

WESTFIELD PRIMARY SCHOOL

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Minutes of the Governing Body Meeting of Westfield Primary School held via TEAMS on Friday  
19<sup>th</sup> March 2021

Present:

Mrs H Scott (Chair)

Mrs S Hickey, Dr Yorke, Mrs Bullen, Mrs Moverley, Mr Dexter, Mrs Aked, Mrs Ismail, Mrs  
Cook, Mrs Harbottle and Councillor Jump

Also in attendance:

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

2580 APOLOGIES FOR ABSENCE

RESOLVED: apologies for absence were not received from Mr Gutherless and Mrs Meisel.

2581 MINUTES

RESOLVED: minutes of the full governing body held on 20<sup>th</sup> November 2020 approved by the chair.

2582 MEMBERSHIP

RESOLVED:

- (a) Mr Dexter's resignation from his role as parent governor was noted and governors thanked him for his commitment to Westfield Primary School.
- (b) Mrs Moverley agreed to stand again for election as a parent governor.

2583 CHAIRS CORRESPONDENCE

RESOLVED: Mr Dexter's letter of resignation was the only correspondence received.

2584 REPORT OF THE HEADTEACHER



The school reopened to all pupils on 8<sup>th</sup> March and apart from a few anxious pupils this had gone very well.

Class bubbles and a one way system are still in place. Attendance during the January lockdown compared to last year averaged around 40% which is much higher than the expected average of 20% predicted by the local authority.

The chair noted that SEN meetings with parents and outside agencies was much reduced from the last term and Mrs Harbottle explained that this was mainly due to timings and contacting parents proving difficult. Many meetings did take place via TEAMS but these were not recorded in the headteachers report.

Under the staffing section the headteacher reported that Mr Robinson had left at the end of the autumn term to take up a post at Willerby Carr Lane. Recruitment was currently underway but this would include senior leadership responsibility for Math's. Miss Plews is currently Math's lead but due to the planned nursery opening in January she would be taking on the role of FS1 and FS2 coordinator.

Senior leaders observed seven candidates teach this week and two have been invited back for interview. One further teaching observation to take place next week. Interviews Thursday 25<sup>th</sup> March via teams.

The majority of school staff are undertaking lateral flow tests twice weekly. Councillor Jump asked if the school had used many supply staff and the headteacher explained that the school had asked teaching assistants to step up to the role of HLTA and they had provided some class cover when necessary.

Catch up funding from the government is now coming into schools and the headteacher has looked into using the National Tutoring Programme. This is an initiative which is heavily subsidized by the DfES and provides tutoring for disadvantaged pupils. This money will be used for pupil premium and SEND children. Councillor Jump asked if there were plenty of tutors available and the headteacher confirmed that there were tutors available (the programme has not been widely used in the North of England).

Staff in school will provide catch up tuition for Years 3, 4 and 5 with booster sessions taking place after Easter for 10 weeks. A further 10 weeks tuition will be provided in the Autumn term. The school has also secured Jenny Drifill (previously covering maternity in Year 1) for the summer term and she will provide catch up sessions for KS1 pupils every afternoon. The chair noted that Year 2 seemed to have been the hardest hit by the closure of schools and the headteacher confirmed that she would cover this under the next section. The chair said she particularly liked the 'Catch up at Westfield is not' section of the report.

RESOLVED: the report of the headteacher was received.

## 2585 STANDARDS AND ACHIEVEMENTS

The headteacher reported that Year 2 reading does seem to be an area of concern. Year 2 had taken the phonics test at the end of the autumn term and it was acknowledged that reading levels may have been affected by the concentration on phonics.

Mr Garnett reported that children seem to have lost their love for reading. Higher up the school it appears that parental support decreases and reading diaries are not signed by around 30% of parents. He acknowledge that there are so many other distractions for children with things such as Netflix, Tick Tock etc. Mrs Ismail asked if parents had been made aware of the expectations of reading within school and Mr Garnett confirmed that expectations are made clear and reinforced in all year groups. Mrs Cook asked about the correlation between reading and expectations if you don't reach the standard and the headteacher confirmed that statistics show that if children are not at age related expectation (ARE) at the end of key stage 2 they will struggle to obtain a level C in their GCSE's.



Mr Garnett confirmed that the school would be trying a number of initiatives to encourage reading including the loaning of class sets of books from the schools library service so that the teacher and pupils can read a book together. Teachers will also be encouraged to have a focus author (this was more common before lockdown) and perhaps tie this in with theatre visits etc. Mrs Ismail agreed that linking pupils reading with things going on in the local community helped to engaged the whole family.

The headteacher moved onto math's and stated girls were more of a concern in this subject. KS1 girls not as good as KS2 and higher ability girls appear to be struggling more. Senior leaders are to consider reinstating ability setting in classes. The movement of pupils from one class to another for setting was stopped due to COVID and the introduction of class bubbles.

SEND and pupil premium children will take part in the National Tutoring Programme as previously explained but Mrs Harbottle also raised the awareness of programmes such as Project X which the children love.

RESOLVED: the report on Standards and Achievement was received.

#### 2586 FINANCE UPDATE

The business manager explained the latest budget figures – we are coming to the end of the financial year and budgets for 21/22 have just arrived in school. The school is expecting to carry forward a balance from the supply budget due to the use of HLTA cover previously mentioned. We will be overspent on premises costs due to supply cover for caretaker who will be shielding until 1<sup>st</sup> April. Other areas for saving identified where:

Staff Training: none taken place

Buildings: only emergency repairs undertaken

Learning Resources – limited resources purchased due to remote teaching

Bought in Services – swimming did not take place 2020 and no charge for music lessons from EYC

The school will have made a substantial loss on catering as salaries for staff continued to be paid and no income received – this will be the same for all schools who cook meals on site.

RESOLVED:

- (a) the school expects to carry forward over £320,000 (£100,000 committed for expenditure on nursery build).
- (b) The local authority is not currently clawing back excess balances but school to look at possible expenditure projects for balances over £100,000.

#### 2587 NURSERY UPDATE

The headteacher provided an update to governors on the consultation process for changing its age range. This is a lengthy process taking up to one year to complete – the school is still hopeful for building work to begin Autumn 2021 with a view to opening to pupils in January 2022.

During the schools consultation they received a very positive response to the proposal and only one concern from a resident regarding parking.

The local authority now require permission from the governing body to take the proposal to cabinet.



RESOLVED: agreed by governing body.

2588 SCHOOL MEALS UPDATE

Following a review of the catering budget it was apparent that, due to a gradual drop in pupils staying for lunch it would be necessary to reduce staffing hours in the kitchen.

The drop in numbers has taken place over the past two years and does not take into consideration COVID lockdown periods. A survey of parents showed great support for the school meals service however some parents were concerned about the cost of a meal and others said their children were picky eaters so chose not to have school meals for this reason. A discount has been offered to parents whose children stay all week – they will get one day free as an incentive to stay for dinners. We have also added to the content of the school packed lunch offer.

It is hoped that the above incentives will encourage more children to stay for a lunch but in the meantime the decision was made, in consultation with the local authority catering department and HR, to reduce hours. The headteacher and business manager arranged to speak to staff but in the meantime one of them gave notice to leave their position which meant a saving of over 16 hours per week. This meant that no further general kitchen hours needed to be lost but it was agreed by the cook and senior kitchen assistant that they would reduce their hours in accordance with hours recommended by the local authority.

2589 BASIC SKILLS

RESOLVED: the head reported that the school had been awarded the Basic Skills Quality Mark for Early Years Provision so the school now has Basic Skills Quality Marks in Literacy, Numeracy and Early Years.

Well done to Emily Plews and the EYFS team.

2590 SAFEGUARDING UPDATE

The school continues to use CPOMS to report safeguarding concerns and this system appears to be working well. Dr Yorke had met with the safeguarding lead and deputy via TEAMS for a safeguarding update. Safeguarding calls were made during lockdown and places were offered to families who were struggling to cope. Mrs Aked noted that 10% of pupils had not engaged with home learning and she asked if they would be offered a place in school if there was another lockdown? The head replied that places would be offered to parents who were struggling but the 10% were not necessarily vulnerable children. Some parents were offered places but refused and others did not engage with the home learning provided by the school because they were happy to do their own thing.

RESOLVED: the safeguarding update for Autumn term 2020 be received.

2591 LITERACY UPDATE

The literacy governor Mrs Bullen had provided two reports which include baseline figures and updates for November and December. Testing is currently taking place and a further update would be provided to Governors in the summer term.

2592 SINGLE CENTRAL RECORD

The business manager confirmed that the single central record updated by the admin staff had been reviewed.



2593 DATE OF THE NEXT MEETING

RESOLVED: summer term meeting to take place via TEAMS on 18<sup>th</sup> June 2021 at 1pm.