



## Autumn Term 1 2019 – Performance & Pupil Welfare

### The Governing Body of Westminster Community Primary School

Minutes of the Full Governing Body Meeting  
held on Thursday 26<sup>th</sup> September 2019 at 5pm

#### Composition of Governing Body:

Name	Category of Governor	date of end of tenure	Designated Role
<b>Present:</b>			
Miss Phillipa Watton	Co-opted	23-02-2023	Chair of Governors
Mrs Kath Lloyd	Co-opted	08-06-2020	
Mrs Kathleen Spain	Co-opted Staff	18-12-2020	
Mrs Susan Mayers	Co-opted	14-02-2022	
Mrs Lisa Chapman	Co-opted	24-03-2022	
Ms Anne Thompson	Co-opted	09-07-2022	Vice Chair
Mrs Toni Elliott	Parent	24-03-2022	
Mr Ken Spain	Local Authority (LA)	27-03-2022	
Mrs Jo Seaward	Staff	16-02-2021	
Ms Sue Finch	Headteacher		Headteacher
<b>Absent</b>			
Miss Joanne Hutchinson	Parent	22-09-2020	
Ms Laura Turner	Co-opted	07-10-2019	
<b>In Attendance</b>			
Miss Emma Dunn		17-10-2019	Associate member
Mrs Jacqui Critchley			Clerk to Governors

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

#### 1. Apologies

Apologies for absence received from Ms Turner were accepted.

Miss Hutchinson was absent.

**RESOLVED:** That:

- a) Ms Turner's apologies be accepted.
- b) Miss Hutchinson's absence be noted and dealt with under Item 12.

#### 2. Declarations of Interest

- Miss Watton declared her sister works for Edsential and is also the cook for the Breakfast Club.
- Mr Spain and Mrs Spain are related.



### 3. Membership

Governors noted that Ms Turner had been re-appointed as a co-opted governor for a further 4 year term of office at the summer term meeting. Her new term of office will run until 7<sup>th</sup> October 2023.

Governors noted that the term of office for Associate Member Miss Dunn will end on 17<sup>th</sup> October 2019. Governors agreed to appoint Miss Dunn for as an Associate Member for a 2 year term of office.

There were no other changes to be reported.

**RESOLVED:** That Miss Dunn be appointed as an Associate Member for a 2 year term of office.

### 4. Minutes of Last meeting

The Part One minutes of the meeting held on 27<sup>th</sup> June 2019 were reviewed, agreed to be a correct record and were **approved**.

The Chair of Governors signed the minutes which were retained by the Headteacher.

### 5. Matters Arising

There were no matters arising.

An update on the previous actions was given as follows:

Agenda Item	Action	Who/When	Update
Item 10	Headteacher to send the GDPR policy to KL for review	Head ASAP	KL had received and reviewed the policy which is now on the school website. Action completed and closed
Item 15	Clerk to produce an up to date attendance list and send to the Chair and Headteacher	Clerk ASAP	Action completed on 27 <sup>th</sup> June. Action closed.
Item 15	Chair to contact JH regarding attendance	Chair ASAP	Action closed and discussed under Item 12.
Item 16	KL to book HT Performance Management training for the Chair and Vice Chair	KL	Training booked for 16 <sup>th</sup> April 2020. Action completed and closed.

### 6. Governance and Membership

#### Headteacher's Part One Report

The report had been received in advance of the meeting and the following matters highlighted.



*Teaching & Learning Scrutiny -to ensure that governors and staff carry out reviews of the environment.*

- The Chair had carried out a review with the Headteacher on day 4 of the new term, and she noted that everything was calm and settled on that day.
- SM reported that the environment looks fantastic and everywhere is much sharper and tidier.
- The Headteacher reported that all staff are now on the ball and are tidying up the school as and when they see things out of place.

#### *Pupil Progress*

- Governors reviewed the targets.
- It was noted that there is an extra pupil in Year 3 who is being targeted.
- In KS1, only 3 out of 11 pupils achieved in all subjects, however in Year 6 only 6 pupils are now being targeted with active progress and staff meetings being held.
- The Headteacher thanked governors for the depth of the questions asked regarding KS2 at the last meeting. The questions have been added to the report and answers supplied.

#### ***Governor Question: When targets are discussed are parents keen for them to be aspirational?***

*Answer: The majority of parents do want the targets to be aspirational, however some pupils cannot attain their targets for various reasons. The school's non-negotiables are that pupils come to booster clubs in KS1 and KS2 and parents must give their consent. So far, there has been 100% attendance at the booster clubs.*

- The data summary for Year 2 and Year 6 was shared. The Headteacher noted that the ASP (Analyse School Performance) information came out a couple of days ago and Maths is red so will need to be addressed.

#### *Key Partners and Local Authority Support*

- Governors noted that Steph Cade is a key partner and the ASIA is Craig Richardson.
- Praise had been received from the Local Authority on the TAF (Team Around the Family) work that is done in school.

#### *Absence Monitoring*

- Monitoring has been carried out and comparisons made.
- The information shows the difference between SEN (Special Educational Needs) and PP (Pupil Premium) children against non-SEN and non-PP pupils.

#### *Parent View and Parent Voice*

- School received over 10 replies this year and therefore data is available.



- Governors can read all the information by using the Ofsted Parent View link in the report.

#### *Pupil Voice*

- The school now have in place Heads of School; School Council and Equality Officers.
- Pupil Voice and Mental Health surveys are conducted.
- Pupils also have access to a Suggestion Box and a Day to Day Pupil Voice Box.

Governors thanked the Headteacher for her report.

#### Governor Training and Development

The Training Liaison governor gave a report as follows:

- PW, AT and SM have attended SEND training.
- Three places have been booked on Exclusion training. Currently the Headteacher and KL are booked on. SM requested a place and that will be booked.
- PW and AT will be attending Headteacher's Performance Management training on 16<sup>th</sup> April 2020.
- SM, KL and TE have completed PREVENT training.
- All governors have completed Basic Safeguarding Awareness training with the exception of Mr KS, KL and LC who will attend mop up training.

The following training will be booked by the Training Liaison governor:

- Pupil Premium training – PW
- Role of the SEND Governor training– AT
- Mental Health & Wellbeing Governor training – AT

#### Approve Residential Trips for 2019/20

The following trips were advised and approved:

- Year 4 - 15 pupils will go to Beeston on 24<sup>th</sup> – 26<sup>th</sup> March at a cost of £4k.
- Year 2 - 20 pupils will go to Tattenhall on 2<sup>nd</sup> – 3<sup>rd</sup> June at a cost of £4k
- Year 6 - 11 pupils will go to Conway on 15<sup>th</sup> – 19<sup>th</sup> June at a cost of £5k.

Governors confirmed they are aware that the costs of the trips are included in the budget.

## **7. School Improvements**

### Review School Development Plan (SDP) and Self Evaluation Form (SEF)

The documents had been distributed in advance of the meeting and the Chair noted that the SEF was very clear and user friendly and closely corresponded to the SDP. The SEF had been reviewed in the summer term and governors were happy to approve it.



The SDP had also been reviewed earlier and had been read by the ASIA. Governors noted that this is a tight document but very comprehensive.

**Governor Question: What are the green areas?**

*Answer; This is where the evidence will be found.*

**RESOLVED:** That the SEF and SDP be approved.

#### Review data and national test results

The results were included within the Headteacher's report and had been reviewed under Item 6.

#### Approve pupil performance targets for the next academic year

These were also in the Headteacher's Report to governors.

**RESOLVED:** That the pupil performance targets be approved.

#### Review record of visits

The ASIA report from the 16<sup>th</sup> July 2019 was distributed in advance of the meeting and was received.

### **8. Performance, Teaching and Learning**

#### Curriculum Reports

The reports had been included in the SWOT SEF for information.

#### Pupil Attendance:

Governors received the information on attendance in advance of the meeting. There were no discussions.

### **9. Policies**

The following policies were reviewed and approved:

- School Visits Policy
- Safeguarding Policy
- Behaviour Policy
- RE and Collective Worship Policy

**RESOLVED:** That the policies be approved.

**Governor Question: Are any governors struggling to see the policies on the website:**

*Answer: No.*

**Governor Question: How are we ensuring parents or children know where to find the policies?**

*Answer: Parents are signposted to the website. The children have a behaviour assembly which includes information from the Behaviour Policy.*



## 10. Link Governor Reports

The following reports had been received in advance of the meeting for information: Maths; English; Assessment and Data; Meals for Muganza.

It was noted that link governor visits are being made but not all governors are producing reports and that was discussed. It was agreed that KL will send around the list of link governor roles and governors will be given the opportunity to swap their link role if they wish.

**ACTION:** KL to send out the list of link governor roles and ask governors to confirm they are happy with their link role or whether they would like to swap.

A one day course has been run by Ignite on “Outstanding learning, teaching and outcomes in all of our schools”. The course had been attended by SM and she had sent a report to all governors in advance of the meeting. She noted that one of the presenters was Hywel Roberts who was very inspirational. The Headteacher reported that school are using Pathways to Write and that incorporates a lot of Hywel Roberts’ teachings.

The Chair has carried out a spot check on DBS checks during a recent visit to school.

## 11. Schools Bulletin

The September Bulletin had been received and governors thanked the Clerk to Governors for highlighting items of interest.

## 12. Correspondence to the Chair of Governors/Urgent Action

The Chair reported that she had contacted Miss Hutchinson regarding attendance at meetings. Miss Hutchinson is unable to commit to be a governor at this time and therefore she has been removed from the Governing Body. A parent election will be carried out to seek a replacement.

**ACTION:** Headteacher to organise a parent governor election asap.

## 13. Meeting Dates

Governors confirmed the following meeting dates:

Autumn Term 2	Thursday	21 <sup>st</sup> November 2019
Spring Term 1	Thursday	30 <sup>th</sup> January 2020
Spring Term 2	Thursday	26 <sup>th</sup> March 2020
Summer Term 1	Thursday	14 <sup>th</sup> May 2020
Summer Term 2	Thursday	9 <sup>th</sup> July 2020

Chair of Governors \_\_\_\_\_  
Westminster Community Primary School

Date: \_\_\_\_\_