requests have been requested for two additional pupils both of which are in Year 6.

Teaching observations took place last term the results of which are in the report. **Mrs Bullen enquired how judgements on teaching are made?** The head explained that SLT members use an observation sheet which revolves around a number of factors including behavior management, progress, pace of lessons, attitudes to learning, interaction with TA's, books and planning. Ofsted do not grade lessons they look at the quality of teaching overall. The head commented that governors are more than welcome to come into school and



undertake an observation with herself or Mr Garnett to see how the process is done.

Mrs Harbottle has enrolled on the SEN training accreditation this term and SLT members had RAISE training, Councillor Jump also attended.

The head reported that it had been necessary to impose a fixed term exclusion on a pupil in Year 6. He was admitted to the school from a local Primary School where he was at risk of permanent exclusion. Things started reasonably well – reduced timetable in place however, his behavior deteriorated so much during the residential visit to Robinwood in October that it was necessary for Mr Garnett to ask parents to be present with him during the three day stay. His behavior did not really improve even with their presence. His behavior after the visit was not good, he was verbally aggressive to Mr Garnett but his parents put this down to him being unwell and not knowing how to express this properly. However, the following week he was both violent and threatening towards Mrs Hickey. Parents were contacted and he was excluded from school for seven school sessions. He is back in school on a reduced timetable of reintegration and meetings are held regularly with Mrs Harbottle, parents and the Educational psychologist. He is one of the pupils for whom the school has requested an EHCP.

Health and safety walk round took place last term with Mr Garnett and Mrs Brady (H&S governor) and items for action identified on the report. Adverts for maternity covers in Year 1 and Year 4 have been placed and interviews will take place later this term.

#### Standards and Achievement

Results so far are broadly good, the school has a higher than national average level of pupils achieving the standard required for their age however, we need to work on converting some of these to greater depth. SLT are currently looking at assessment tools and testing resources to help with this. **The chair asked if it was going to be hard for the teachers to push pupils to the higher level** and the head reported that staff had received input at staff meetings and looked at mastery and expectation.

EYFS – 67% of pupils on track to achieve a good level of development and for the remaining 33% interventions and support have been put in place.

Year 1 – the achievement of summer born pupils is slightly lower than others

Year 2 – boys reading and girls writing is lower – interventions put in place to support

Year 3 – writing is an area for development, 45% are struggling to get to standard – Mr Garnett has done a lot of work with the planning and pupils are starting to make progress. These pupils came out of KS1 below the National level.....

Year 4 – boys reading is an area for development

Year 5 – this year group has had a lot of disruption throughout their journey in KS2 – maternity cover unfortunately unwell and so supply cover in place until Mrs Cooper returned in December. Continuous monitoring in place to ensure that standards improve over the next two terms.

Year 6 – this year group is showing lower levels than would be expected and were not high attainers when they left KS1. Extra tutoring sessions are in place.

RESOLVED: the report was received.

#### 2451 POLICIES

The clerk explained the changes which had been made to the policies were applicable.

RESOLVED: policies approved and adopted by the governing body.

#### 2452 BUDGET UPDATE



The business manager explained the latest masterpiece statement to governors and the budget variances. Supply costs are showing as overspent but this is due to long term supply cover whilst permanent appointments were made and a long term staff sickness absence. Sickness insurance has already reimbursed over £4500 of the supply costs but this shows under a separate line on the statement.

The school meals agreement with Little Weighton and Skidby Schools is going really well. They are very pleased with the quality of meals and are hoping that this will continue in September on a permanent contract. The business manager has analyzed the costings and the service is running at a profit so there appears to be no reason why this service contract cannot continue.

The school is on target to carry forward approximately £200,000 – plans for development were discussed and summarized below:

Refurb of ICT suite – plans to convert this into a classroom/media space  
Year 2 double glazing – to be partly replaced following health and safety concern (see report)  
Improvement of outdoor learning spaces – improve surfacing of muddy areas around the playground and fencing to be installed to create woodland area for teaching and learning  
Solar panels – to be repaired following vandalism/wind damage

RESOLVED: budget update received.

2453 GATHER Conference

RESOLVED: date for conference received.

2454 MINUTES OF THE GOVERNORS FORUM

RESOLVED: minutes received.

2455 GOVERNOR TRAINING

A number of governors had attended training provided by the local authority last term. Mrs Scott and Mr Gutherless attended ASP training which they found really useful. Mrs Bullen, Mrs Brady and Mrs Moverley attended new governor training and feedback was received. Mrs Bullen suggested that it would be useful for new governors to meet with both the headteacher and chair of governors who could provide an overview of the school and structure of meetings.

2456 ANY OTHER BUSINESS

The head has volunteered to represent the Cottingham cluster at the Primary Heads Forum meetings.

The chair asked if a meeting to discuss the schools position within academy process could be arranged for Wednesday 28<sup>th</sup> February at 6pm. Details to be circulated to all governors by the clerk.

2455 DATE OF THE NEXT MEETING

Governors summer term meeting will take place on Tuesday 19<sup>th</sup> June 2018 at 7pm.

Meeting closed at 8.30pm

