



Summer Term 2016

The Governing Body of Westminster Primary School

**Minutes of the Full Governing Body Meeting
held on 9th June 2016 at 5.30pm**

Composition of Governing Body:

Name	Category of Governor	date of end of tenure	Designated Role
Miss Phillipa Watton	Co-Opted	23-02-2019	Chair from Item 5
Mrs Tracey House	Co-Opted	23-02-2019	
Ms Anne Thompson	Co-Opted	09-07-2018	Vice Chair from Item 5
Ms Laura Turner	Co-Opted	07-10-2019	
Mrs Kath Lloyd	Co-Opted	08-06-2020	From Item 4
Mrs Claire Rennie	Co-Opted Staff	09-12-2016	
Mrs Kathleen Spain	Co-Opted Staff	09-12-2016	
Mr Ken Spain	LA	28-03-2018	
Mrs Lisa Chapman	Parent	24-03-2018	
Mrs Jo Seaward	Staff	12-02-2017	
Ms Sue Finch	Staff		Headteacher (HT)
Mrs Jacqui Critchley			Clerk of Governors
Mrs Hannah Gaynor		07-10-2016	Associate member

The Clerk took the Chair for the first 5 items.

Governors not present:

The Clerk checked the number of Governors present to ensure that the meeting was quorate.

1. Apologies

Mrs Chapman and Mr Spain were absent.

2. Authorised/Unauthorised absence

- The absence of Mrs Chapman was authorised.
- The absence of Mr Spain was noted.

Governors agreed that in future they will accept apologies on medical grounds or family emergencies only. The Chair will follow up any governor who fails to attend two full GB meetings.

3. Declaration of pecuniary interests.

Miss Watton declared her sister works for Edsential.



4. **Governing Body Membership**

Changes:

- a) Governors noted with regret the resignation of Ms T Jones as a governor and as Chair of Governors on health grounds. She will be sorely missed.
- b) Governors received information on Mrs K Lloyd who was being recommended as a co-opted governor and noted that her knowledge of schools and procedures of Governing Boards would be an asset.

Miss Watton nominated Mrs Lloyd. Mrs Rennie seconded the nomination and the appointment was unanimously **agreed**.

Mrs Lloyd was invited to join the meeting and round robin introductions were made.

Vacancies: Governors noted the 2 Co-opted Governor vacancies and 1 Parent Governor vacancy and these will be addressed.

5. **Election of Chair of Governors**

Miss P Watton had been nominated as Chair of Governors in advance of the meeting and she left the room whilst a vote was taken.

Governors unanimously **approved** the appointment of Miss Watton as Chair. The term of office will run until the autumn term meeting 2018.

Miss Watton returned and took the Chair for the remainder of the meeting.

As Miss Watton had been the Vice Chair an election was conducted to fill that vacancy. Miss Watton nominated Ms Thompson and that was seconded by Mrs Rennie. There being no further nominations Ms Thompson was duly **elected** Vice Chair of Governors for a 2-year term of office until the summer term meeting 2018.

6. **Minutes of 4th February 2016**

The minutes were **agreed** and signed by Miss Watton, the Chair.

7. **Matters Arising**

Item 4: Parent governor elections had been undertaken, however the person who was nominated has since started work at the school and is therefore not eligible to be a parent governor.

Item 4: Mrs Lloyd has successfully been appointed as a co-opted governor.

Item 4: There have been changes to the PCSO recently and there is no one suitable to become a governor



Item 17: CR had emailed absent governors to remind them of the Safeguarding training on 6th June. The Chair requested governors to acknowledge receipt of emails in future and that was **agreed**.

RESOLVED: That governors will acknowledge receipt of emails in future.

8. Committee reports and/or reports from Governors with special responsibilities

- a) The Curriculum Committee had met on 18th May and had received a very informative presentation on Art Therapy. The following items were also discussed: Monitoring and Evaluation half termly overview; Governor feedback on visits; Curriculum & Data updates; SEND update; Pupil Premium; School Improvement visit, Ofsted update and Development Day feedback; Sports Premium and clubs.
- b) The Health & Safety and Premises Committee had met on 16th May and conducted a building walk.
- c) The Executive Committee had met on 19th May and the following items were discussed: Parent Governor elections, Co-opted governors, Strengthening the Executive Committee; SFVS; Budget; Staff Absence and Wellbeing; Staffing; Website and policies; Safeguarding audit, Interim audits and case studies; Monitoring and Evaluation; Teaching Schools Alliance.

The Executive Committee had noted that a Wellbeing Governor had not yet been appointed and this was discussed. Mrs House volunteered to be the Wellbeing Governor and that was **approved**.

It was noted that Mrs Lloyd and Ms Turner will be required to have DBS checks completed. Mrs Lloyd will also be required to sign the annual declaration form.

9. Headteacher's Report, including Safeguarding Report

The Headteacher's report had previously been circulated and contained the following information:

- Pupil Achievement
- Vulnerable Groups
- Year 6 Case Studies
- SEN
- EYFS
- Phonics Y1 and Phonics Y2
- KS1 and KS2 targets
- Current Year 6 RAG rated with KS1 results for reference
- Additional Provision



- Key Stage 2 Targets 2016-2017 - Current Year 5
- Disadvantaged Pupils
- Behaviour
- Exclusions
- Incident Reports Autumn 15 and Spring 16
- Attendance
- Punctuality
- Parents Evening Attendance
- Parent View

The following points were noted:

- a) EYFS outcomes have been moderated and the number of pupils achieving a Good Level of Development (GLD) is 10/19 of the cohort which is 53%. Previously this was 20%. The gap between disadvantaged and other children is closing and this is due to the good work of ED and her team. 4/8 disadvantaged pupils achieved GLD this year.
- b) KS1 moderation for 2015/16 update. There are 16 pupils in the cohort. There are 8 at age related in reading and 7 at age related in writing. In maths there are 7 at age related, 1 on the cusp of age related and 1 below age related.
- c) KS2 data is being consolidated and the targets were outlined in the report. It was noted that 7/13 may hit the targets set. Data will be submitted shortly.

Governors thanked the Head for her report.

10. Pupil Premium and Sport Premium Reports

Pupil Premium

- Academic targets had been included for disadvantaged children of 93% or above against the school targets of 96%.
- One disadvantaged child needs to be registered for FSM.
- The amount of targeted support is excellent.
- There is study support for the home work club and that makes working with the parents easier.

Sports Premium

The report has been updated and added to the website and governors can download the information.

- The Y5 sports ambassadors will continue when they are in Y6 for continuity.
- Tai Kwando will be introduced next year and the Climbing Wall will be held over too.
- Aims and how to meet them are detailed on the report.



- The Sports apprentice is running the PE lessons and sport for the Breakfast Club.

Q: Is competitiveness from the sport transferring into the academic work?

A: Spelling B and the Maths Challenge is competitive as is the Dodge Ball inter-house competition which girls can play too. JS reported that getting the children to work as a team is useful as it gives them a sense of commitment. HG reported that skills learnt for sport ie training, work hard, co-operation and contribution is being transferred and applied in different areas of the curriculum so the answer is yes.

Q: Does it take a lot of resources and time to arrange competitions?

A: No

Q: Could there be a competition every term?

A: This is possible but KS1 and KS2 may be separated due to size and skill. One child has suggested holding an assembly outside too.

11. School Development Plan

This had previously been circulated and had been covered in committee meetings. A mini action plan may be put in place for academisation.

12. Reporting and Recording of Incidents

These reports were included in the Head's Report. Governors appreciated that the decisions to exclude pupils were not taken lightly and they thanked the Head for making such difficult decisions.

13. Policies

The following policies had been reviewed:

Hot Weather Policy – approved

Attendance Policy – approved

Home/School Agreement – approved

Sex & Relationship Education Policy – approved

The Equal Opportunity Policy requires parent feedback on pupil disability. CR will prompt parents to complete the necessary paperwork and then the policy will be redistributed.

Action: CR to prompt parents to complete disability paperwork

The Safeguarding Policy requires an update for i.ART and then that will be redistributed.

The Code of Practice had been previously distributed and all governors signed up to it.



The Maths Policy has been updated and is on the website.

JS gave governors a detailed overview of the work that is being undertaken in maths including the use of My Maths, an online homework application where teachers can set work, which is extremely helpful.

Governors thanked JS for her presentation.

14. School Bulletin

Governors discussed academies and information gathering is underway. The Chair and the Deputy Head had attended the presentation at Upton Heath, the Head had attended the briefing at Forrest Hills Hotel and the Chair and Head will be attending the CWAC training at the Holiday Inn so the GB are being proactive and are doing their homework as advised.

15. SIP Report

Governors had received the latest draft report for information.

16. Finance items

There were no finance items to be discussed this time.

17. Governor training & visits

- Safeguarding L1 training had taken place in house on 6th June.
- Ms Watton and Mrs Thompson have attended Prevent training and online training is available to those governors who require it. The Head will send out the link to Mrs House, Ms Turner and Mrs Lloyd.
- Ofsted Ready training will take place in house.

Action: Head to send out the Prevent training link to Mrs House, Ms Tuner and Mrs Lloyd.

The Skills Audit is to be completed by governors by the end of June and returned to CR ready for the Chair to collate the information.

Action: All governors to complete their skills audit and return to CR by the end of June.

18. Correspondence to the Chair of Governors/Chair's Action

There had been none.

Governors discussed Ms Jones and her time on the GB and agreed to contribute to the collection for her. CR will purchase a suitable gift and a



thank you card. Governors also discussed inviting her into school for a presentation and the Head will speak to her to find out her wishes.

Action: Head to speak to Ms Jones regarding her wishes for the presentation of her gift.

19. Calendar of dates for the next academic year.

Governors reviewed and agreed the dates for the next academic year as follows:

Full Governing Board meetings to take place on the following dates:

- Thursday 13th October 2016 @ 5.30pm
- Thursday 9th February 2017 @ 5.30pm
- Thursday 8th June 2017 @ 5.30pm

Committee meetings will take place on the following dates:

Health & Safety @ 4pm	03/10/2016	30/01/2017	15/05/2017
Curriculum @ 3.30pm	28/09/2016	25/01/2017	10/05/2017
Executive @ 4pm.	19/07/2016	22/09/2016	19/01/2017 04/05/2017

20. Governor Impact

The following governor impact was noted:

1. TH has assisted in KS1.
2. AT has assisted with reading in KS2 and poetry in school.
3. PW had checked the security of the KS2 SATS tests and helped out during the tests.
4. AT had helped out with the KS1 SATS tests.
5. PW is conducting security checks for the phonics screening materials.

21. Any confidential business.

The part two minutes of the 4th February 2016 were approved. There were no matters arising.

Meeting closed at 7.20 p.m.

Miss P Watton _____
Chair of Governors
Westminster Primary School