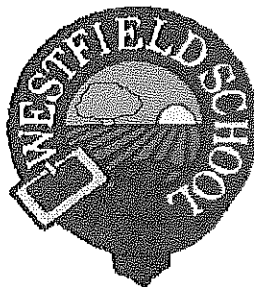


WESTFIELD PRIMARY SCHOOL

Headteacher
Mrs S J Hickey
BA Hons
Tel: 01482 844369
Fax: 01482 333401



Westfield Road
Cottingham
East Yorkshire
HU16 5PE

Minutes of the Governing Body Meeting of Westfield Primary School held on 15th October 2024.

Present:

Mrs H Scott (Chair)

Mrs S Hickey, Mrs Moverley, Mrs Whyte, Mrs Forrest, Mrs Harbottle and Mr Todd.

Also in attendance:

Mrs Garner – Clerk to the Governing Body

2769 APOLOGIES

RESOLVED:

- (a) consent was given to Dr Yorke, Mrs Bullen and Mr Garnett from this meeting.
- (b) Mrs Ismail attempted to attend the meeting via Teams but due to technical difficulties was unable to connect. Mrs Ismail emailed her queries for the meeting and these are minuted appropriately.

2770 MEMBERSHIP & REVISION OF COMMITTEES

RESOLVED: updated membership and committees list attached.

2771 PECUNIARY INTERESTS

Mrs Ismail queried why some names were highlighted and it was explained that this was an admin reminder for those staff who had yet to sign the declaration.

RESOLVED:

- (a) staff declaration of pecuniary interests received.
- (b) Governor declaration of pecuniary interests circulated and signed by all in attendance.

2772 MINUTES



RESOLVED:

- (a) Minutes of the finance/personnel meeting held on 8th May approved.
- (b) Minutes of the governing body meeting held on 11th June approved.

2773 REPORT OF THE HEADTEACHER

The head reported that the school is full in all year groups except for Year 5. Appeal received for a place in year 3. Attendance level is good above National and Local Authority. Termly meetings take place with the Education Welfare Officer with the next one taking place in November. Mrs Arthur has taken on the role of Attendance Officer and will work with the business manager to identify pupils whose attendance is a cause for concern.

Mrs Whyte mentioned that the rules on holidays in term time had changed and the head confirmed that the initial fine had been increased to £80 (providing it is paid within 2 weeks). The fine increases to £160 for a second offence and £1000 for a third offence.

A number of training events have taken place in particular as part of the STEM project. The English Hub had undertaken a Phonics Audit – feedback at the next meeting. They have offered some resources such as flash cards which would be provided to the school funded by the Hub.

Under the staffing section the head reported that two teaching assistants had left the school and due to budget constraints they would not be replaced at the moment. The school has recruited a teaching assistant to work with SEN pupils on a fixed term contract. Judith Aaron (French Teacher) had resigned last term and she has been replaced by a HLTA.

Mr Price left the school at the end of the summer term – please see confidential section.

Canopies to improve outdoor learning have now been installed over the FS1 and FS2 areas as part of the schools development plan. The school has achieved the Platinum School Games Award and Science Mark. Next year the school will be working towards achieving the Healthy School Award led by Mrs Penn (Mental Health Lead) and Mrs Garner (Business Manager).

The school tried a new approach to parent consultation evenings this term and held an Open School Evening.

Parents were invited to come into school and view their child's work and have a brief chat with staff if they wanted to without having to make a formal appointment. Mr Todd agreed it was nice to visit the Y6 classes and commented that lots of parents were asking about SAT's. Whilst all staff agreed it was a nice idea some felt that parents were not able to speak confidentially about their child should they need to as other parents were in the classroom. It was agreed therefore, that an appointment only parents evening would be held week commencing 18th November aimed at those parents who needed to speak in more detail about their child's progress.

FS2 Phonics information evening was not very well attended and the head commented that it was often hard to engage parents for these events. Mrs Whyte suggested having the meeting in a morning after school drop off and Mrs Forrest suggested playing a video of the presentation during open evening events. Mrs Ismail also suggested that members of the governing body could be available at some of the parent consultation evenings to chat to parents about the role of the governors and expectations and the head agreed that this was a good idea.

RESOLVED: report of the headteacher received.



STANDARDS AND ATTAINMENT

READING

Good percentage of pupils attaining EXS with pupils in Y2 – Y6 all attaining above the national average of 74%. Good percentage of pupils at GDS with pupils in Y2 – Y5 attaining above the national average of 29%. Y1 (current Y2) remains an area of focus at both EXS and GDS.

WRITING

Good percentage of pupils attaining EXS with year groups attaining above the national average of 72% with the exception of Year 1. Girls exceed boys as is usually the trend and it is difficult to say why as the content for writing was something which would appeal to boys. Progress of pupil premium is an area to monitor.

MATHS

Data decline at ARE has been discussed at SLT as we do not want this trend to continue. Homework and how this is set throughout the school is being looked at by Mrs Penn (maths coordinator) and SLT have considered that since COVID the school has moved away from ability setting in both Literacy and Maths. The chair asked if we would consider going back to setting again and the head explained that it is difficult to arrange teaching assistant support for the lower ability sets at the moment but this may be reviewed. Mrs Forrest asked if homework was based on ability and the head explained that much of the homework is online but consideration being given to going back to paper based homework. Mrs Ismail asked how the parents are informed about the schools expectations for homework and termly topics and the head explained that this information is sent out regularly by the teaching staff. It is a case of finding the right balance with regard to school and homework expectations.

RESOLVED: standards and attainment report received.

2774 KCSiE

All staff have been updated on the new guidance published at the beginning of the academic year. Minimal changes have been made to the policy, exploitation is a focus and county lines continues to be a focus in East riding generally.

Staff were also reminded of their duty to report under the low level concerns policy, they were told to be mindful of giving pupils nicknames or being seen to favour certain pupils over others, over familiarity or physical contact with pupils should be avoided. Code of Conduct Policy sent to all staff to read and acknowledge.

2775 SCHOOL IMPROVEMENT PLAN 24 25

Governors were presented with the plan for 24 25, Maths is an area identified for development as discussed under 2773. Mrs Ismail commented that she was pleased to see Religious Education as an area for focus as this was identified during the most recent Ofsted Inspection. A review of all curriculum areas is to be undertaken and this was discussed during Elaine Bowers (School Improvement Partner) visit to school.

The school has signed up for the OPAL playground improvement scheme which will be led by Mr Garnett



and Miss Plews. Funding to purchase the scheme and resources previously approved by the governing body.

RESOLVED: School Improvement Plan 24 25 approved.

2776 SCHOOL IMPROVEMENT PLAN 23 24

RAG rated report for ease of use, items shown in Green are complete whilst those areas highlighted in orange have been transferred into the plan for 24 25. Under the Wellbeing section Mrs Ismail asked if there was any feedback from staff about the Yoga sessions organized during the autumn term and the business manager confirmed that the classes were (initially) well attended but this had dropped off significantly by the end of the ten week course. The school continues to look for areas to improve wellbeing for both pupils and staff.

RESOLVED: report for 23 24 received.

2777 SAFEGUARDING REPORT 23 24

Mrs Harbottle (Safeguarding Deputy) went through the report in brief for the governors. Increasing demand for Early Help intervention which involves a lot of time completing forms but is necessary in order for families to receive the help they need.

The clerk asked for governors willing to undertake Safer Recruitment training – they would need to be flexible and able to attend interviews when necessary once they were trained. Dates for training will be circulated please let the clerk know if you are willing to do this training.

RESOLVED: safeguarding report for 23 24 received.

2778 BUDGET UPDATE

Governors were given the autumn term update which had been discussed in detail at the finance meeting earlier in the evening. The school is one of only a handful with an in year balance and continues to have a healthy carry forward.

RESOLVED: Autumn plan update approved by governing body.

2779 SINGLE CENTRAL RECORD

RESOLVED:

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.

2780 ACADEMISATION

Entering into the academisation process would be a governing body decision and appears as an agenda item every term. Many East Riding schools are holding out at the moment and Ofsted will no longer be able to force schools who 'require improvement' to convert to academy status.

The school has previously been approached by Educos (formerly Swanland Education Trust) and more



recently by The Consortium (which includes Cottingham High School).

RESOLVED: governing body have no plans to convert at the moment and are happy to wait and see what the future holds.

2781 SCHOOL STREETS

This is an East Riding Council scheme which would involve changing the main entrance highway to the school to a 'no car zone' at the start and end of the school day. Some parents would agree that this was a good idea and safer for pupils accessing the school however, it was also conceded that other parents would not like the idea.

It is a difficult step to take as effectively the school has two entrances and it may result in parking problems being displaced to Churchill Avenue and other surrounding streets.

Mrs Forrest asked if the no car zone would affect the nursery drop off and the head confirmed that it is effective 1 hour before school starts so would affect some parents.

RESOLVED: further investigation required including consultation with parents and possibility of formal agreement with Fair Maid to advertise their car park as an alternative place to park for parents.

2782 STATEMENT OF INTERNAL CONTROLS

RESOLVED: statement of internal controls which specifies the measures put in place to prevent fraud and steps taken by the school to ensure best value principles and benchmarking exercises take place.

2783 POLICIES

LOCAL AUTHORITY POLICIES

KCSiE policy changes discussed and no changes to School Governance Regulations.

SCHOOL POLICIES

All school policies have been reviewed and updated by the headteacher with no major changes made. Homework policy discussed at senior leadership meeting and changes agreed. Mrs Ismail asked if, under the Charging Policy, this was really voluntary or was there a minimum participation requirement? The head explained that the school has no choice but to tell parents that the charge is voluntary but it is made clear that if we do not receive enough contributions the trip/visit may have to be cancelled.

RESOLVED: policies approved and adopted by the governing body.

2784 SCHOOL FUND AND BANK ACCOUNTS

School Fund and Bank Account (school trip money) are in line with auditing requirements.

RESOLVED: accounts for 23/24 approved by the governing body.

2785 GOVERNOR VISITS AND TRAINING



RESOLVED: no feedback from training or visits received this term.

2786 ANY OTHER URGENT BUSINESS

RESOLVED: no other urgent business.

2787 DATE OF THE NEXT MEETING

RESOLVED: summer term meeting to take place on 18th March 2025 at 6pm.