

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 9<sup>th</sup> October 2018

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Present:

Mr R Gutherless (Chair)

Mrs S Hickey, Mrs Harbottle, Dr Yorke, Mrs Cawthorn, Mrs Brady, Mrs Bullen, Mrs Moverley  
and Mr Dexter.

Also in attendance:

Mr Garnett – Deputy Headteacher

2474 APOLOGIES FOR ABSENCE

RESOLVED: apologies for absence were received from Mr Gilbert and Mrs Scott and their absences were approved.

2475 REVISION OF COMMITTEES AND DELEGATION OF FINANCIAL RESPONSIBILITIES

RESOLVED: Committees and special responsibilities as per attached list.

2476 PECUNIARY INTERESTS FOR GOVERNORS AND STAFF

RESOLVED: the list of pecuniary interests for staff was received and the list for governors was signed by all present.

2477 MINUTES

RESOLVED:

- (a) the minutes had been amended to show that Dr Yorke arrived late for the meeting after circulation to governors.
- (b) approved and signed by the chair

2478 CHAIR'S CORRESPONDENCE

RESOLVED:



The chair had received a complaint from a parent regarding an incident online which had taken place outside of the school. The complaint was passed to Mrs Scott and dealt with appropriately.

#### 2479 REPORT OF THE HEADTEACHER

Number on roll remains static at 416. The school has rigorous procedures in place to monitor attendance of pupils and there are no issues at the moment. Councillor Jump asked if the school could identify any patterns to absence and the head confirmed that this was also monitored. The quality of teaching was observed and support provided by members of SLT where appropriate to improve outcomes. Mr Garnett has worked closely with a newly qualified teacher with planning and modelled writing and given them the opportunity to observe him teach for good practice. Mrs Boyes also works closely with both NQT's in her capacity as mentor.

Pupil behaviour around the school has been a focus for SLT; expectations of pupils whilst moving around school between lessons and at lunchtimes has been reinforced and behaviour during assembly time also. The profile of the house system has also been raised with the introduction of 'house ambassadors' chosen by each year group. These pupils act as role models and are issued with a house ambassador hoodie and polo shirt in their team house colour. Mrs Moverley asked why pupils are no longer put in the same house team as their older siblings and the head explained that this caused number and gender imbalances in year groups.

A fire drill took place this half term and no major concerns were raised. Mrs Moverley asked if 7 ½ minutes would be a normal evacuation time and the head explained that it had taken longer for one class to appear at the muster point due to the fact they were in the middle of getting changed for PE and the supply teacher in charge was slow to move them along. Despite this the time frame was still acceptable for an evacuation of over 450 pupils and staff.

Two members of teaching staff currently on maternity leave and cover in place. Two teaching assistants appointed in September are settling in well. Temporary caretaker in place following resignation of Mrs Caley, permanent appointment to be made for 1<sup>st</sup> January 2019.

School was awarded the Gold Mark Sport Award and the local authority awarded the school the Music Mark. Work towards achieving the Arts Mark is currently underway.

RESOLVED: the report of the headteacher was received.

#### 2480 GDPR PRESENTATION TO TAKE PLACE AT THE END OF THE MEETING

#### 2481 APPROVAL FOR ROBINWOOD 2018 RESIDENTIAL VISIT

The residential visit will take place from 17<sup>th</sup> October until 19<sup>th</sup> October. There are 58 out of 59 pupils attending.

RESOLVED: visit approved.

#### 2482 PUPIL VOICE SURVEY

Members of the junior leadership team looked at a copy of an Ofsted questionnaire and wrote their own questions based upon its content which was then circulated to pupils to complete. The results were positive with pupils feeling safe and happy at school and 83% stating that they would recommend the school to a friend moving into the area. There were a few concerns raised regarding transfer to secondary school and the head reported that induction arrangements for pupils moving to Cottingham High in 2019 were set to improve with the introduction of a transition week. Cottingham High have historically only offered pupils



one day transition whereas many other secondary schools have extended this to a week. Dr Yorke asked

what information or reassurance does the school offer regarding transition to secondary school?

Mr Garnett confirmed that once SAT testing was completed the focus in Year 6 shifts to preparing pupils for transition and Mrs Boyes continues to offer a 'chill and chat' session at which they can address any specific concerns.

RESOLVED: that the pupil voice survey we received.

#### 2483 STANDARDS AND ACHIEVEMENT

The headteacher provided governors with a paper copy which details the outcomes and action plans for each individual year group. This document will provide information for all governors and would answer attainment questions which may be asked during an Ofsted inspection.

Senior leadership team members have reviewed the targets set for performance management reviews so that attainment targets are a priority for each year group and not just those teaching in Y2 and Y6 where standardised testing takes place. Dr Yorke asked how many times a year the pupils were tested internally and the head explained that testing took place three times year.

Interventions are already in place in Year 6 and booster sessions have been organised for the spring term for both Year 6 and Year 2. A number of pupils in Year 6 have been offered extra tuition after school. Councillor Jump asked if parents were supportive of this and the head explained that twenty pupils were offered tuition but three of these parents did not consent even though it is offered free of charge.

RESOLVED: that the standards and achievement information was received and governors should keep this safe in case of Ofsted visit.

#### 2484 SCHOOL DEVELOPMENT PLAN UPDATE 17/18

RESOLVED:

- (a) governors received an evaluation of the plan for 17/18
- (b) SDP 18/19 to follow via email shortly

#### 2485 HOMETIME@WESTFIELD

The new wraparound care provided by Hometime@westfield has been up and running since September and appears to be working well. Mrs Moverley asked how many pupils were using the club and the head reported that this varies from day to day. Many of the bookings are being made on an ad-hoc basis but they are hoping to build upon this with regular bookings in the future. The school is currently charging minimum rental for the Autumn term and has agreed to extend this to Spring and Summer 2019.

Mrs Harbottle said the set up in the hall was really good with lots of different activity stations for the pupils to move around in. Mrs Cawthorn commented that the communication from the club was excellent. feedback so far from parents was very good.

#### 2486 SINGLE CENTRAL RECORD

RESOLVED: it was reported that the SCR was kept up to date by Mrs Lyall and audited by Mrs Garner on a half termly basis to ensure compliance.

#### 2487 GROUNDS/BUILDING DEVELOPMENT UPDATE



Fencing to the wildlife area was complete and the area will be turfed on 11<sup>th</sup> October.

The following works had been tendered for:

Seating/mushrooms/benches supply and install wildlife area	£6300
Install traverse wall and tarmac muddy areas on KS1 & KS2 playgrounds	£21,000
Perimeter fencing (3 options provided) priced from	£12,000 to £22,000

A lengthy discussion took place mainly focusing on the three options for the perimeter fencing. The local authority had suggested that residents be given a choice as to whether or not they wanted to keep their own fence outside of the school perimeter but this could result in a very messy and disjointed view from the school field. It also raised safeguarding concerns as residents who did not wish to keep their existing fences would, in effect, have a clear view of pupils whilst at play and the potential for interaction to take place and the risk of grooming increased. Wooden fencing would be a preferred option but maintenance concerns and the cost of these was raised. The possibility of installing composite fencing was discussed but governors were unsure as to how suitable/costly this would be.

RESOLVED:

- (a) Supply and installation of benches and seating approved – business manager to check whether composite material could be used for this but if not wood was approved.
- (b) Installation of traverse wall and tarmac approved.
- (c) Business Manager to investigate prices for composite material to be used if possible and/or financially viable up to a maximum of £20,000 – if not the governors approved wooden fencing option.

2488 SAFEGUARDING REPORT 17/18

RESOLVED: received for information.

2489 SCHOOL FUND ACCOUNTS

RESOLVED:

- (a) accounts audited by Hilary Scott.
- (b) any queries on accounts to the business manager by the end of term.
- (c) accounts to be submitted to the local authority in January 2019.

2490 LOCAL AUTHORITY AND SCHOOL POLICIES

SCHOOL POLICIES

Best Value – review only no changes  
Charging – review only no changes  
Dress code – updated to reflect uniform worn by house ambassadors  
Tendering – review only no changes

LOCAL AUTHORITY POLICIES

KCSiE – updated within government guidelines (changes in green)  
Pay and Appraisal – review only no changes  
Adoption Pay and Leave (Teaching and Support staff) – updated to reflect changes in employment law  
Maternity Pay and Leave (Teaching and Support staff) – updated to reflect changes in employment law



Staff Travel & subsistence – updated for clarity of reading (trade union approved)  
Time off for Public Duties – updated for clarity of reading (trade union approved)

RESOLVED: all policies approved by governing body.

2491 GOVERNOR VISITS

RESOLVED:

- (a) report from Mrs Bullen as literacy governor
- (b) subject visits and reports are recommended termly if possible

2492 GOVERNOR DEVELOPMENT

RESOLVED: received for information.

2493 ANY OTHER URGENT BUSINESS

RESOLVED: no urgent business to address.

2494 DATE OF THE NEXT MEETING

RESOLVED: date of the spring term meeting Tuesday 26<sup>th</sup> February 2019 at 6pm.

GDPR INPUT BY MR GARNETT

Mr Garnett provided governors with an insight into how the school is protecting and storing data since the new regulations were introduced. The process is ongoing and under continuous review and evaluation in line with advice received from the local authority.

Meeting closed at 8.10pm

