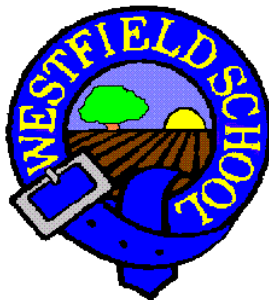


WESTFIELD PRIMARY SCHOOL

Headteacher  
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Westfield Road  
Cottingham  
East Yorkshire  
HU16 5PE

Minutes of the Governing Body Meeting of Westfield Primary School held on 1<sup>st</sup> November 2022.

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Present:

Mrs H Scott (Chair)

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

Also in attendance:

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

2658 APOLOGIES FOR ABSENCE

RESOLVED: apologies for absence received from Dr Yorke.

2659 MEMBERSHIP

RESOLVED:

- (a) To note the resignation of Mrs Aked, Mrs Miesel, Mrs Cook and Mrs Lydon.
- (b) To note the appointment of Mrs Whyte as a co-opted governor with effect from 1<sup>st</sup> January 2023.

2660 MINUTES

RESOLVED: minutes of the governors meeting held on 14<sup>th</sup> June 2022 and finance meeting held on 25<sup>th</sup> May 2022 approved and signed by the chair.

2661 REPORT OF THE HEADTEACHER

The headteacher reported that the school is receiving an increasing amount of admission applications. She recently attended an appeal hearing but is still awaiting the outcome. Many of our year groups are over subscribed and admissions are continuing to allow appeals. Mrs Bullen asked if there was a limit on admission numbers and the head replied that the school has an admission limit of 60 in each year group however, parents are given places due to exceptional circumstances which usually means they have moved into the area and there is no other school with places.



Mrs Ismail asked who participates in the appeal process and the head reported that there would be representation from the local authority, parents and a panel of retired headteachers.

The head went onto report that the school is seeing a significant rise in the number of SEND pupils and this may be due, in some part, to the lack of schooling during COVID. Mrs Moverley asked if these pupils had TA's working with them and the head confirmed that three pupils with SEND in EYFS had a TA assigned to them.

The school has had to exclude a child due to behavioural problems, the child has full time TA support but small triggers can often result in violent behaviour towards staff and pupils. Local authority behaviour support are involved as are Education Welfare service due to problems with attendance. Counselling in school has been put in place with Advotalk with permission from parents. Mrs Ismail asked if this takes place during school hours and the head confirmed that Advotalk are in school every Monday morning.

In conclusion of the report the headteacher confirmed that a new caretaker had been appointed via the local authority service level agreement for cleaning and caretaking.

## STANDARDS AND ACHIEVEMENT

### Reading

The head referred to the summary of reading attainment throughout the school which is colour coded for ease of understanding. Councillor Jump queried that PP pupils showed red (area for concern) in the summer term in KS1 and the head confirmed that this was for pupils attaining higher than the expected level which will require monitoring.

### Writing

Attainment at ARE is relatively consistent across year groups with a higher percentage of girls attaining ARE than boys in all year groups suggesting a gender gap. Mrs Ismail asked what affect lockdowns had had on writing and was this still affecting results? The head reported that this had improved but some pupils were still catching up. Mr Garnett agreed that vocabulary and hand writing in general need some work.

The chair commented that there is a dip in both reading and writing in Year 4 and the head advised that this was a year group who struggled the most. They were a confident cohort going into COVID but the after effect meant that many now had emotional/social needs.

### Maths

Attainment at ARE is generally consistent across year groups and there is no real gender difference at ARE however, there is a significant gender difference at GDS for girls and this is a performance management target for staff over the next year.

### NEXUS Data

This report for information shows Local Authority and National Data.

RESOLVED: Report of the headteacher and Standards and Attainment received.

## 2662 PECUNIARY INTERESTS

RESOLVED: signatory list for pecuniary interests circulated to all governors



2663 3 YEAR PLAN – AUTUMN UPDATE

The business manager reported changes made to the plan were detailed on the report mostly consisting of updates to salaries to reflect actuals.

She reported that quotes for fencing had come in much lower than the original budget allocated which is very good news as it means the entire perimeter of the school can be upgraded. It has been recommended to fit a new wire mesh fence onto the school side of the existing wooden fencing to safeguard the grounds for many years to come. Residents will be advised that this work will be carried out at the end of November.

The school requested that the money saved on fencing be put towards the cost of playground equipment, quotes are currently coming in around £20,000 – further quotes to be obtained.

A full staffing review has been undertaken and despite being advised to increase energy costs by 80% for the next financial year the school is one of only a small handful of schools with an in year balance in future years.

RESOLVED:

- (a) 3 Year Plan approved and this final version submitted to the local authority.
- (b) Budget for play equipment renewal increased to £20,000

2664 SCHOOLS FINANCIAL VALUE STANDARD

The SFVS is a self-assessment that should be undertaken by schools to ensure the effective financial management of their resources. It is a statutory requirement that all maintained schools complete and submit the SFVS and Template to the local authority (LA) on an annual basis.

RESOLVED: to be signed and approved by the chair of governors

2665 SCHOOL IMPROVEMENT PLAN UPDATE AND FUTURE PLAN

The SIP for 21/22 has been updated to show progress towards improvement for the last academic year. Outstanding items have been carried forward into the new plan.

The plan is a working document which will be updated each term. As mentioned previously the school now offers counselling sessions provided by Advotalk to pupils most in need of emotional support. Mrs Bullen noticed that this is for half a day and wondered if this would be extended? The head confirmed that as soon as Advotalk were able to provide a counsellor this would be extended to a full day.

RESOLVED: School Improvement Plan received.

2666 SELF EVALUATION FORM

This is used to inform Ofsted and is for governors information. It is the schools' evaluation of a number of areas which are:

- Quality of Education
- Behaviour and Attitudes
- Leadership and Management
- Quality of Early Years Education

RESOLVED: SEF received.



2667 SINGLE CENTRAL RECORD

The business manager explained that the single central record is a spreadsheet containing details of the disclosure and barring checks which have been carried out 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 the headteacher.

2668 ACADEMISATION

The head informed governors that academisation of schools is back on the government agenda again. The White Paper states that all schools should become part of an academy by 2030. Meetings with the local authority and headteachers are taking place (the next one on 29<sup>th</sup> November) and governors will be kept informed of progress termly.

2669 WELLBEING UPDATE

The business manager presented the schools Wellbeing Strategy which marks the schools progress towards improving wellbeing for pupils and staff. A representative from the Wellbeing Award for Schools programme is visiting the school on 5<sup>th</sup> December to see what progress we have made towards achieving the award. Feedback at spring term meeting.

2670 POLICIES

The head reported no changes to any of the policies presented for review. Mrs Harbottle confirmed that the SEND policy had been updated and streamlined.

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

2671 GOVERNOR VISITS TO SCHOOLS

Governors are reminded to contact their subject coordinator to arrange a visit either in person or via TEAMS. Clerk to circulate contact information.

2672 ANY OTHER BUSINESS

The head provided feedback to the governors on the survey sent to pupils, parents and staff last term (similar to the survey sent when Ofsted call) the feedback was very good. The chair noticed that there appeared to be some pupils who were not accessing any extra curriculum clubs and the head commented that the school does offer a wide range of clubs such as Art, Choir, Yoga, History and Football to name just a few. All pupils are encouraged to take part in a club and a list of clubs is sent out to parents termly for their information.

RESOLVED: survey report received.

2673 DATE OF THE NEXT MEETING

RESOLVED: Spring term meeting will take place on 21<sup>st</sup> March 2023 at 6pm.

