



Spring Term 2018

The Governing Body of Westminster Community Primary School

**Minutes of the Full Governing Body Meeting
held on 15th February 2018 at 4.30pm**

Composition of Governing Body:

Name	Category of Governor	date of end of tenure	Designated Role
Present:			
Miss Phillipa Watton	Co-opted	23-02-2019	Chair of Governors
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	From Item 4
Mrs Susan Mayer	Co-opted	14-02-2022	From Item 4
Mrs Lisa Chapman	Parent	24-03-2018	From Item 4
Mrs Jo Seaward	Staff	16-02-2019	
Ms Sue Finch	Staff		Headteacher (HT)
Mrs Jacqui Critchley			Clerk of Governors
Mrs Hannah Gaynor		12-10-2018	Associate member
Absent			
Mr Ken Spain	Local Authority (LA)	28-03-2018	
Miss Joanne Hutchinson	Parent	22-09-2020	
Vacancy	Co-Opted		

Governors not present:

The Clerk checked the number of Governors present (6/11) to ensure that the meeting was quorate.

1. Staff Presentation – SEND (Special Educational Needs and Disability) by the SENDCo (Special Educational Needs Co-ordinator) Sarah Davenport
The presentation was deferred until after Item 4 to enable all governors to be present.

2. Apologies

Apologies for absence were received from Mr Spain and Miss Hutchinson and were **approved**.

Mrs Chapman and Mrs Lloyd will be late, and their apologies were **accepted**.



3. Declarations of Interest

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

4. Membership

Governors noted the 2 co-opted governor vacancies.

It was reported that Mrs Chapman's term of office as a parent governor will expire on 24th March 2018. Governors discussed the positive impact and the contributions that Mrs Chapman has made to the school and the Governing Body and unanimously agreed to ask her to become a co-opted governor.

RESOLVED: That Mrs Chapman be asked to become a co-opted governor when her term as a parent governor ends on 24th March 2018.

Mrs Lloyd entered the meeting at 4.45 with apologies.

Governors discussed the pen portrait that had been distributed for Mrs Mayers who has been approached to become a co-opted governor. All governors were satisfied that Mrs Mayers skills would enhance the Governing Body and unanimously agreed to co-opt her.

RESOLVED: That Mrs Mayers be appointed as a co-opted governor with immediate effect.

Mrs Mayers joined the meeting at 4.50pm and was welcomed by the Chair of Governors and round robin introductions were made. The Clerk will send a welcome letter to Mrs Mayers together with information to aid her in her new role.

Action: Clerk to send a welcome letter and supporting information to Mrs Mayers as soon as possible.

Action: Head to arrange for a school email address for Mrs Mayers.

Mrs Chapman entered the meeting at 4.55pm with apologies and was introduced to Mrs Mayers.

Mrs Chapman was informed of the governors' decision to ask her to become a co-opted governor when her term of office as a parent governor expires and Mrs Chapman agreed.

RESOLVED: That Mrs Chapman will become a co-opted governor on 25th March 2018 when her term of office as a parent governor expires.



Governors thanked Mrs Chapman for agreeing to continue as a governor and a parent governor election will be held in due course.

Governors noted that Mr Ken Spain's term of office as an LA governor will expire on 28th March 2018. The Clerk outlined the new arrangements for appointing LA governors. As Mr Spain was absent, the Head will contact him to enquire whether he is willing to stand again. If Mr Spain is willing to stand then the Clerk will send him the necessary forms to complete. Governors agreed to ratify Mr Spain's re-appointment in advance.

Action: Clerk to send Mr Spain the necessary application forms if he agrees to continue as an LA governor.

RESOLVED: That Mr Spain's re-appointment as an LA governor be ratified.

Sarah Davenport was warmly welcomed to the meeting and she gave the Special Educational Needs & Disability (SEND) report to all governors as follows:

- There are 27 children who require School Support.
- There are 2 children with Education, Health and Care Plans (EHCP).
- There are 2 children with top up funding; 1 x Level 3B and 1 x Level 3C
- There are 4 children on the Early Identification Register who are being tracked.

Interventions are RAG rated (Red, Amber Green) and the impact of interventions are reviewed half termly.

Pupil Progress meetings are held with parents and information is shared termly.

Referrals: There have been 2 new referrals to the Community Paediatrician; 2 new referrals to Speech & Language and 1 new referral to the Educational Psychologist. The current Educational Psychologist is leaving, and it is hoped they will be replaced.

SEND Pathway: There have been 3 new referrals during this term; 2 children in KS2 (Key Stage 2) and 1 child in KS1 (Key Stage 1). There has been 1 re-referral. 1 child is on top-up funding but the SENDCo is trying to get an EHCP for this child.

Continuing Professional Development (CPD): The training the SENDCo has attended was shared with governors.

Q: What is dyscalculia?

A: Dyslexia is for literacy and dyscalculia is for maths. Useful strategies had been taught as dyscalculia is fairly common but difficult to detect.



SEND Audit: The school ASIA (Associate School Improvement Advisor), Stephanie Cade, had carried out the SEND audit. Schools were chosen at random by the LA to have an audit. Westminster had met all the criteria and the report will be distributed once it is available.

Element 2, the notional SEND budget is £87,859 and the spend was outlined as follows:

- The LM (Learning Mentor) addresses social and emotional needs first to enable the children to participate fully in learning. The LM costs £16k per annum.
- The SENDCo works 3 days per week and costs £20k per annum.
- CPD costs £3,500 and this is reviewed termly by the SLT (Senior Leadership Team).
- Resources for this year will be £2k.
- High quality interventions take place before and after school and during assemblies. These cost £20k per annum.
- There is an art/play therapist trainee who costs £200 per pupil.
- Additional professional support is £2k, this is for professional reports to support funding requests.

The SENDCo reported that there is documentation in place to identify the funding and spend which is easy to review.

Governors thanked S Davenport for her presentation and she left the meeting.

5. Minutes of Last meeting

The Part One minutes of the meeting held on 12th October 2017 were reviewed and approved.

6. Matters Arising

Item 9:

The spring data has been reviewed and out of 90 families only 3 are disengaged at any one time. It is good for the governors to hold the Head to account, but disengagement is now low.

Any parents who have been disengaged have been invited into school. The Head and the Vice Chair have also met up with parents outside of school and encouraged them to engage.

The Head reported that during the Big Toy appeal at Christmas, enough toys were donated to enable each child to have a toy. A foodbank had also been set up and feedback from parents has been positive.



An update on the previous actions was given as follows:

Agenda Item	Action	Responsibility	Update
Item 2	Absent governors to complete their Annual Declaration forms as soon as possible.	Mr Spain & Mrs Chapman	Action completed and closed
Item 3	Chair to speak to the PCSO re the new PCSO becoming a governor.	Chair of Govs	The Chair had spoken to the PCSO, but he is moving from this area. Action completed and closed.
Item 3	KL to use the Inspiring Governance services to try and identify a suitable governor.	KL	Action completed and closed.
Item 6	Head to ensure there is a box available for parents to post their survey returns into.	Head	The Chair will make the box for parents to post their surveys into on Sports Day. Action Ongoing
Item 9	Governors to discuss a focus on those parents who are invited but do not attend academic afternoons, parents evening or study support	All governors	This had been discussed see update under Matters Arising. Action completed and closed.
Item 18	KL to request the Bursar to book the governor training courses.	KL	Action completed and closed. See update under Item 19.

7. Committee Meetings/Reports from Governors with Special Responsibilities

Governors received the following minutes for information:

- Executive Committee meeting 17th January 2018
- Premises, Health & Safety Committee meeting 22nd January 2018.

It was agreed that SM (Sue Mayers) will attend both committee meetings next term before membership is agreed in the autumn.

Governors discussed visit reports and agreed that any reports will be submitted as soon as possible. The Bursar will be requested to set up a spreadsheet where visits can be recorded, and HG will email a copy of the governor visit report to SM for her use.

Action: The Head to request the Bursar to set up a spreadsheet for governor visits.

Action: HG to email a copy of the governor visit report to SM.



8. Headteacher's Report

The report contained information on the following:

- Teaching and Learning Scrutiny
- Book Scrutiny
- Pupil Progress
- Local Authority and Teaching School Alliance Support
- Absence Monitoring 2017-18
- Data Overview 2017
- Disadvantaged Pupils Data January 2018
- Parent View and Parent Voice
- Pupil Voice

The following matters were highlighted/discussed:

Attendance

- Persistent absenteeism is improving.
- GRT (Gypsy Roman Traveller) was a high focus group but there is only 1 in school now although they are still tracked for attendance.
- Pupil Premium children are more likely to have less than good attendance, however this was 95% for September and October; 94.7% for November and 94.4% for December.
- All pupils with 90% attendance or below are receiving an intervention which is tailored to their need.
- The GH codes are reviewed, and the Head meets with the Admin Officer (CR) to discuss before CR and the Bursar (LH), send out the letters to parents.

KL noted that this information on Attendance was exactly what the governors were looking for and she thanked the Head for providing this.

Teaching & Learning

- Teaching is good, and staff are now more confident with data.
- Separate charts are used for each subject.
- Staff showed good knowledge of each pupil, their cohort by gender and disadvantaged and have ensured that interventions are reviewed and evaluated.
- Reading is the strongest area across the school.
- Trends are writing for boys and maths for girls.
- Disadvantaged Children tracking has been completed for January and the information was reviewed.

Parent View

Parents have been requested to complete Parent View as there are less than 10 responses on the website. Governors discussed parents who do not have access to computers and how to increase the number of responses.



It was suggested that the school could provide parents with email addresses and the use of a computer in school to aid them in completing Parent View and that will be an action for the Head.

Action: Head to investigate email addresses and access to Parent View in school for parents to help increase Parent View responses.

9. Approval of Holiday and Inset Days 2018/19

The Holiday and Inset Days for 2018/19 were **approved**.

10. School Evaluation and Development Plan (SEF/SSDP)

The SSDP had been thoroughly scrutinised by the Executive Committee and the form had been sent to all governors for information. There were no discussions.

Governors discussed a Self-Evaluation form for governors and this will be progressed by the Executive Committee at their next meeting prior to being an agenda item for the summer term full Governing Body meeting.

Action: Clerk to put Governor Self Evaluation form on the Executive Committee meeting agenda and the summer term full Governing Body agenda.

11. Policies

The following policies were distributed in advance of the meeting and were considered and **approved**.

- Anti-Bullying Policy
- Equality Information and Objectives Policy.

It was noted that the Equality Policy had been amended following information received at a training course. Objectives are set at the beginning of the year, so the policy will be updated for next year. Disability has been added to SIMS (School Information and Management System), however it was noted that following the recent survey the results did not match the information that was on SIMS. Next time names will be added to the surveys.

12. Schools Bulletin

The Bulletin had been distributed on 15th January by the Clerk and points of interest had been outlined in the accompanying email.

Governors discussed Mental Health and KS, LT and PW will help with the audit. Once the audit has been completed PW will review it as Chair of Governors.



LT reported that the Westminster GP practice is offering free mental health counselling for adults and noted that it is important to look at the parents' mental health to help improve the mental health of their children.

Q: How long has this been free?

A: It is a recent addition to the GP service.

Q: Can we add this to the newsletters to alert parents to the free service?

A: Yes. The Head will add this to the newsletter and the website.

Action: Head to add Mental Health free counselling sessions at Westminster GP practice to the newsletter and the school website.

13. School Improvement Advisor (SIA) Report

The report for 23rd January was shared with governors. The Head reported that staff appreciate the SIA as she is a critical friend to the school who wants the school to succeed so sets clear targets for staff to achieve. The SIA sees the school as a Good school now.

14. Pupil Progress

This was covered in the Headteacher's Report, Item 8.

15. Draft Budget 2018/19

The 3-year budget plan was distributed, and governors noted the 2017/18 budget had moved from a brought forward deficit of £13k to a predicted carry forward surplus of £8k. This means that the overspend in 2016/17 has been clawed back.

There is a drop in Budget for 2018/19 but a carry forward of circa £13k is predicted. However, a deficit is predicted for 2019/20 and the school will look at class arrangements and share the information with governors.

Governors had previously requested that the residentials be restricted to Y2, Y4 and Y6 to ease the burden on the budget and this has been put in place.

Q: Has there been any negative feedback from the parents?

A: No, but the children feel they are missing out.

It was noted that engagement is good on the residential visits, but it is also good for those children in mixed classes to have time with their own year group with a dedicated teacher whilst the other class are away. This year 13 Y4 children are going to Beeston with 3 staff members. There is also a Y6 trip to the Conway centre.



Q: Are there any Gifted and Talented pupils applying to go to the Kings School or similar schools. Are there any applying for a scholarship?

A: Some of the children here go to Wirral Grammar School and they are talking about the 11+ exam now. However, the Head will have a think about scholarships as there may be a couple of pupils and parents who would be interested in Y5.

16. School Financial Value Statement (SFVS)

The SFVS had been distributed and was reviewed and **approved**.

Action: The Chair and the Bursar to ensure the SFVS form is signed off and submitted by the 31st March 2018.

17. Benchmarking

Benchmarking has been carried out and the report was distributed to all governors. It was noted that Westminster compares favourably with similar schools.

18. School Unofficial Fund

The School Fund year end is 31st March and the audited accounts will be received at the summer term meeting. However, a Statement of Intent had been distributed for governor information and governors expressed thanks to the Bursar for providing the information.

19. Governor Training and Visits

The Bursar had booked KL onto Appraisal Training but that had been cancelled. KL attend the next available training.

KL and LC have attended the GDPR, Data Protection, training.

KS has attended LGBT and Effective Policies; LGBT and Awareness; Transgender Awareness and GDPR training.

The Vice Chair reported that she had attended a Safeguarding meeting on behalf of the Headteacher. This matter is ongoing but should reach a satisfactory conclusion soon.

Action: KL to look for Appraisal Training.

Action: KL to book SM onto New Governor Induction Training.

20. Correspondence to the Chair of Governors/Chair's Actions

There had been none.



21. Date and Time of Next Meetings

The following dates were agreed:

- Full Governing Body meeting will take place on Thursday 28th June 2018 at 4.30pm.
- The Executive Committee will meet on Wednesday 2nd May 2018 at 4pm.
- The Premises and Health & Safety Committee will meet on Monday 21st May 2018 at 4pm.

Miss P Watton _____
Chair of Governors, Westminster Community Primary School

Date: _____



ACTION LIST

Agenda Item	Action	Who/When	Impact
Item 4	Send a welcome letter and supporting information to Mrs Mayers as soon as possible.	Clerk 2/3/18	Governor Effectiveness – ensure new governors are well informed
Item 4	Arrange for a school email address for Mrs Mayers	Head 2/3/18	Compliance – to ensure emails are secure and not to home addresses
Item 4	Send Mr Spain the necessary application forms if he agrees to continue as an LA governor.	Clerk 2/3/18	Governor Effectiveness - recruitment to ensure GB vacancies are filled based on the skills audit.
Item 6	Make the box for parents to post their surveys into on Sports Day.	Chair	Parent Voice - increase the number of parent survey returns.
Item 7	Request the Bursar to set up a spreadsheet for governor visits.	Head ASAP	Governor Effectiveness – record lists of visits
Item 7	Email a copy of the governor visit report to Mrs Mayers	HG ASAP	Governor Effectiveness – ensure the recording form is used for visits
Item 8	Investigate email addresses and access to Parent View in school for parents to help increase Parent View responses	Head ASAP	Parent Voice – aid parents to respond to Parent View
Item 10	Put Governor Self Evaluation form on the Executive Committee meeting agenda and the summer term full Governing Body agenda.	Clerk 2/5/18 28/6/18	Governor Effectiveness - to complete the Governor SEF
Item 12	Add Mental Health free counselling sessions at Westminster GP practice to the newsletter and website	Head ASAP	Parent Voice – ensure parents are fully informed of new initiatives
Item 16	Ensure the SFVS form is signed off and submitted by the 31 st March 2018.	Chair & Bursar 31/03/18	Financial Compliance
Item 19	Look for Appraisal Training Book SM onto New Governor Induction Training.	KL ASAP	Governor Effectiveness – governors to be appropriately trained

