

WESTFIELD PRIMARY SCHOOL

Headteacher  
Mrs S J Hickey  
BA Hons  
Tel: 01482 844369  
Fax: 01482 333401



Westfield Road  
Cottingham  
East Yorkshire  
HU16 5PE

Minutes of the Governing Body Meeting of Westfield Primary School held on 3<sup>rd</sup> October 2017.

.....

Present:

Mr R Gutherless (Chair)

Mrs S Hickey, Dr Yorke, Mrs Cawthorn, Mrs Scott, Mrs Brady, Mrs Bullen, Mrs Moverley, Mr Dexter and Mr Gilbert

Also in attendance:

Mr Garnett – Deputy Headteacher  
Mrs Garner – Clerk to the Governing Body

2429 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mrs Harbottle and Councillor Jump.

2430 MEMBERSHIP

RESOLVED: no changes to membership. Committees and special responsibilities as per attached list.

2431 PECUNIARY INTERESTS FOR STAFF AND GOVERNORS

RESOLVED: the list of pecuniary interests for staff and governors was received.

2432 MINUTES

RESOLVED: the minutes of the meeting held on 13<sup>th</sup> June 2017 were approved and signed by the chair.

2433 CHAIRS' CORRESPONDENCE

RESOLVED: no correspondence received this term.

2434 REPORT OF THE HEADTEACHER

The head reported that attendance was well above the national average and monitored by the school office staff. Miss Edmond has now taken on an SEN support role providing pastoral and behavior management support during the lunch break. The head and deputy have begun the monitoring process and will look



each Friday at a different year group. They will look at marking, presentation and progress and provide feedback to staff the same day.

The head has committed five hours per week to release teaching staff for subject observations and well being reasons if required. She reminded governors that the report of the headteacher could be used as a referral document for information about the school in the event of an Ofsted inspection.

#### 2435 ASSESSMENT UPDATE

The head reported that an updated EYFS profile is going to be introduced – it is expected that this will show a reduction in early learning goals but no further information received so far.

A new multiplication check has been introduced for pupils in year 4 and they will take the test towards the end of the summer term 2018. Plans are already in place to improve ability and build on existing skills for these pupils.

There will be no more teacher assessment for pupils in KS2 in 2018 results will be by test only.

Results show that 85% of pupils in EYFS achieved a good level of development which is above national and local authority average. 83.1% of pupils in year 1 met the required standard in phonics screening but whilst national and LA levels are rising our school results appear to be reaching a plateau. Headteacher and Miss Hunt have contacted Karen Markham (leading phonics teacher) to provide guidance to staff.

End of KS1 results show 81% pupils in reading and 82% pupils in maths achieving expected level which is above national level. Writing however, is still an area of focus with only 63.8% pupils achieving expected level which was 4.6% below national. Mr P training is currently underway for all year groups focusing on writing. 33% PP (pupil premium) pupils achieved ARE (age related expectation) and 62% of SEN pupils were below ARE, SEN pupils take the same exam paper as other pupils.

End of KS2 results were above national level in all subjects with maths showing the least difference at only 3% above. Maths will therefore be an area of focus of booster groups in year 6. Mr Dexter commented that Tigers Trust can provide support for maths linked with sport – headteacher to liaise with him regarding this.

As part of his role as curriculum coordinator Mr Garnett is working with year 3 and year 4 to improve their writing techniques. Assessments on current year 6 pupils show significant work needs to be done and booster sessions will begin straightaway. Booster sessions will include up to 4 pupils in a group and tutors will be paid by session and not by pupil. Mrs Cawthorn asked when booster sessions would take place and Mr Garnett confirmed these would be straight after school and he was confident that gains will be made. Mr Gilbert asked how the assessment information was filtered down to staff i.e., subject leaders and the head confirmed that assessment information would be used to set targets for staff in their performance management reviews.

RESOLVED: assessment report received.

#### 2436 ROVER – APPROVAL OF RESIDENTIAL VISIT

This year's visit to Robinwood take place from Wednesday 18<sup>th</sup> October to Friday 20<sup>th</sup> October. There are no pupils attending with medical conditions. New child admitted to year 6 in September with behavioural problems will be accompanied by his father who will be on site during the evening and they will have their own room. Six members of staff will be attending.

RESOLVED: visit to Robinwood 2017 approved and Rover to be submitted to local authority.



2437 PARENT QUESTIONNAIRE FEEDBACK

It was disappointing to note that only 40 responses were received (10% of the school population). Questionnaire is sent out approximately every three years – this year the school used an NFER online version but previous paper versions did not see any greater response and make it much harder to collate. Reminders were sent out to parents via text and email informing them of the deadline for responses. A ‘you said – we did’ summary to be placed on the school website shortly which will report on the findings of the survey and comment on the disappointing response to the survey.

2438 SCHOOL IMPROVEMENT PLAN UPDATE

Headteacher has updated progress made on the 2016/17 plan since the summer term. School improvement plan 2017/18 to follow shortly.

RESOLVED: that the SIP 2016/17 be received.

2439 ANNUAL SAFEGUARDING REPORT 2016/17

Governors received a copy of the schools’ annual safeguarding report which shows reported incidents and safeguarding meetings and training undertaken by staff from September 2016 to August 2017.

RESOLVED:

- (a) Annual safeguarding report received
- (b) Autumn term report to be presented at the spring term meeting

2440 BASIC SKILLS QUALITY MARK AND SCHOOL GAMES MARK

The school has achieved the basic skills quality mark – full report attached. Valid for three years. The school was also assessed for the teaching of PE and extra-curricular provision and gained the Silver School Games Mark. Mr Dexter confirmed that he was working closely with Mr Price and Miss Kenyon to help the school gain the Gold award next time.

2441 HEADTEACHERS PERFORMANCE MANAGEMENT

RESOLVED:

- (a) Mr Gutherless, Mrs Cawthorn and Councillor Jump to form the headteachers review panel.
- (b) Review to take place at 9am on 20<sup>th</sup> November 2017.
- (c) Papers to be circulated at least one week prior to the meeting.

2442 3 YEAR PLAN UPDATE

The business manager reported that the majority of changes made were to staffing. Other alterations were made to catering staffing, income and expenditure to show additional hours required in the kitchen, food requirements and additional income received since the school is now preparing meals for Little Weighton and Skidby.

RESOLVED: 3 year plan approved and will be submitted to local authority finance department.



2443 SCHOOLS FINANCIAL VALUE STANDARD 2018

RESOLVED: governors agreed and approved the annual SFVS ready for submission to the local authority.

2444 LOCAL AUTHORITY AND SCHOOL POLICIES

The clerk explained that the majority of the policies were due for review and had not been altered. Changes to individual policies were explained by the clerk.

RESOLVED: all policies approved by governing body.

2445 GOVERNOR CPD

RESOLVED: courses to be notified to the headteacher for booking online.

2446 ANY OTHER URGENT BUSINESS

RESOLVED: full governing body meeting to take place on 29<sup>th</sup> November at 7pm to discuss and vote on the academy process.

Above meeting subsequently changed via email to a steering group meeting.

Spring term governors meeting to take place on Tuesday 20<sup>th</sup> February 2018 at 7pm.

