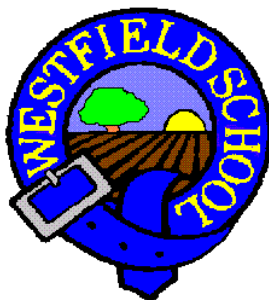


WESTFIELD PRIMARY SCHOOL

Headteacher
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Westfield Road
Cottingham
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HU16 5PE

Minutes of the Governing Body Meeting of Westfield Primary School held on 21st March 2023.

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Present:

Mrs H Scott (Chair)

Mrs S Hickey, Mrs Bullen, Mrs Moverley, Dr Susan York, Laura Whyte and Councillor Jump

Also in attendance:

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

2676 APOLOGIES FOR ABSENCE

RESOLVED: apologies for absence were received from Mrs Ismail and Mrs Harbottle and consent was given.

2677 MEMBERSHIP

RESOLVED: the governors welcomed Laura Whyte onto the governing body and she was appointed as named governor with responsibility for Early Years.

2678 MINUTES

RESOLVED: minutes of the governors meeting held on 1st November 2022 were approved and signed by the chair.

2679 REPORT OF THE HEADTEACHER STANDARDS AND ACHIEVEMENT

The head reported that numbers on roll are continuously rising mainly due to the new builds in Cottingham. The local authority reported that they had received 92 applications for EYFS – these included 1st, 2nd or 3rd preferences. At one time the school had over 50% of its pupils living outside of the catchment area but this has now reduced to 44%.

Attendance remains good at 95.3% which is above the local authority average of 92%. We currently have four pupils on attendance plans supported by the Education Welfare Officer. Councillor Jump asked if these were unauthorised absences but the head reported that they were mostly due to holidays in term time.



Four pupils have new Educational Health Care Plans bringing our total to eight across the school. The chair asked if these pupils were allocated a teaching assistant and the head replied yes but that the school receives top up funding but this does not cover the total cost as cover at lunchtimes is required due to their significant need. The head also reported an increase in pupils suffering from emotionally based school avoidance. Dr Yorke agreed that there are genuine mental health needs in much younger people at the moment. Councillor Jump asked if this was due to Covid and head confirmed that as so many pupils were taught at home their anxiety levels about coming into school have not disappeared. Advotalk (external company providing counselling to pupils) has been increased to one day per week to help with these issues.

The chair asked about progress with the play equipment and MUGA. The head reported that the play equipment was due to be installed next week and MUGA planned for the summer break.

STANDARDS AND ACHIEVEMENT

READING

Attainment at ARE and GDS has declined in Y3 and Y6. Attainment at GDS has also declined in Y4. The head reported the decline in data as being due to different testing regimes, administration of testing and more challenging test papers from Y2 to Y3.

SEND pupils decline at ARE in Y3, Y4 and Y6 for the same reasons as above, in addition in Y6 there are a significant number of pupils being supported for social/emotional and wellbeing needs including school avoidance.

WRITING

The gender gap between boys and girls still exists for all year groups though it is not as significant in lower years and widens from Y4 upwards. There is a decline in ARE in Y3 and Y4 and GDS in Y3. Y3 staff are both new to the school and were unfamiliar with the assessment process, this has been discussed and improvements expected in the Spring.

MATHS

ARE and GDS attainment is generally in line with previous Summer except for Y3 and Y5, Y3 is due to new staff and administration of the tests and Y5 is to be monitored closely next term.

SEND – decline in ARE and GDS for all year groups and the same decline is seen in expected progress and better than expected progress. The impact of the six week break for SEND pupils may be significant consideration could be given as to how to support these pupils through the holidays.

Pupil Premium – no pupils from Y2 upwards make better than expected progress which is an area to monitor.

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

2680 SCHOOL IMPROVEMENT PLAN

This has been updated to show progress so far, Wellbeing Award for Schools achieved. Many thanks to Councillor Jump for speaking to the assessor on behalf of the governing body. Computing has been added as an area of development for Ofsted. The chair commented that she had visited the school in her role as computing governor and it seemed to be well developed so perhaps this needed to change as an area for development? The headteacher agreed that this would be looked at moving forward.

RESOLVED: SIP 22/23 received.



2681 GOVERNOR MONITORING PLAN

The monitoring plan has been developed to enable the governing body to plan its monitoring activity in line with the school's priorities for improvement, ensuring the board remains strategic and focused in its monitoring activities.

RESOLVED: governors should complete a Governor Visit Form following any visit to the school (available from the clerk).

2682 DEVELOPMENT OF READING

The school has been working with headteachers from our local cluster group (Bacon Garth, Crosby, Hallgate, Little Weighton, Skidby) and as part of their monitoring procedures they were invited to Westfield to look at reading throughout the school. Their feedback following the visit was positive though some commented that, when walking through the school, a love of reading was not obvious. We are already aware that the library is not visually appealing to pupils and this is an area to be revamped along with a dedicated reading area to be put into each classroom – funds to be made available from the new budget.

2683 BEHAVIOUR POLICY

Mr Garnett reported that the school had looked at its behaviour policy and how to ensure that it is a workable policy for all. He felt that the majority of pupils were well behaved during class time with their teachers but this was not always the case during lunchtimes and for other staff in school for example supply teachers, Tigers Trust PPA staff and Rocksteady music lessons.

The revised policy uses a system of Yellow and Red cards which are to be used by all adults in school.

Yellow cards are issued for low level disruptive or disrespectful behaviour. There is a box outside of the head/deputies offices and pupils who receive a yellow card must place it in the box which is then emptied on a Friday where behaviour can then be monitored/tracked.

Red cards are issued for extreme behaviour for example, bad language, vandalism, fighting or the use of homophobic language.

The new policy provides a robust system of behaviour management along with the ability to monitor repeated poor behaviour. Dr Yorke was pleased to see that the policy gave every staff member the same power and Mr Garnett added that a minority of pupils were not included in the policy due to SEND/behaviour issues.

RESOLVED: behaviour policy has previously been approved and adopted by the governing body.

2684 ACADEMISATION

The school bill was thrown out in December meaning schools are no longer required to academise by 2030. The local authority has however, still asked schools to indicate their intentions but the head reported that this is not something that Westfield would rush into. She added that it would very much depend upon the local offer and how many other schools in the East Riding decide to go down the academy route.

RESOLVED: Academisation will remain on the agenda until further notice.

2685 PUPIL PREMIUM STRATEGY



The head reported that she had worked on this with Mrs Boyes looking at the hurdles which exist for pupils our disadvantaged pupils and the outcomes for their development. The strategy also sets out how we spend the pupil premium grant in school during the academic year.

RESOLVED: Pupil Premium Strategy received.

2686 TERMLY SAFEGUARDING REPORT

The report was discussed, this is a document completed on a termly basis and helps the governors to understand the safeguarding issues currently experienced/actioned within the school.

RESOLVED: Autumn term safeguarding report received.

2687 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.

2688 3 YEAR PLAN TERMLY UPDATE

The business manager provided an update for governors and reported that the fencing work was completed during the autumn term and play equipment is due for install during the Easter break. Funds budgeted for the MUGA will be carried forward into next years budget and work is expected to take place during or just after the summer break.

The school expects to carry forward approximately £400,000 (£190,000 of which is for the MUGA).

RESOLVED: update received.

2689 POLICIES

SCHOOL POLICIES

The school policies have been updated to a standardized version and only minor changes made. Local Authority policies are part of the rolling programme of review and are where applicable have been approved by HR and appropriate Unions.

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

2690 WELLBEING UPDATE

WAS (Wellbeing Award for Schools) achieved and will be reviewed formally in three years time. In the meantime the school will continue to review and adapt its wellbeing provision for pupils and staff and discuss issues arising at the Wellbeing Working Party meetings.

2691 Mr Garnett and Mr Hunt (caretaker) carried out an inspection both internally and externally. Points for action reviewed by the business manager and caretaker.

RESOLVED: H&S Walkround report received.

2692 GOVERNOR SKILLS AUDIT – deferred to next meeting please complete your audit form and return.



2693 GOVERNOR VISITS

A number of visits had taken place last term, thank you for completing your feedback forms.

2694 GOVERNOR DEVELOPMENT AND TRAINING

The chair and Mrs Ismail had attended governor refresher training led by the local authority which was informative. The head informed governors that future plans include drop in coffee mornings for parents which she hoped some governors may be able to attend. The school is also reviewing its vision/ethos to make this more of a focus around the school – further information at the next meeting.

2695 ANY OTHER BUSINESS OF AN URGENT NATURE

The head reported that it had been necessary to permanently exclude a child from the school, the chair had been informed of this.

2696 DATE OF THE NEXT MEETING

RESOLVED: date of the summer term meeting will be Tuesday 6th June at 6pm.

