

**MINUTES OF A MEETING OF THE GOVERNING BODY OF
WESTMINSTER COMMUNITY PRIMARY SCHOOL
HELD AT THE SCHOOL ON 04 JUNE 2015**

Present:	Mrs T House	
	Ms T Jones	Chair
	Ms A Thompson	
	Miss L Turner	
	Miss P Watton	Vice Chair
	Mrs C Rennie	
	Mrs K Spain	
	Mr K Spain	
	Mrs L Chapman	
	Mrs S Finch	Headteacher
In attendance:	Mrs S McBennett	Clerk to Governors

PART ONE

1. Apologies

Resolved: That the apologies for absence received from Miss M Hill and Mrs J Seaward be accepted.

2. Conflict of Interest

- a) Governors were asked to declare any potential conflict of interest with the business to be discussed during the meeting. None were declared.
- b) Publication of Governors Details and the Register of Interest. Miss Watton agreed to collate the required information from Governors and publish said information on the school website as instructed in the new directive.

3. Membership

The Governing Body shall consist of:-

- a) Two Parent Governors; Miss M Hill and Mrs L Chapman
- b) One LA Governor; Mr K Spain
- c) One Staff Governor; Mrs J Seaward
- d) One Headteacher Governor; Mrs S Finch
- e) Nine Co-opted Governors; Mrs T House, Mrs T Jones, Ms A Thompson, Miss L Turner, Miss P Watton, Mrs C Rennie and Mrs K Spain.

Resignations were received on 4th June 2015 from Mrs S Whalley and Cllr P Merrick; both Co-opted Governors.

Resolved: That the resignations be received by the Governing Body.

There being 2 vacancies on the Governing Body; Governors discussed recruiting two new members and agreed to contact the local residential home; Hollymere.

4. **Part One Minutes**

The minutes of the meeting held on 5th February 2015 were confirmed as a correct record and signed by the Chair.

5. **Matters Arising from the Minutes**

No matters arising from the previous minutes were reported.

6. **Chair's Action**

No urgent actions by the Chair were reported.

7. **Part One Reports from Committees**

- a) To receive reports from Chairs of Committees which have met since the last meeting of the Governing Body and to consider any recommendations requiring the approval of the Governing Body:-

Health and Safety Committee
Curriculum Committee
Executive Committee

Resolved: That the reports from the above committees be received by the Governing Body.

- b) To receive Part One Reports from Governors with special responsibilities including any recommendations requiring the approval of the Governing Body:-

The Link Governor for Literacy reported excellent progress in school. A recent visit from Katie Cade a Moderator from the LA had been well received. The children were seen to be challenged and supported; including disadvantaged pupils. Teacher assessments were verified. Ms Cade gave no advisory points on leaving and was impressed with the progress of the pupils.

Five Governors attended the Learning Walk on 24th May.

Three Governors attended the Maths Scrutiny on 23rd February.

Governors attended the Maths Open Afternoon on 5th March where 27 children were represented by someone from their home. Frankie & Benny's donated a prize for the maths quiz. The day was a resounding success.

Staff and Governors attended the "Make Time for Tea" charity fundraising event. 65 guests were entertained and a total of £317 was raised.

8. **Reports**

- a) To receive Part One of the Headteacher's Report:-

The HT outlined Accelerated Reader where results showed teacher assessments supporting the findings on Accelerated Reader proving their accuracy.

In Literacy Y2-Y6 are to be moderated in June with the Literacy consultant and other Y6 teachers.

A Poetry and Drawing twilight session had been booked for 9th July to launch a new poetry initiative; to encourage play and experimentation of words across the school and provide effective displaying options. Governors were invited to attend and get involved in the special evening.

The Spelling Bee will be launched this term with a focus on Y3/4 to highlight spelling. A competition in ability groups is planned.

A further improvement is planned; theme work, where a given project will run for one or two weeks and be an intensive learning environment across all subjects.

Attainment continues to improve showing more “green” across the board. Figures for Y4 in particular (a large cohort) have shown excellent statistics.

HT reported on her invitation from Ofsted to the “Disadvantaged Pupils Conference” in May 2015. This had led to a review of work in this area and improvements in targeting the group. A section of the monitoring will now involve splitting the group into two sub sets:-

Disadvantaged and SEN

Disadvantaged no SEN

This will help to focus the work more finely.

HT reported on exclusions and explained the positives; parents and pupils need to know that the school complies with the exclusions policy and Governors need to know should they be asked to communicate about exclusions.

- b) To receive a report on current matters which the Director wishes to bring to Governors’ attention:-

The clerk reported on current matters of note from the April School Bulletin.

- Education and Children & Families Contact/ Function Lead List
- Improve Student’s Emotional Health and Wellbeing
- Bullying in Schools
- Copyright Licencing
- Safeguarding Pupils from Extremism and Radicalisation
- Active Cheshire – CW&C Primary School Club Links Booklet
- Using Enterprise Culture to Raise School Improvement
- School Organisational Changes
- Primary Fair Access Protocol
- Legal Services Update
- Secure Emails
- Alert – Hidden Malware in Fake Invoices
- Data Collection
- Internal Audit Review Schools Declaration of Interests
- School Holiday Dates
- Universal Infant Free School Meals (UIFSM)
- School Governance Update
- Quality Learning Partners: March 2015
- Update on Religious Education in Cheshire West and Chester
- A day in the Life of the Early Support Access Team (ESAT)
- School Condition Allocation
- Dental Health in Cheshire West and Chester Schools
- Save the Children’s Den Day

- c) To receive the latest Record of Visit (ROV) from the School Leadership/Improvement Partner. No report received.

9. Safeguarding

HT reported the gate fitted to the outdoor adventure playground had been fitted but had to be taken down due to a slam hazard found in the shutting mechanism. It will be re-fitted again shortly.

10. Planned Residential Visits

HT reported on the success of the recent residential trip to Beeston in March. Future planned residential visits are:-

Conway – 15th June for 1 week – Year 6
Tattenhall – 16/17 July for 1 night – Year 2

Resolved: That the Governing Body agreed the planned residential visits.

11. School Policies

The HT and three Governors met to review and update the Pupil Premium Policy.

The HT reported on the Safe Cycling Policy and explained to Governors the school was committed to bike ability and the issue of Cycle Permits to pupils.

Resolved: That the Governing Body agreed the above policies.

12. Governor Development

- a) The Training Liaison Governor reported Kathleen Spain had attended the course Radicalisation and Extremism.
- b) No further training was booked for Governors this term.

14. Any Other Business

The HT reported the school's commitment to "Ignite" – The Teaching School Alliance.

15. Date of Next Meeting

The following dates were agreed by the Governing Body:-

Autumn	8 th October 2015
Spring	4 th February 2016
Summer	9 th June 2016

----- Chair

----- Date