

WESTFIELD PRIMARY SCHOOL

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Minutes of the Governing Body Meeting of Westfield Primary School held on 19th March 2024.

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Present:

Mrs H Scott (Chair)

Mrs S Hickey, Mrs Bullen, Mrs Moverley, Mrs Ismail, Mrs Whyte, Mrs Harbottle and Mr Todd.

Also in attendance:

Mr Garnett – Deputy Headteacher

Mrs Garner – Clerk to the Governing Body

2734 APOLOGIES FOR ABSENCE

RESOLVED: apologies for absence were received from Dr Yorke and Mrs Forrest.

2735 Agenda Item 8 brought forward – OPAL

Mr Garnett provided governors with an overview of the OPAL (Outdoor Play and Learning) Scheme which is all about using natural and man-made resources to allow children to be inspired and creative at playtime. It is a two year project and the scheme helps guide schools towards the aim of improving play and learning during lunch and break times.

Bricknell and Elloughton Primary School both use this scheme and members of staff from Westfield intend to visit them after the Easter break. The scheme costs £6600 and the intention is that many of the resources required could be donated by parents or local businesses. Mrs Bullen asked if these schools had noticed a difference in behaviour since introducing the scheme and Mr Garnett said that Elloughton felt that many of the arguments during lunch had stopped as children were too busy playing and had a variety of things to do rather than just play football or run around.



Schools who participate in the scheme can work towards different levels of awards (similar to the Sports Mark).

Mrs Bullen asked how the scheme was staffed and Mr Garnett explained that both Bricknell and Elloughton used teaching assistants to supervise/run the scheme over breaks and lunchtimes. This is something that the school would have to look at closely as many of our TA's already work with pupils over lunchtimes.

RESOLVED: governors agreed £10,000 last term and this will be ring fenced whilst further visits and information has been obtained.

2736 Agenda Item 7 brought forward – STEM

Mr Garnett explained that the school was now part of the Enthuse Partnership which links to the Doggerbank Wind Farm Project which is about promoting careers in Engineering, Science, Maths and Technology. There is a lot of funding available to schools through this scheme for training which Westfield is making good use of. Mrs Bailey (Science lead) is currently working towards obtaining the Primary Science Quality Mark.

2737 MINUTES

RESOLVED: minutes of the governing body meeting held on 10th October and finance/personnel meeting held on 14th November were approved.

2738 REPORT OF THE HEADTEACHER

The school currently has 450 pupils on roll with every year group full except for Year 4. Year 1 and Year 3 are heavily oversubscribed with 64 and 65 pupils respectively. The school is constantly being asked to place pupils in Year 1 as all other local schools are full and people are moving into our catchment area. This particular year group currently has three pupils with EHCP's all of which are high need, non verbal. Mrs Whyte asked if the local authority had offered free transport to those parents wanting a place so that they could get a place at another primary school but the headteacher said this had not happened and was not part of the admission policy.

Attendance continues to be strong at the school with an average of 96.1% compared to 93% nationally. Attendance of pupils with SEND, Pupil Premium and Free School Meals entitlement is monitored closely and the Education Welfare Officer provides support with pupils whose attendance is a cause for concern.

Unfortunately since Ofsted the headteacher has had to exclude a child in Year 6 whose behaviour has become increasingly violent. Two fixed term exclusions have taken place this half term and the family are considering their options which may be to move schools.



STANDARDS AND ATTAINMENT

Reading - the head reported a good percentage of pupils attaining EXS and GDS in reading although slightly lower in Year 2 and Year 6. Good percentage of pupils at GDS but slightly lower in Year 5 and Year 6. Whole school reading attainment – girls exceed boys at GDS.

Writing - good percentage of pupils in attaining EXS in writing overall. Areas to monitor are EXS Year 3 and Year 5 outcomes slightly below other year groups. EXS pupil premium outcomes lower in KS2. Whole school writing attainment – generally girls exceed boys at EXS but this is not evident at GDS.

Maths – good level of EXS attainment although lower in Y5 and Y6. Good level of GDS but low in Y5. Pupil premium pupils good level of EXS but low in Y3 and Y4. Whole school maths attainment – boys generally stronger than girls, with girls attainment in Y6 exceptionally low.

The chair commented that Y6 data looks worrying but the head explained that the Autumn term tests cover the entire year (including elements they would not yet have been taught). Mrs Ismail queried if teachers know which areas have not been covered, couldn't these be excluded from the tests? Mrs Harbottle explained that they are designed to test knowledge generally and some pupils are able to do them even though they have not been taught in class. Tests are standardized so must be administered as they are but pupils are told that there may be things in them that they don't know or fully understand and not to worry.

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

2739 SCHOOL IMPROVEMENT PLAN 23/24 UPDATE

The headteacher reported that the plan had been updated with progress so far.

RESOLVED: SIP 23/24 received.

2740 OFSTED FEEDBACK

Ofsted's much anticipated visit took place on Wednesday 28th February and Thursday 29th February and the headteacher extended her thanks to the governors. It was noted that there had been a number of changes since the last Ofsted in 2012, Headteacher, some members of SLT and Governors were all new to the role.

Mrs Whyte commented that the lead inspector was very nice and gave feedback as the meeting went along which was useful. The headteacher agreed that the lead inspector had been very professional and understanding in his approach. The draft report had been



received however, the number of pupils on roll was incorrect and this would need to be changed. The headteacher has also asked for wording in a paragraph connected to the curriculum to be changed but we are unsure if this will be actioned. Final inspection report will be received within 30 working days.

2741 ACADEMISATION

RESOLVED: this will remain an item on the agenda but the school has no plans for academisation in the near future. We are aware of a few East Riding Schools converting to academy status but nothing significant.

2742 SCHOOL STREETS

The headteacher explained that there is a constant problem for local residents around inconsiderate driving and parking by parents/carers at drop off and pick up time. The school recognises that this is a problem and is looking into a Local Authority initiative called School Street Safe which would make some roads surrounding the school pedestrian only zones at certain parts of the day.

Mrs Bullen asked how staff would gain access to work in a morning and the head confirmed that there would be certain exemptions for vehicles accessing the road for residents and staff. Mrs Whyte commented that some parents could use the car park at Fair Maid and the head confirmed that the school would approach management at the pub to confirm that they were in agreement with parents using the car park on occasion.

Mrs Ismail commented that closing off the road would simply 'push the problem elsewhere' and whilst the head agreed she did add that it was about keeping children safe and that at the moment the way in which a minority of parents drive and park it was making it difficult for pedestrian traffic around the school.

RESOLVED: feedback at next meeting.

2743 TERMLY SAFEGUARDING REPORT

Mrs Harbottle explained the report and the purpose of Operation Encompass notifications. Mrs Moverley asked if these incidents affected pupils in school and Mrs Harbottle explained

that this very much depends upon the incident itself. The school will be informed about incidents where the police have attended a dispute at a household with pupils at the school but are also advised whether or not the child(ren) were present at the time of incident. Mrs Harbottle explained that the school may use ELSA to support pupils affected.

All staff have completed Prevent training and the school continues to provide safeguarding 'updates' on a half termly basis.



RESOLVED: safeguarding report for the Autumn term received.
2744 SINGLE CENTRAL RECORD

RESOLVED: business manager 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.

2745 3 YEAR PLAN TERMLY UPDATE

The business manager reported that budgets for 24/25 have arrived in school and are currently being prepared for the finance committee. The school is expecting the recent Total Pay and Reward programme to have an impact on the 3 Year Plan moving forward which in turn will affect future recruitment. Numbers on roll are at their highest level and so funding for pupils is unlikely to increase over the next few years unless the government make changes to the amount per pupil allocated to all schools.

The school still has planned expenditure on two new canopies for FS1 and FS2 which is currently out to tender – the governors have previously agreed £50,000 towards the cost with any excess coming from the schools devolved capital budget. £10,000 is also ringfenced for expenditure on the OPAL scheme previously discussed. The school is still expected to carry forward a significant amount which will offset a deficit budget.

2746 POLICIES

BEHAVIOUR

Minor alterations made to this policy which had previously stated that pupils who did not receive a yellow card would be invited to a celebration. Only a handful of pupils have been given a yellow card so it would not be appropriate for a celebration to take place involving the majority of pupils in school. There are a number of other incentives and rewards for good behaviour already in operation.

ATTENDANCE

Minor alterations made, removal of references to awards for attendance and clarification on the schools' administrative procedures for contacting parents if their child does not arrive at school and no contact has been made to explain their absence.

Education Welfare Officer continues to provide support to the school in tackling persistent absentees on a termly basis.

RESOLVED: policies approved and adopted by the governing body.



2748 HEALTH AND SAFETY WALKROUND

The governors received the report for the last inspection on 1st March. Report to be updated with progress at the next meeting.

2749 GOVERNOR VISITS

It was noted that a number of governors had visited school over the past few months to undertake monitoring of their special responsibilities.

RESOLVED: please keep up the good work and continue to arrange (ideally) a visit each term.

2750 GOVERNOR DEVELOPMENT AND TRAINING

RESOLVED:

- (a) clerk to keep governors informed about future training events.
- (b) governors required to undertake Safer Recruitment Training, please contact clerk.

2751 ANY OTHER URGENT BUSINESS

RESOLVED: no other business of an urgent nature.

2752 DATE OF THE NEXT MEETING

RESOLVED: summer term meeting will take place on Tuesday 11th June at 6pm.

