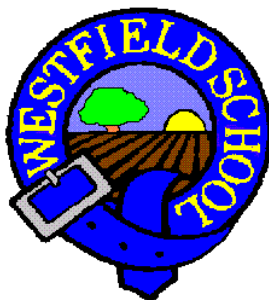


WESTFIELD PRIMARY SCHOOL

Headteacher
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Westfield Road
Cottingham
East Yorkshire
HU16 5PE

Minutes of the Governing Body Meeting of Westfield Primary School held on 10th October 2023.

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Present:

Mrs H Scott (Chair)

Mrs S Hickey, Mrs Bullen, Mrs Moverley, Mrs Forrest, Mrs Whyte and Dr Yorke.

Also in attendance:

Mrs Garner – Clerk to the Governing Body

2716 APOLOGIES FOR ABSENCE

RESOLVED: Apologies for absence were received from Mr Garnett, Mrs Harbottle, Mrs Ismail and Mr Todd.

2717 MEMBERSHIP AND REVISION OF COMMITTEES

RESOLVED:

- (a) The governing body welcomed Mr Todd and Mrs Forrest to the governing body.
- (b) Membership of committees revised as per attached.

2718 PECUNIARY INTERESTS

RESOLVED: pecuniary interests list signed by governors present.

2719 MINUTES

RESOLVED: minutes of the meeting held on 6th June approved and signed by the chair.

2720 REPORT OF THE HEADTEACHER

Currently 422 on roll plus 20 pupils registered for the nursery. Admission limit constantly being pushed in KS2 due to people moving into the area (65 pupils in Year 3 and 63 already in Year 1). Attendance in school is good, Education Welfare Officer comes into school every half term to help with persistent absentees and this is working well.



The school currently has 7 pupils with EHCP's and 32 pupils with special needs who require support but do not meet the criteria for a plan from the local authority.

Health and Safety – school undergoes fire evacuation drills half termly and will be carrying out a non fire evacuation after half term (this covers evacuation of site due to gas or bomb threat). In the event of this type of emergency, pupils would be taken to Cottingham High School for safety and parents contacted from there. The school also has an emergency lockdown procedure (which is not practiced), staff are aware what they should do in the event of a threat on site and are reminded at staff meetings.

Staffing – Mrs Hansley is now a full time HLTA and provides teaching cover as and when required providing continuity throughout the school and saving the school in supply costs.

ATTAINMENT

Reading – good percentage of pupils attaining EXS and GDS in reading. GDS slightly lower at KS1 and significantly higher in Y5. Expected progress for pupil premium pupils is in line with the cohort.

Writing – Good percentage of pupils attaining EXS in writing but need to monitor Y2. GDS appears slightly lower in KS1 and significantly high in Y5. Expected progress for pupil premium pupils is in line with cohort.

Maths – good percentage of pupils attaining EXS and GDS in maths. GDS appears high across KS2 and this reflects summer test data except for Y5. GDS strong for pupil premium pupils in KS2.

Pupil progress meetings with SLT and staff to be reintroduced in the Spring term to ensure accountability across teacher assessment and test results.

School Self Evaluation Plan – this document is completed by the headteacher and SLT and is an evaluation of five areas which are:

- Quality of Education
- Strengths
- Personal Development
- Leadership and Management
- Quality of Early Years Education

2721 SCHOOL IMPROVEMENT PLAN 22/23 23/24

The governors reviewed progress and items outstanding from the 22/23 School Improvement Plan and discussed the plan for 23/24. The chair reminded governors that the SIP links with governor visits and it is important that visits to curriculum leads and discussions reflect this.

The head confirmed that Mrs Bailey is currently working towards the Primary Science Quality Mark and Mr Price is hoping to gain the Platinum School Games Mark.

2722 SAFEGUARDING REPORT 22/23

RESOLVED: final safeguarding report for 22/23 received by governors.

2723 BUDGET UPDATE

The business manager went through the financial plan for 23/24 which was approved by the finance committee in the summer term.



Since the summer term the DfE have announced an error in the calculation of budgets for 24/25 resulting in the reduction of school budgets by 2.1million.

In addition to this schools have been informed of the budget impact following the Total Pay and Reward Programme which is due to be implemented in April 2025. Individual illustrations will be sent to staff at the beginning of November with an ongoing budget impact of over £45,000.

The business manager reported that the autumn term budget update takes place next week and the full impact of these changes to the budget will be discussed at the next finance/personnel meeting.

RESOLVED: budget update received.

2724 SINGLE CENTRAL RECORD

RESOLVED:

- (a) SCR is a spreadsheet containing details of the DBS checks which have been carried out on all staff and regular visitors to the school. Records are kept by Mrs McNamara and audited half termly by the business manager and/or the headteacher.
- (b) SCR update training for business manager and office staff taking place on 15th November 2023.

2725 WELLBEING

The school is continuing with its commitment to wellbeing for pupils and staff with investment in counselling sessions run by Advotalk and training for ELSA ongoing. The school website has links to help and advice for parents. Staff benefit from access to the Employee Assistance Scheme, wellbeing day and staff outdoor space. The SIP includes a commitment to reinforcing/training staff on the VIVUP website and the school is offering Yoga sessions during the lunch break for any staff who are interested.

2726 ACADEMISATION

RESOLVED: the headteacher will continue to explore and research opportunities for the school but does not have any plans for this in the near future.

2727 POLICIES

Governors discussed the changes to each policy (where applicable):

KCSiE and Safeguarding - changes to requirements for filtering and monitoring and the checks on external agencies and providers (Judo Coaches for example). Recruitment of new staff must now also involve online checks which must be recorded on the SCR.

Low Level Concerns is a new policy which enables all staff to share any concerns – no matter how small – about their own or another member of staff's behaviour. It clarifies how to raise concerns with the headteacher and who to speak to if the headteacher is absent.

Filtering and Monitoring is a new policy following on from recommendations made in KCSiE 2023.

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

2728 SCHOOL FUND AND BANK ACCOUNTS AUDIT



RESOLVED: accounts approved by the governing body.

2729 HEALTH AND SAFETY WALKROUND

RESOLVED:

- (a) H&S report from the Spring term received.
- (b) Mrs Forrest (new H&S governor) to visit school and complete Governors Health and Safety Audit form.

2730 GOVERNOR SKILLS AUDIT

Completed forms received from most governors and no obvious training needs identified. Attainment data is presented in a simplified form for governors with successes and areas to monitor clearly identified. Governors who are co-opted onto the personnel/finance committee will receive ongoing budget training. In view of the anticipated Ofsted visit next year ongoing training to be arranged by the headteacher.

2731 GOVERNOR VISITS

RESOLVED:

- (a) Feedback received for governor visits during the summer term.
- (b) Governors with special responsibilities to make arrangements to visit during the autumn term and provide feedback for the spring term meeting.

2732 ANY OTHER URGENT BUSINESS

RESOLVED: no urgent business raised.

2733 DATE OF THE NEXT MEETING

RESOLVED: spring term meeting will take place on 12th March 2023 at 6pm.

Meeting closed at 8pm.

