



Summer Term 2018

The Governing Body of Westminster Community Primary School

**Minutes of the Full Governing Body Meeting
held on 28th June 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 Lisa Chapman	Co-opted	24-03-2022	
Mrs Toni Elliott	Parent	24-03-2022	
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			
Mrs Kath Lloyd	Co-opted	08-06-2020	
Mrs Susan Mayers	Co-opted	14-02-2022	
Miss Joanne Hutchinson	Parent	22-09-2020	
Vacancy	Local Authority (LA)		

The Clerk checked the number of Governors present (8/11) to ensure that the meeting was quorate.

Governors warmly welcomed Mrs Elliott to the meeting as the newly elected parent governor and round robin introductions were made.

1. Apologies

- Apologies for absence were received from Mrs Lloyd and Mrs Mayers and were **approved**.
- Miss Hutchinson was absent without apologies.

2. Declarations of Interest

- Miss Watton declared her sister works for Edsential and will become a member of staff for the Breakfast Club.



3. Membership

Governors noted the LA governor vacancy. It was reported that Mr Spain's application for re-appointment has not yet been processed by the LA.

It was reported that Ms Thompson's term of office as a co-opted governor will end on 9th July. Governors asked Ms Thompson if she would consider being reappointed and Ms Thompson agreed.

Ms Thompson left the room whilst a vote was taken.

Governors discussed the roles that Ms Thompson plays in school and noted that she is an excellent Safeguarding governor and Vice Chair who regularly visits the school and is a benefit to both the staff and the children.

Governors unanimously agreed to re-appoint Ms Thompson as a co-opted governor for a further 4 year term commencing on 10th July 2018.

RESOLVED: That Ms Thompson be re-appointed for a further 4 year term as a co-opted governor with effect from 10th July 2018.

Ms Thompson returned to the meeting and was informed of the decision.

4. Minutes of Last meeting

The Part One minutes of the meeting held on 15th February 2018 were reviewed, agreed to be a correct record and were approved.

5. Matters Arising

Item 7

Governors recorded thanks to the Headteacher and Bursar for putting the spreadsheet of governor visits together. The spreadsheet was reviewed and governors that have undertaken visits will complete their forms and send them to the Headteacher to be added to the spreadsheet.

Item 8

Governors discussed the number of responses on Parent View and agreed to hold Parent View Coffee Mornings. Parents will be offered free coffee and cake whilst they complete Parent View in school. The Chair will arrange the dates for the next year.

ACTION: Chair to arrange the Parent View Coffee Morning dates for next year.

An update on the previous actions was given as follows:

Agenda Item	Action	Responsibility	Update
Item 4	Send a welcome letter and supporting information to Mrs Mayers asap	Clerk	Action completed and closed



Item 4	Arrange for a school email address for Mrs Myers.	Headteacher	Action completed and closed
Item 4	Send Mr Spain the necessary application forms if he agrees to continue as an LA governor	Clerk	Action completed. The form is with the LA for approval.
Item 6	Make a box available for parents to post their survey returns into on Sports Day	Chair	Action completed
Item 7	Request the Bursar to set up a spreadsheet for governor visits.	Headteacher	Action completed and closed. Sheets sent out to governors.
Item 7	Email a copy of the governor visit report to Mrs Mayers	HG	Action completed and closed.
Item 8	Investigate email addresses and access to Parent View in school for parents to help increase Parent View responses	Head	This has been offered but there are still only 4 responses. See action re Parent View Coffee mornings
Item 10	Put Governor Self Evaluation form on the Executive Committee meeting agenda and the summer term FGB agenda	Clerk	Action completed and closed
Item 12	Add Mental Health free counselling sessions at Westminster GP practice to the newsletter and the website.	Headteacher	Action completed and closed.
Item 16	Ensure the SFVS form is signed off and submitted by the 31 st March	Chair and Bursar	Action completed and closed
Item 19	Look for Appraisal Training and book SM onto New Governor Induction Training	KL	KL absent so Action ongoing

6. Committee Meetings/Reports from Governors with Special Responsibilities

Governors received the following minutes for information:

- Executive Committee meeting 17th May 2018
- Premises, Health & Safety Committee meeting 21st May 2018.

7. 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
- Disadvantaged Pupils Data
- Parent View and Parent Voice
- Pupil Voice

The following matters were highlighted/discussed:

- a) The Early Years Foundation Stage Profile for 2018 was reviewed and it was noted that 59% had achieved a Good Level of Development (GLD). 50% of boys had reached GLD and 70% of girls.

Governor Question: There are no children exceeding in Mathematics, is that correct?

Answer: Yes. However, we have been invited to be part of a maths project run by the National Centre for Excellence in the Teaching of Mathematics.

- b) The attainment map for Year 2 was shared and the following noted:
- Targets for Reading, Writing and Maths individually and combined were exceeded.
 - Combined score for Reading, Writing, Maths were 60% compared to 42% in 2017
 - Combined score for Reading Writing, Maths for Disadvantaged Children was 55%.
 - The map shows show the pupil progress from Reception to Year 2.
- c) Year 5 results are not as expected due to pupil movement and new pupils coming in below expected.
- d) Year 3 and Year 4 both have a high proportion of SEN and disadvantaged children.
- e) The Reading, Writing and Math trends for 2017/18 were highlighted and were reviewed for all year groups.
- f) JS will report back on the Strategic School Improvement Fund Bid at the autumn term meeting.
- g) The Headteacher has joined the Building Futures Group who are looking for funding to run the initiative at primary school level as this is currently aimed at High Schools.
- h) Attendance was reported, and it was noted that fixed penalty notices are being issued to families not responding to support to address irregular attendance. Fixed penalty notices are also issued for holiday absences. All pupils with 90% attendance or below are receiving interventions tailored to their need. Governors are supporting the school by attending meetings with families and by challenging and supporting work in this area.
- i) The Year 1 Phonics in in line with National Average. There were no retests passed this year.



- j) KS1 disadvantaged pupils achieved a higher Expected percentage than non-disadvantaged pupils in Reading, Writing and Maths.
- k) The Year 2 data is realistic and accurate and the targets for Expected were exceeded. There were no pupils with Greater Depth, but some pupils are showing elements of Greater Depth.
- l) Provisional KS2 results were discussed. Writing is teacher assessed and 56% are at Age Related Expectations and 6% are at Greater Depth.
- m) Pupil Voice: The School Council are working closely with the PTA this year and raised £170.
- n) Parent Voice: The parent survey was held in June and a post box for the return surveys was available during sports day.

8. Pupil Premium and Sports Premium reports

The reports were deferred to the autumn term meeting.

The Headteacher reported that there has been a financial audit of Pupil Premium which needs to be agreed by the Governing Body. Barriers are similar to last year and the following was reported:

2017/18

- School have signed up to the project Achievement for All.
- Small classes of 20 pupils have been put in place for Reception, Year 1 and Year 2.
- There is evidence to support that the Welfare Assistant has improved results.
- The budget for 2017/18 was £96,620 and the spend was £98,500.

2018/19

- The budget for 2018/19 has not yet been released, but paper work will be updated prior to the next meeting and the figure will be similar to this year.
- The spend will include £13k for the Achievement for All coach and HLTA support for disadvantaged pupils in KS2.
- Three members of staff are helping to improve attendance.
- The spend for next year will be £56k.

The Headteacher reported that she has checked with the Education Endowment Fund to ensure the Pupil Premium money is being spent effectively.

Governors appreciated the amount of detail contained within the report and agreed the spend.

RESOLVED: That the Pupil Premium spend for 2017/18 and 2018/19 be **approved**.



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

The following was reported.

- a) The SSDP has been prepared by the Headteacher and the Deputy Headteacher and reviewed by all teachers.
- b) The June review has taken place and actions will inform the SSDP for 2018/19.
- c) There will be two Newly Qualified Teachers (NQT) and a new Deputy Headteacher to be inducted.
- d) The current data tracker system is changing to “O Tracker” as that is a better system and will be in place for September.
- e) Governors need to maintain their strengths and feed into the SSDP by reporting back good work and where improvements can be made.

LT reported that a bid has been made for a fully funded Mental Health course that can be accessed.

Governor Question: Do staff need basic first aid to attend this course?

Answer: No, it is aimed at forward facing staff.

Governors **approved** the format of the new SSDP for 2018/19 and noted this will be updated in the autumn term.

10. Data Protection and Privacy Law

School have purchased the LA service and all documents are in place. All staff are aware of the new laws. There is a privacy notice for parents in place and this was reviewed and approved. The privacy notices for staff and volunteers will be ready for September due to the legislation that is not yet in place.

Governor Question: We have school email addresses and passwords in place, but some governors are struggling to access information. How do we address that?

Answer: Any governor who is having a problem accessing their school email address should speak to the Bursar.

LT left the meeting at this point with apologies.

11. Policies

Governors noted the policies approved in committees:

- Relationships Education
- PSHE and C
- SMSC and British Values
- Understanding Me and My Place in the World
- Health & Safety Policy
- Health & Safety Overview



The following policies were considered:

- SEND Policy
- Staff Appraisal Policy
- Safeguarding (Child Protection) Policy
- Recruitment and Selection Policy
- Anti-Bullying Policy

RESOLVED: That all policies be approved.

The Headteacher requested that any governor who has completed the LGBT training should review the LGBT incident form.

Governor Question: Why is there a separate LGBT incident form as this is no different to any other form of bullying i.e. racial?

Answer: Under the Equal Opportunities act LGBT cannot be discriminated against and is reported as a protected characteristic. We already have incident forms for bullying and racist incidents and LGBT is the newest form. All our incident forms are on different coloured paper for identification purposes.

12. Schools Bulletin

The Bulletins had been distributed on 24th April and 8th June by the Clerk and points of interest had been outlined in the accompanying email.

Governor Question: Have we been nominated for the Health Pupil Capital Fund money?

Answer: We have not heard anything yet. The letters should be coming out soon and we have until 31st March next year to spend the money.

13. School Improvement Advisor Report

Governors noted that the visit will take place on 11th July. This will be for a data review and governors are welcome to attend.

Governors noted that they would like to thank the SIA, Steph Cade, for her continued help and support.

14. Finance Items

Final Budget for 2018/19

The Budget was reviewed and the Headteacher expressed her thanks to everyone involved who had helped to bring the Budget back to a positive carry forward for the next three years. It was noted that the school will be having a new finance officer, Alison Cain.

Unofficial School Fund.

The School Fund accounts and audit certificate for the year ended 31st March 2018 were received and agreed.



RESOLVED: That;

- a) the 2018/19 final Budget be approved.
- b) the Unofficial School Fund audited accounts for 31st March 2018 be approved.

15. Governor Training and Visits

The Training Liaison Officer (TLO) was not in attendance but the following was noted:

- TE has completed Governor Induction training.
- SM is booked onto Safeguarding Basic Awareness training.

The TLO will be requested to book the following courses:

- | | |
|---|-----------|
| • Pupil Premium training | PW and KS |
| • Health & Safety training | KS |
| • Safeguarding Basic Awareness training | TE |
| • Headteacher's Performance Management training | AT and LT |

16. Governing Body Effectiveness

A spreadsheet was distributed and discussed. It was noted that the governor 20 questions should be revisited to address any areas of weakness.

ACTIONS:

- Headteacher to put the 20 Questions on the website
- Clerk to add Governing Body Effectiveness to the autumn term agenda.

17. Headteacher's Performance Management

The panel was agreed to be K Lloyd, A Thompson and L Turner.

The Chair of Governors will hear any appeals.

A new advisor is required for next year and the Chair will consider the list of possible advisors before an appointment is made.

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

There had been none.

19. Calendar of Dates for the next Academic Year

The following dates were agreed:

Full GB meetings at 4.30pm

Autumn Term 2018	Thursday 18 th October 2018
Spring Term 2019	Thursday 28 th March 2019
Summer Term 2019	Thursday 27 th June 2019



Health & Safety and Premises Committee at 4pm

Autumn Term 2018	Monday 1 st October 2018
Spring Term 2019	Monday 4 th February 2019
Summer Term 2019	Monday 20 th May 2019

Executive Committee at 4pm

Autumn Term 2018	Tuesday 9 th October 2018
Spring Term 2019	Tuesday 12 th February 2019
Summer Term 2019	Tuesday 11 th June 2019

Chair of Governors _____
Westminster Community Primary School

Date: _____



ACTION LIST

Agenda Item	Action	Who/When	Impact
Item 5	Arrange the Parent View Coffee Morning dates for next year.	Chair End of term	Ensure Parent View responses are increased for Ofsted
Item 5	Look for Appraisal Training and book SM onto New Governor Induction Training	KL – ongoing	Governors fully trained to fulfil their roles
Item 16	Put the 20 Questions on the website	Headteacher ASAP	Improve governor effectiveness
Item 16	Add Governing Body Effectiveness to the autumn term agenda.	Clerk September 18	Governor effectiveness recorded
Item 23	Complete and return the SWOT analysis to the Bursar	All governors 6 th July	Ensure the right decisions are taken to ensure the future of the school

