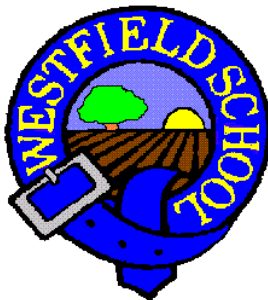


WESTFIELD PRIMARY SCHOOL

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 Tuesday 22nd March 2022 at 6.45pm.

.....

Present:

Mrs H Scott (Chair)

Mrs S Hickey, Mrs Bullen, Mrs Moverley, Mrs Lydon, Mrs Aked, Mrs Ismail, Mrs Harbottle and Councillor Jump

Also in attendance:

Mrs Garner – Clerk to the Governing Body

Mrs Hunt provided an input to governors on Early Reading – thank you Rachel for this thorough input.

2626 APOLOGIES FOR ABSENCE

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

2627 MEMBERSHIP

The governors welcomed Mrs Lydon as parent governor.

RESOLVED:

- (a) governors with special responsibilities were agreed as per the attached list.
- (b) Mrs Lydon to be included as a member of the school Wellbeing Working Party.

2628 MINUTES

MATTERS ARISING FROM THE MINUTES:

Mrs Ismail asked for the following updates:

Further information on recruitment to support child in FS2. The head explained that TA's had been employed to work with the child one of which has since resigned so recruitment has begun again. Feedback on volunteer help to listen to pupils read. The head explained that due to the rise in Covid



cases at the beginning of this term no volunteers were in school at the moment.
Seniors leaders are looking at how we can involve pupils. The head explained that external visits had been limited due to rise in Covid cases at the beginning of the term.
Has the staff training on Getting boys into reading and writing taken place and how did it go. The head confirmed that the training had been very well received by staff.
Is the SEN policy ready to be reviewed. Mrs Harbottle confirmed that this would be presented at the Autumn term governors meeting.
Update on Local Authority's Wellbeing Training. To be covered under agenda item 12.
How did the recent complaint from a resident go. The head confirmed that the matter had been resolved.

RESOLVED: minutes of the meeting held on 15th October 2022 were approved and signed by the chair.

2629 PECUNIARY INTERESTS

RESOLVED: pecuniary interest list circulated and signed by all governors present.

2630 REPORT OF THE HEADTEACHER, STANDARDS AND ACHIEVEMENT

Attendance has been at its lowest percentage due to rising cases of Covid during the autumn term. Pupils whose level of attendance falls below 90% are still being monitored but if their general level of attendance is good and it is only Covid which has brought it down this is taken into consideration. Training has taken place in a variety of areas. The chair asked if lesson observation were taking place and the head confirmed that they were.

No exclusions had taken place and there were no incidents of bullying other than very low level which were dealt with by class teachers. The head reported that a minority of pupils in Year 5 were displaying sexualised behaviour which had been dealt with by class teachers and will be monitored. Some of them had been playing at games on the computer at home which were unsuitable for their age group and parents were advised.

The latest Covid advice from the local authority says that staff should no longer lateral flow on a twice weekly basis and no further boxes of test kits are to be distributed unless there is a significant outbreak and it is advised by the local authority.

Councillor Jump as if all SEND reviews had taken place and Mrs Harbottle confirmed that they had but it had sometimes been difficult due to rising Covid cases amongst parents and staff. Mrs Aked commented that the school appeared to have a low percentage of pupils with a SEND EHCP (educational health care plan) but a high percentage of pupils on the SEND register and wondered why this was? Mrs Harbottle replied that approval for EHCP's was challenging and hard to meet the threshold. She confirmed that pupils on the SEND register still get the help from staff in school. Mrs Aked wondered if it was in the schools' best interest for pupils to have an EHCP? Mrs Harbottle confirmed that it was however, it was a lengthy process which requires parental consent which is sometimes not given. Even when a EHCP is approved the school is responsible for the first £6000 of support and must prove that the pupil needs over and above this amount of support in school.

STANDARDS AND ACHIEVEMENT

The head explained the data in brief – Autumn term data relates to progress in relation to Summer 21 data.

Reading – percentage of pupils attaining ARE (age related expectation) is broadly similar for boys and girls with the exception of Year 3. Significant decrease in ARE in Year 2 which is due to a push in phonics which showed a 90% pass rate which is the highest since the test was introduced. Good percentage of pupil



premium pupils attaining ARE (except for Year 1) but a decline in percentage of SEND pupils attaining ARE compared to previous summer other than Year 5 and Year 6.

Writing – attainment at ARE for boys remains lower than that for girls – area identified for development on the school improvement plan. High percentage of pupil premium pupils making expected progress and a high percentage of pupils making better than expected progress (except for Year 4 and 5).

Math – expected progress is good across the school but starts to decline in Year 5 and 6. Booster/catch up tuition in place from January 2022. Good percentage of pupil premium pupils make expected progress (except for Year 5 and 6). Good percentage of SEND pupils make expected progress (except for year 5 and 6). It was noted that Miss Pendleton (math lead) had lots of new ideas for numeracy moving forward.

RESOLVED: report of the headteacher and standard and achievement approved.

2631 SCHOOL IMPROVEMENT UPDATE

This has been colour coded for ease of use with red showing areas not yet achieved. Good progress had been made in all other areas and anything outstanding by the end of the summer term will be carried forward into the new school improvement plan.

RESOLVED: school improvement plan update received.

2632 AUTUMN TERM SAFEGUARDING REPORT

The safeguarding deputy explained that the report was a summary of cases/meetings which had taken place during the autumn term to show governors that the school is committed to safeguarding and attends meeting as and when required. It also shows governors that training for staff has taken place. Mrs Ismail asked who undertakes internal staff training and Mrs Harbottle confirmed that this would be herself and the safeguarding deputy (Mrs Garner).

RESOLVED:

- (a) Autumn term safeguarding report approved.
- (b) Safeguarding training for governors is ongoing – clerk to check that all governors have been enrolled.

2633 SINGLE CENTRAL RECORD

Mrs Garner explained that the single central record is a spreadsheet containing details of disclosure and barring checks which have been completed on all staff and regular visitors to the school. She confirmed that records are kept by Mrs McNamara and audited half termly by the business manager and/or head.

2634 SCHOOLS FINANCIAL VALUE STANDARD

The business manager explained that this is an audit exercise which is completed on an annual basis. It gives the governors confirmation that the finances of the school are dealt with in accordance with guidelines and provides a basic comparison between Westfield and other schools nationally.

RESOLVED: SFVS for 2021 approved by the governing body.

2635 3 YEAR PLAN TERMLY UPDATE

The business manager explained that we are approaching the end of this financial year, the school



is well on track to carry forward a significant budget and plans for expenditure are progressing. The surge in Covid cases amongst teaching staff has meant that our supply teacher budget is likely to be overspent for this year.

Mrs Aked had asked about the strategy/plan for developing and maintaining the outdoor spaces and the business manager explained that the school plans to replace the old trim trail – they have asked pupils on the Junior Leadership to look at brochures and think about what equipment they would like to see and would get the best use out of. A buildings/grounds improvement plan is in place but has proved difficult to complete on time due to the absences of the caretaker during the past two years resulting in problems planning work during school holidays.

Mrs Aked also asked how the school was progressing with plans to reduce energy working towards net zero carbon. The business manager confirmed that representatives from the building and electrical departments at county hall had carried out inspections of the school and their findings were:

- (a) Boiler installed is as efficient as it can be and it is unlikely that a new gas boiler would be any more efficient and would certainly not justify the large capital cost of replacement.
- (b) Similar to above situation regarding lighting. Some forms of fluorescent lighting will be phased out but this will have little impact upon Westfield as much of the lighting has already been replaced during refurbishment and new build.
- (c) Solar panels are already in use at the school – due to the sloping nature of the KS2 building no further panels can be installed. Due to the structural integrity of the KS1 roof it is not recommended for use.
- (d) They both confirmed that the majority of our school is of modern construction and benefits from well insulated walls, floors and roofs coupled with energy efficient double glazed windows and doors.

RESOLVED: plans for expenditure of carry forward are:

- (a) Mr Garnett is exploring the possibility of installing a MUGA (multi use games arena) and will feedback progress at the next meeting.
- (b) JLT looking at replacement equipment for trim trail – feedback on progress at the next meeting.

2636 POLICIES

The business manager confirmed that there were no changes to the volunteers in school policy (this was adapted for the school from an existing local authority policy). All other policies from the local authority are approved by the appropriate unions and the school would not be looking to write its own policies.

Mrs Ismail asked what the procedure was for declaring gifts to staff and the business manager and head confirmed that staff do not receive gifts of great value (over £25) so there is no requirement to record them. Staff are made aware of all policies on the staff shared drive.

RESOLVED: all policies approved and adopted by the governing body.

2637 WELLBEING

The school is well on track for achieving the Wellbeing Award for Schools, links on the website for parents, pupils and staff have been created in addition to a pupil and staff noticeboard. Miss Pendleton is currently training to be our school Mental Health Lead. The local authority has joined forces with Vivup which is an amazing website containing a range of self help downloads and member access to physiotherapy and counselling services.

2638 GOVERNOR SKILLS MATRIX

Excellent response to completion of the matrix which showed that governors were confident in a range of



aspects of governance.

RESOLVED: areas for development/training required as follows:

- (a) Ofsted requirements for governors – training and power point resources already provided.
- (b) Finance training – to take place with finance committee members once the new budget has been approved.
- (c) Safeguarding training – to be arranged and provided by the safeguarding lead and deputy.

2639 GOVERNOR VISITS

Visits to the school by governors are welcomed even if this is just a half an hour drop in. Governors with special responsibilities identified in minute 2627 should contact the school and make arrangements to see their curriculum lead.

RESOLVED: thank you for the governor visit feedback reports.

2640 ANY OTHER BUSINESS OF AN URGENT NATURE.

RESOLVED: no other business of an urgent nature.

2641 DATE OF THE NEXT MEETING

RESOLVED: summer term meeting will take place at the school on Tuesday 14th June 2022 at 6pm.

Meeting closed at 9pm.

