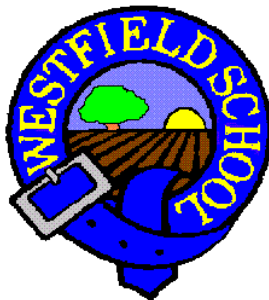


WESTFIELD PRIMARY SCHOOL

Headteacher
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Westfield Road
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HU16 5PE

Minutes of the Governing Body Meeting of Westfield Primary School held on 11th June 2024.

Present:

Mrs H Scott (Chair)

Mrs S Hickey, Mrs Bullen, Mrs Moverley, Mrs Ismail, Mrs Whyte, Mrs Forrest and Mrs Harbottle

Also in attendance:

Mrs Garner – Clerk to the Governing Body

2754 APOLOGIES FOR ABSENCE

RESOLVED: apologies for absence were received from Dr Yorke and Mr Todd.

2755 MEMBERSHIP

Committee membership to be reviewed in the autumn term but the school is looking for a link governor for music.

RESOLVED: Mrs Scott appointed as link governor for music.

2756 MINUTES

RESOLVED: minutes of the governing body meeting held on 19th March approved.

2757 REPORT OF THE HEADTEACHER

The head reported 96.1% attendance which is above national average. Regular meetings take place with Education Welfare Officer. Mrs Ismail queried exclusions in March 24 and the head confirmed that this was a child in Y6 who was now being supported in school.

Under staffing the head reported that Judith Aaron had announced that she will retire at the end of the summer term. Mrs Aaron provides French tuition in years 4, 5 and 6. The school has successfully appointed a HLTA who will deliver lessons from the curriculum and a French scheme of work has been purchased for staff use.



RESOLVED: Summer term report received.

STANDARDS AND ATTAINMENT

READING – good percentage of pupils attaining EXS and GDS in reading although this remains lower in Y2 and Y1. Good percentage of pupils at GDS but slightly lower in Y1, Y2 and Y6.

Intervention has been put in place in Y2 and is an area for focus for class teachers. In Y1 this was the first time children had to read the questions independently.

WRITING – good percentage of pupils attaining EXS in writing but lower than reading and writing.

In Y1 there are no pupils with GDS judgements which is an area for focus with class teachers.

MATHS – generally good percentage of pupils attaining EXS and GDS in maths although lower in Y6.

Good level of EXS attainment with improvement seen in Y5 and Y6 although this is still lower than other year groups in Y1 and Y6.

RESOLVED: standards and achievement report received.

2758 SCHOOL IMPROVEMENT PLAN 23 24

Good progress made towards goals for each area in the SIP – this will be colour coded for Autumn term end of year report.

STEM has been updated and the chair to arrange meeting with Donna Bailey (Science Coordinator) to discuss progress with this new venture. The school has achieved the Gold Award for PE and is working towards the Platinum Award. The head reported that the local authority have offered opportunities for staff to develop through national qualifications. The chair asked how staff accessed this training and the head confirmed that they were asked if they were interested and so far Miss Hunt, Mrs Plews and Mrs Pendleton have taken advantage of the opportunity.

RESOLVED: SIP 23 24 received.

2758 ACADEMISATION

The head reported that the school remains open minded to the academisation process and since Ofsted we had been informally approached by WONDE. Mrs Whyte agreed



that it was important to continue to have fluid conversations. This will remain an item on the governors agenda but no plans to move forward at the moment.

2759 TERMLY SAFEGUARDING REPORT

The report has been updated to reflect incidents/meetings which have taken place during the Spring term and training has also been updated.

RESOLVED: Safeguarding Report Spring Term received.

2760 SINGLE CENTRAL RECORD

RESOLVED: business explained that the SCR is a spreadsheet containing details of the DBS 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.

2761 3 Year Plan 24/25

The business manager confirmed that the plan had already been approved by the finance committee on 8th May 2024. A full staffing review had been undertaken with contracts and SLA's reviewed for best value. Support staff costs have increased due to the Local Authority TPR programme. Buildings maintenance has increased due to essential works to boilers, roofing and potential car park barrier works.

She reported that catering costs are being monitored closely to minimise wastage where possible.

The school has a larger than originally expected deficit budget (due to the above) and although this is not a cause for concern with the Local Authority finance department the school would look to find ways to balance in year without relying on the carry forward.

RESOLVED: 3 Year Plan 24/25 ratified by the full governing body.

2762 BUILDING WORKS FS1 & FS2

The business manager reported that following approval of expenditure by governors last financial year the works would be going ahead in the summer holidays. It is important that the carry forward is used (as originally planned) to benefit provision for pupils on roll now and it is not intended to keep this in order to balance the budget year on year.

2763 SCHOOL STREETS

The head reported that we continue to explore the possibility of operating the school



streets scheme but agreement from management at the Fair Maid would have to be sought in order for the scheme to operate effectively.

Fair Maid have previously given approval for the use of their car park as additional parking spaces for dropping off and collecting from school, however despite asking parents not to use the car park for school sports days and events the staff at Fair Maid reported that it was used and caused problems for customer parking and deliveries.

RESOLVED:

- (a) headteacher and business manager to approach Fair Maid again to ask for their cooperation in using the car park for drop off and pick up ONLY.
- (b) Feedback on progress at next meeting.

2764 POLICIES

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

2765 GOVERNOR VISITS

Governors with special responsibilities are reminded to book a visit/Teams meeting with their subject coordinator.

2766 GOVERNOR DEVELOPMENT AND TRAINING

The clerk advised that East Riding offer a variety of courses which often take place via Teams.

RESOLVED: information on courses available to be emailed to governors each term.

2767 ANY OTHER BUSINESS

RESOLVED: no business to report.

2768 DATE OF THE NEXT MEETING

RESOLVED: Autumn term governors meeting will take place on Tuesday 15th October 2024 at 6pm.

Meeting closed at 8.15





Email us at westfield@westfield.eriding.net
Visit our website www.westfieldprimaryschool.org