



Spring Term 2017

The Governing Body of Westminster Primary School

Minutes of the Full Governing Body Meeting held on 2nd February 2017 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 of Governors |
| Mrs Tracey House | Co-Opted | 23-02-2019 | |
| Ms Anne Thompson | Co-Opted | 09-07-2018 | Vice Chair |
| Ms Laura Turner | Co-Opted | 07-10-2019 | |
| Mrs Kathleen Spain | Co-Opted Staff | 18-12-2020 | |
| Mrs Kath Lloyd | Co-Opted | 08-06-2020 | |
| Mr Ken Spain | LA | 28-03-2018 | |
| Mrs Lisa Chapman | Parent | 24-03-2018 | |
| Miss Joanne Hutchinson | Parent | 22-09-2020 | |
| Mrs Jo Seaward | Staff | 12-02-2017 | |
| Ms Sue Finch | Staff | | Headteacher (HT) |
| Mrs Jacqui Critchley | | | Clerk of Governors |
| Mrs Hannah Gaynor | | 12-10-2017 | Associate member |

Governors not present:

The Clerk checked the number of Governors present (9/11) to ensure that the meeting was quorate.

1. Apologies

- Mrs Chapman was absent. The absence was approved.
- Mr Spain was absent. The absence was noted.

Action: Head/Chair to ring Mr Spain re his attendance at meetings.

2. Declaration of pecuniary interests.

- Miss Watton declared her sister works for Edsential.
- Mrs K Spain declared she is related to governor Mr Spain.

3. Governing Body Membership

The following matters were noted:

- That Mrs Spain had agreed to be re-appointed as a co-opted staff governor for a further 4-year term.
- There are three Co-opted Governor vacancies.



- That Mrs Seaward's term as a staff governor ends on 12th February.

A staff governor election will be held and the Clerk to Governors will send the information to the Head.

Governors discussed the size of the Governing Body and agreed to reduce the overall number to 12 governors by reducing the Co-opted Governors by two.

Governors discussed the staff governors and agreed to reduce the term of office to two years, thereby giving more members of staff an opportunity to serve.

The Clerk to Governors will produce the new Instrument of Government and send it to the LA for approval.

RESOLVED: That

- a) The number of Co-opted Governors will be reduced by two.
- b) The Staff Governor term of office be reduced to 2-year term.
- c) The Clerk will produce the new Instrument of Government (IOG) and send it to the LA for approval.

Actions:

- Clerk to send Staff Governor election information to the Head asap.
- Clerk to amend the IOG and send it to the LA for approval.

4. Minutes 13th October 2016

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

5. Matters Arising

The following updates were given:

Item 3: CR to ensure the three outstanding Annual Declaration forms are completed. **Action completed**

Item 4: Head to speak to the new PCSO re becoming a co-opted governor.

Update: The Head had spoken to the new PCSO who is still settling into his role and is not yet ready to become a school governor. **Action completed**

Item 4: Head to speak to Mrs Spain to ascertain whether she wishes to continue as a co-opted staff governor.

Update: Mrs Spain had agreed to continue and governors thanked her for continuing as a governor. **Action completed**

Item 8: The Chair will speak to Mr Spain to see if he wishes to remain on the Premises/H&S committee.

Update: The Chair has not yet spoken to Mr Spain. **Action ongoing**



Item 8: Head to disseminate information on the staff teams to governors.

Update: The information has been emailed to governors and also added to the school website. **Action completed**

Item 8: Clerk to add Headteacher's Performance Management to the spring term P2 agenda. **Action completed**

Item 18: CR to contact C North re data dashboard training.

Update: Mr North has delivered training to governors. **Action completed**

Item 20: Training Liaison governor to identify training according to governor skills and roles and responsibilities.

Update: The TLO has identified training for governors. **Action completed**

6. Committee meetings and reports

The following committee minutes were received with thanks;

- Executive Committee – 19th January
- Health & Safety and Premises Committee – 23rd January

Governors confirmed the membership of the Health & Safety and Premises Committee remains the same.

7. Headteacher's Report Part One including Safeguarding

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

- Self-Evaluation Form (SEF) & School Development Plan (SDP)
- Pupil Premium Report
- Sports Premium
- Scrutiny Feedback – Behaviour, Environment, Teaching & Learning EYFS, Teaching & Learning Y1, Teaching & Learning Y2, Teaching & Learning Y3/4, Teaching & Learning Y4/5, Teaching & Learning Y6, Books
- Local Authority Support visits
- Vulnerable Groups
- Attendance & Punctuality
- KS2 Targets Current Y6
- KS1 Targets Current Y2
- Arrivers and Leavers 2016/17
- Exclusions
- Incident Report Autumn 2016
- Parent View

The following matters were discussed:

Safeguarding update: Governors noted that the CW&C Continuum of Need had been revised and relaunched in October 2016. The "windscreen" is now three screens, with Universal and Universal Plus being banded together, and



has been RAG rated (Red, Amber, Green). The welfare triangle shows areas and factors to look for and is split into three categories; Child's development needs; Parenting capacity; Family and environmental factors.

Governors thanked the Head for sharing the document, which was very clear and easy to understand. They also expressed their thanks to Tracy Phillips, the Learning Mentor.

Website: The website has been updated and is looking very professional. It was noted that governors can now access the site on their smart phones via the School Spider app.

Q: Where can we find the School Spider app?

A: Via the website.

Once parents are using the new site then School Spider will be used to send texts and alerts and the current system will be stopped, as this is very expensive.

Q: Will the sports photographs be updated, as some are old?

A: Yes. Mr Bartlett will be putting updated photos of each team on.

The Head noted that there is a lot of sports taking place in school. Governors noted that the new football kits look great.

Scrutiny Feedback - Teaching & Learning and Book:

- EYFS, Y1 and Y2 – generally all good. There are weekly study support groups and everyone has attended.
- Phonics - There are four children in Y2 having input from teachers, which addresses the immediate need for them.
- Y2 and Y6 are doing catch ups.
- Y3/4 – Miss Begum was the supply teacher in autumn and is now employed. A key focus for this year is Y3 and Y4.
- Y4/5 – there are a number of children in Y5 that require support.
- There are two strong mentors from Chester University this year and they will be supporting Y4 and Y6.
- Book scrutinies are going well and a team is in place to ensure differentiation in the curriculum. New approaches to recording them work are being trialled with a focus on differentiation.

Attendance

- Monthly monitoring, parent contact and plans had been put in place in the autumn and attendance was good at 95%.
- Persistent absentees are highlighted in red and these are all being tracked. Some children are showing good improvement.



Q: Has any attendance got worse?

A: Three or four pupils have got worse and they are being monitored.

Q: Why is there a blank space in the autumn column for one of the children?

A: This is an error for the head to attend to.

- Attendance in school is worse between Reception and Y2 and better between Y3 and Y6.
- Governors discussed one class which was showing a low percentage of attendance and the Head reported that there is a high proportion of Pupil Premium children in that class. Governors suggested adding that information for the benefit of external reviewers.

KS2 Targets

- Pupil Achievement targets were set in September and up to date information was reviewed.
- It was noted that in Y6 7/18 children are on track and targeted coaching to self-motivate children is being put in place.

KS1 Targets

In Y2 9/19 are on track. RWM target is 53%. However, progress is good as they had a low GD in Reception and Y1.

Arrivers and Leavers

- Tracking is in place. There has been a 25 intake, 3 in year admission and 9 leavers.

Q: Why are children leaving the school?

A: Mainly because their parents move, so they move to a school closer to home.

Q: What happens to school funding when children leave?

A: Funding is based on the census, so for any children included in the October census that leave the school funding is still received and then adjusted following the January census.

- It was noted that leavers can impact on school targets, especially if the child is a high achiever.

Exclusions

These have dropped and there were only two exclusions in the autumn term, both for verbal abuse.

Incidents

Governors reviewed the incident report and noted the following:

- Ms Thompson has taken the role of Safeguarding governor and she rings parents following incidents.



- Tracy Phillips is the Emotional Literacy Support Assistant (ELSA) and also supports the placements for art therapy and play therapy.
- The school are going for the Rainbow Flag award.

Governors thanked the Head for her report and appreciated the amount of very clear information it contained that was easier for governors to understand.

8. School Evaluation and Development Plan

The updated documents have been distributed to all governors. The original documents had been shared with staff and updated in January. It was noted that the new look document had come from Ignite TSA, which uses Perspective Lite. Governors agreed that these were excellent documents that were very clear and concise.

The SDP Action Plan has notes of key questions that governors may wish to ask to ensure strategies are put in place and improvements are made.

Action: All governors to look through the SSDP and email any questions to the Head.

9 Policies

Governors noted the policies that had been approved in committees: Cold Weather Policy; Best Value Standard; Code of Practice

Governors noted that the school have adopted the following LA policies: Capability Policy; Disciplinary Policy; Grievance Policy

Governors considered and **approved** the following policies: Code of Conduct Policy; Equality Policy; Professional Relations Policy

10. School Bulletin

Governors received the January School Bulletin and noted the following:

| | January Schools Bulletin: Headline information | ACTIONS: |
|----|---|---|
| P1 | Message from Mark Parkinson, Director of Education | To note |
| P3 | <ul style="list-style-type: none"> • Updated Education and Children's Social Care contact / function lead list • QWEST services – schools leaflet • SEND Local Offer – Inspection Fact sheet | To note all |
| P4 | Exclusions | To note the school have adopted the exclusion letters |



| | | |
|--------------|---|---|
| | School Forum Membership – names of newly appointed representatives. Minutes of previous meetings available at: http://inside.cheshirewestandchester.gov.uk/policies_plans_and_strategies/schools_forum | To note Mrs Lloyd has been elected as a Forum representative |
| P6 P6 / 7 | <ul style="list-style-type: none"> • Legal Services update • Advice re: Chartering vehicles and vetted drivers | To note To note |
| P8 and P9 | <p>Edsential update for Governors</p> <ul style="list-style-type: none"> • Newly released competency framework • New Governance handbook <p>National Funding formula https://www.gov.uk/government/consultations/schools-national-funding-formula-stage-2</p> <p>RAISEonline newsletter - information about the changes to assessment in 2016. Go to Newsletters, then library https://www.raiseonline.org/documentlibrary/ViewDocumentLibrary.aspx</p> <p>Ofsted: a new report on the state of school governance https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/579077/Improving_governance.pdf</p> | <p>Documents emailed out 13th January.</p> <p>Please have a read through</p> <p>Worth a look</p> <p>Worth a read</p> |
| P10 | <p>Teacher Assessment – Statutory Interim Frameworks (2017) These have been published to support teachers when making judgements at the end of KS1 and 2 https://www.gov.uk/government/organisations/standards-and-testing-agency</p> <p>School performance tables and primary accountability - Tables were published on 15th December A Video has also been published by the DfE about the reforms which were introduced last year</p> | Note + worth a look |
| P12 | <p>CWAC intranet – school zone A variety of resources are available to support and advise</p> | Worth a look |
| P13 | <p>FFT – in school training sessions Might be worth considering for specific aspects of assessment http://bit.ly/2fvHvEI</p> | To note |
| P14 | Smile for a mile and Active Cheshire | To note that the school are taking part in this initiative |
| P14/15 | Change4life | To note |



- Governors were reminded to read the new Governors' Handbook and Competency Framework.
- The Smile for a Mile has replaced the existing 5k per term in school. Pupils now walk or run for 15 minutes per day except in extreme weather or when icy.
- Mrs Lloyd has been elected to the Schools Forum as a primary governor representative and she noted that she has attended two meetings so far.

11. School Improvement Advisor (SIA) Report

The reports from the October and November visits had been shared with governors in advance of the meeting.

The report from the visit on 26th January will be shared in due course.

12. Pupil Progress

The live data for progress and attainment targets in Reading, Writing and Maths was shared with governors. The following matters were highlighted:

- Y5 has a good acceleration of progress but Maths requires attention.
- Y6 Reading and Maths is good. There is slow progress in Writing but the cohort has come a long way, as in KS1 only 9 pupils were at Age Related Expectations (ARE). Further work will be done in Y6 to see if they can be progressed further.

13. Draft Budget 2017-18

Governors reviewed the 3-year plan and noted that there is a predicted carry forward for 2017-18. This is based on larger mixed classes being put in place to reduce costs.

The Head reported that the school had started 2016/17 with a deficit of £60K and by 12th January, this had been reduced to £26K. Governors were pleased to see the school may recover by next year.

Governors noted the cost of the Y5/6 four-night residential visit to Conway.

Q: How much do parents contribute to the trip?

A: £70.

Governors discussed running a rolling programme going forward for Y2, Y4 and Y6 and that was **agreed**. This would enable the school to keep the extended stay at Conway.

Q: How much money does the Breakfast Club make?

A: The income was not available; however, costs are around £14k.

Governors noted that an hour of childcare would cost £5; however the Head is keen to keep the club as this assist parents with school attendance and



provides breakfast for the children. The code of conduct has recently been revised and shared with parents.

Q: Are the big screen TVs really £3k each?

A: Yes and these will replace the Interactive White Boards.

Q: Is there a warranty?

A: Yes, a 3-year warranty.

The draft Budget was **approved**.

14. School Financial Value Standard (SFVS)

The SFVS had been reviewed by the Executive Committee and distributed to all governors for review and comment.

Governors **agreed** the SFVS and this will be signed and submitted by the Chair by the deadline of 31st March 2017.

15. Benchmarking

Benchmarking had been carried out against six similar schools and this document was discussed. The following was noted:

- A clerical officer needs to be added for Westminster.
- Gas and electricity was in line with other schools.

Q: Are these local or national schools?

A: Local schools.

16. Unofficial School Funds

Governors noted that the School Funds for the year ended 31st March 2016 had been audited in July 2016. The audit certificate and accounts were available to view.

17. Governor training & visits

- The Chair and Vice Chair are booked onto Best Practice for Chair and Vice Chair training on 10th May.
- Mrs Lloyd will book Governor Induction training for Miss Hutchinson.
- Miss Thompson attended the Play Therapy presentation for SEN.

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

The following was reported:

Academies

The Head and Chair have been investigating academy status and have visited a couple of MATs. A preliminary conversation has been held with a broker from the Co-op and a follow up meeting will be held on Monday 6th February.



Coasting Schools

The DFE have written to the Chair designating Westminster as a coasting school based on the last three years results. The Chair has generated a response outlining improvements that have already been put in place and has invited Ms C Quinn to visit the school to see it is more than its results.

Q: When is Ms Quinn coming?

A: There has been no response yet.

Action: If Ms Quinn has not responded by 1st March, Chair will re-contact her.

19. Date and time of next meetings

Full Governing Body meeting Thursday 8th June 2017.

Governors discussed the timing of full GB meetings and **agreed** they will now start at 5pm with supper being available from 4.30pm.

20. Governor Impact

The following governor involvement was noted:

- Examining data in detail.
- Looking at academy status.

Miss P Watton _____
Chair of Governors
Westminster Primary School

Date: _____