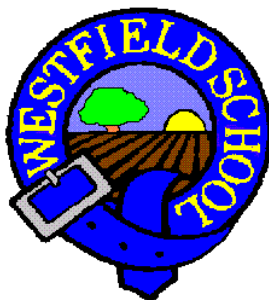


WESTFIELD PRIMARY SCHOOL

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Minutes of the Governing Body Meeting of Westfield Primary School held via TEAMS on Friday 18th June 2021.

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Present:

Mrs H Scott (Chair)

Mrs S Hickey, Dr Yorke, Mrs Moverley, Mrs Ismail, Mrs Meisel, Mrs Harbottle and Councillor Jump

Also in attendance:

Mrs Garner – Clerk to the Governing Body

2596 APOLOGIES FOR ABSENCE

RESOLVED: consent was given for Mrs Aked, Mrs Cook, Mrs Bullen and Mr Gutherless for their absence from this meeting.

2597 MEMBERSHIP

RESOLVED:

- (a) the committee noted Mrs Moverley's re-election as parent governor for a further term of office.
- (b) the school has a vacancy for a parent governor – to be advertised in the autumn term.

2598 MINUTES

RESOLVED: minutes of the meeting held on 19th March 2021 were approved by the chair.

2599 REPORT OF THE HEADTEACHER – STANDARDS AND ACHIEVEMENTS

The headteacher reported that attendance at the school is very good though this does not include pupils absent due to isolation. There have been no class bubble closures since before the Christmas break which shows the commitment from staff in ensuring social distancing and regular hand washing. Councillor Jump wanted the minutes to include a thank you to the cleaning staff for their hard work in keeping Westfield clean



throughout the pandemic.

The school is currently advertising for two teaching assistants, one for an adoption cover and the other for a part time permanent post to start in September 2021. Lauren Pendleton was appointed to replace Mr Robinson, she will teach in Year 4 and is a new member of the senior leadership team. We currently have one member of staff on long term sickness but have managed to maintain continuity of supply cover.

Councillor Jump asked how long the pupils would remain in bubbles and the headteacher confirmed that Public Health England are advising schools to prepare for bubbles in September. They also advise that lateral flow testing for staff is anticipated to continue until March 2022. Sports Day will go ahead this year without parents present due to risk assessment implications such as social distancing and additional cleaning requirements. Our new EYFS pupils for September will be unable to come into school for their usual induction mornings for the same risk assessment reasons.

Continuing restrictions mean that current Year 5 pupils will not be going on their residential visit to Robinwood in the autumn term but it is hoped that something can be organised for them in the summer term 2022.

STANDARDS AND ACHIEVEMENT

EYFS

Spring data for EYFS pupils has just been received and although there is a dip in writing the team are confident that this will improve by the end of the summer term. A new intervention called Nelly is already running to help pupils to catch up.

YEARS 1 – 6

READING

Most year groups have increased the percentage of pupils working at the expected level except for Year 1 and Year 5 who have seen a decline most significantly for boys. Attainment and progress in Year 2 was previously an area for concern but this has improved significantly. The chair asked if data from the testing currently taking place would be received by the end of the summer term and the headteacher confirmed that this would be emailed to governors as soon as it is available.

MATHS

Attainment at ARE remains strong across the school apart from a dip in Year 4 which could be due to long term staff absence. Data will show if it is just one class which is affected and if so support will be put in place for them. If it is the entire year group it is more likely to be due to lockdown and again support will be provided.

Generally boys perform better than girls and this is the same nationally, however in Year 3 the gap between boys and girls is less and senior leaders are looking to mirror what they are doing differently in that year group.

SEND

Attainment at ARE remains lower than whole school which is to be expected given the SEND needs of the pupils. Expected progress remains strong, particularly in math's.

PUPIL PREMIUM



Mrs Aked had submitted some questions for the meeting and had asked how many children were currently on our pupil premium list. The headteacher reported that the school had 18 pupils who were entitled to or had previously been entitled to free school meals. 8 pupils had been adopted from care and 4 were armed forces pupils.

Attainment at ARE is strong in math's particularly in Year 2 and Year 3 but has declined further up the school in 4, 5 and 6. In reading ARE attainment is improved particularly in Year 2 and Year 6. ARE attainment in reading is now more in line with math's with the exception of Year 5. In reading there has been good improvement in greater depth for Years 3 and 4 but again this has declined in Year 5.

Councillor Jump noted that Year 5 appeared to be red across the board and asked if they were an area for concern? The headteacher reported that they were not a concern prior to this term and Mrs Harbottle added that there was a big jump in testing expectations in the spring term which usually results in a dip without the added complication of a lockdown. It is expected that summer test data will be better if not they will be an area of focus but it should be noted that Year 5 had a high percentage of pupils learning at home during lockdown compared to other year groups.

RESOLVED: the report of the headteacher and standards and achievement reports were received.

2600 3 YEAR PLAN 2021/2022

Further to the recent finance committee meeting the business manager confirmed approval of the 3 year plan for the next financial year. The school continues to have a healthy budget and has been fortunate so far that very few staff have had to isolate resulting in a saving for supply costs. Work to replace the worst parts of our school perimeter fence will take place in August – this will be paid for by the local authority under their safeguarding budget. Year 2 classrooms will have new flooring fitted and the caretaker will refresh the paintwork.

Mrs Aked asked what our school's top three priorities were for the coming year and these were confirmed as Staff and Pupil Wellbeing, Improving Attainment and COVID recovery – further details on these will be provided in the School Improvement Plan in the autumn term. She also commented that the finance meeting had highlighted the development of the nursery and staff wellbeing but further asked what proposals the school had bearing in mind its healthy finances? The business manager confirmed that proposals for the schools' carry forward would be discussed at the summer term 2022 meeting – the school needs to allow time for the financial implications of the nursery to be established first. The committee agreed a Wellbeing budget for staff and this will be discussed in more detail under agenda item 10.

Mrs Aked also asked for an update on COVID catch up funding and the headteacher reported that the school had been let down by the National Tutoring Programme who had been unable to provide a tutor for our SEND and Pupil Premium children for the summer term. The school would use the money to fund a teacher in the autumn term to undertake this catch up programme.

RESOLVED: 3 year plan ratified by the governing body and will be sent to the local authority.

2601 SCHOOL FUND ACCOUNTS

Councillor Jump questioned why income was received for the sale of Christmas cards and immediately marked as expenditure? The business manager reported that income was transferred from the school fund account to the school budget in order to pay the invoice and save VAT. Profit from the sale of cards was around £800 and this was used by Mrs Jones to fund an Artist in Residence day during the summer term.

RESOLVED: school fund accounts received.



2602 SAFEGUARDING SPRING UPDATE

Mrs Harbottle reported that very little had changed since the autumn term report. More concerns had been raised during lockdown with parents being signposted to where they can get help during this difficult period.

A school representative had attended all necessary meetings and reports submitted by teaching staff as required.

The chair asked whether the school had many incidents of up skirting which is widely talked about in the news and Mr Garnett commented that the school has more concerns over the use of mobile phones and sharing photos via apps such as WhatsApp. The headteacher confirmed that she has asked a member of the police force to come into school to talk to Year 5 and 6 about the dangers of talking to people online and sharing content via mobile phones etc.

Mrs Harbottle also confirmed that the pupils are reminded about their personal safety during e-safety lessons. The school uses the NSPCC Talk Pants approach.

RESOLVED: safeguarding report for the spring term 2021 received.

2603 NURSERY UPDATE

Proposals for the nursery have now gone to formal consultation from 16th June until 16th July. The headteacher explained that the school had asked for a further £20,000 towards the cost of resourcing the nursery and any potential increase in buildings costs. This was been approved by the finance committee. She went onto add that hometime@westfield (wrap around care provided by a private provider) had confirmed that they would like to offer this service to the nursery children which is great news. Mrs Moverley asked if the building work would restrict access to KS1? The headteacher replied that the contractors were experienced in schools and would work with us to ensure minimal disruption.

2604 SINGLE CENTRAL RECORD

The business manager confirmed that she had carried out an audit on the SCR. Due to the pandemic many of our usual volunteers have been removed from the list – due to the break in service during lockdown volunteers will be required to complete a new DBS if they wish to come into school in the autumn term.

2605 POLICIES

Feedback policy (formerly Marking Policy) – changes introduced to help reduce workload for teachers as previous policy requirements were time consuming and involved teachers writing long comments. Feedback will now be given in lesson time or as soon as possible afterwards as research shows that pupils react to verbal feedback more readily than comments in books. Mr Garnett reported that the policy falls in line with the KUNCU (Keep Up Not Catch Up) scheme already in operation in school which facilitates a fast response to pupils who are struggling rather than the traditional after school marking procedure. Mrs Meisel asked what would happen to those children who did not need help and Mr Garnett replied that the classrooms are set up in a manner which means teaching assistants are also able to help those who need it and it is not just teacher focused.

Staff Wellbeing Policy and Pupil Wellbeing Policy

Wellbeing is high on the agenda and the school is currently working towards the Wellbeing Award for Schools which is a nationally recognised award. The award process provides lots of advice and support to help the school and to ensure that wellbeing and mental health remains on the agenda in the future. The school has formed a wellbeing working party made up of teaching and support staff and Susan Yorke has



kindly volunteered to be our wellbeing governor. Wellbeing surveys will be sent to all stakeholders this half term and governors input would be much appreciated also.

Mrs Ismail asked how parents are made aware of changes/new policies and the headteacher confirmed that policies are kept up to date on the school website and new policies would be communicated to parents via email. Mrs Ismail also noted that the Code of Conduct for Governors mentioned visits to school on a regular basis and the headteacher confirmed that due to the current pandemic the school is not encouraging any visits. The chair confirmed that visits by governors should resume in the autumn term.

RESOLVED: all policies were reviewed/adopted by the governing body.

2606 PARENT SURVEY RESULTS

The school received 146 replies to its Remote Learning Survey and the overall response to how the school had adapted its remote offer from the first lockdown was very positive. Only 5% who replied felt that the offer could have been improved which equated to only 4 parents.

Mrs Harbottle stressed that the school staff had tried hard not to put additional pressure onto parents who were desperately trying to cope with the pandemic/lockdowns and working from home.

RESOLVED: survey results received.

2607 GOVERNOR VISITS, DEVELOPMENT AND TRAINING.

RESOLVED: well done to Mrs Scott and Mrs Yorke for successfully completing Safer Recruitment Training.

2608 ANY OTHER BUSINESS

The chair reminded parents about the National Governors Association website and newsletter. This contains many useful articles about governance.

Mrs Ismail asked for an update on the Doodle Homework app and Mr Garnett confirmed increased usage of the app since the last meeting. Teachers regularly remind parents that the use of the app is instead of homework and messages via seesaw have usually encouraged the children to use it more. Mrs Yorke confirmed that her youngest child really enjoys the app and does not even realise he is learning! Mr Garnett confirmed that recent Year 6 data showed the best spelling results and perhaps this had been as a result of pupils using the app. Mr Garnett hopes that, with continued use, this could be the first time that homework could have a direct whole school impact.

2609 DATE OF THE NEXT MEETING

RESOLVED: autumn term meeting to take place on Friday 15th October 2021 at 1pm. The meeting will take place via Teams unless guidance on governors meeting is changed.

