

**Westminster Community Primary School
Minutes of the Local Education Committee Meeting (Spring Term 1)
Held Thursday 26th January 2023, at 4.30pm**

Venue: Online meeting via MS Teams

Members of the Local Education Committee:

Name	Category of Governor	Term of office Ends	Designated Role	In attendance
Kirstie Davies (KD)	Parent Governor	19.05.2024	Parent/Carer Engagement	Absent
Lisa Denson (LD)	Parent Governor	19.01.2024	Community Engagement	Y
Sue Finch (SF)	Headteacher		Headteacher	Y
Sue Mayers (SM)	Co-opted	14.02.2026	Chair to Autumn 2023 Curriculum EYFS Head' s PM GDPR	Y
Jo Seaward (JS)	Staff	16.02.2027	Staff Liaison	Y
Anne Thompson (AT)	Co-opted	09.07.2024	Vice Chair to Autumn 2023 Wellbeing LAC Safeguarding	Y
Laura Turner (LT)	Co-opted	07.10.2023	Emotional & Mental Health SEND	Apologies (Mat Leave)
Phillipa Watton (PW)	Co-opted	23.02.2027	Pupil Premium / Disadvantaged RE Sports Premium Understanding Me and My Place in the World	Y
Attending				
Annette Williams (AW)	Trust CEO/Executive HT			Y
Chris Hampshire	Trust Link Trustee			Y
Emma Dunn (ED)	Associate Member (Deputy Headteacher)			Y
Lisa Hughes (LH)	Associate Member (Bursar)			Y
Becki Dale (BD)	Trust Governance Manager			Y

Agenda Item 1	
Welcome, Introduction & Apologies	
Discussion:	The Chair welcomed those in attendance and declared the meeting open. Apologies were received from Laura Turner. It was noted that Kirstie Davies was absent from the meeting.
Resolved:	Governors resolved to accept the apologies received from Laura Turner.

Agenda Item 2	
Declaration of Business / Pecuniary Interests	
Discussion:	There were no changes to the published Record of Interest. There were no conflicts of interest, pecuniary or otherwise, relating to the meeting.

Agenda Item 3	
Local Education Committee Membership Update	
Discussion:	<p>The Chair informed governors that a letter of resignation was submitted by Les Poole/. The Chair shared the letter with the LEC along with the letter of acknowledgement, thanking LP for his time as a governor and reminding him of his need to maintain confidentiality.</p> <p>The Staff Governor Election was held, and Jo Seaward was re-elected to serve a further 2 year term of office.</p> <p>Phillipa Watton was re-elected to serve a further term as a co-opted governor until February 2027.</p>
Action:	GIAS and School websites to be updated to reflect the new term of office for JS

Agenda Item 4	
Approval of the minutes from the last LEC Meeting.	
Discussion:	Governors considered the non-confidential minutes from the LEC meetings held on 24 th November 2022.
Decision:	Governors resolved to approve the minutes as a true record of the meetings.
Action:	<ol style="list-style-type: none"> Chair of Governors to sign the approved minutes. BD to file a copy on Governor Hub.

Agenda Item 5																
Matters Arising not included on the Agenda																
Discussion:	<p>Governors considered the actions outstanding from the LEC meetings held on 24th November 2022</p> <table border="1" style="width: 100%;"> <thead> <tr> <th colspan="5">Autumn 2 Outstanding Actions</th> </tr> <tr> <th>Item No</th> <th>Action</th> <th>By whom</th> <th>By when</th> <th>Outcome</th> </tr> </thead> <tbody> <tr> <td>5.1</td> <td>Add SEND Persistent Absence to the cross-Trust meeting agenda</td> <td>AW</td> <td>ASAP</td> <td>Action Completed. First attendance focus meeting was held 25.01.2023</td> </tr> </tbody> </table>	Autumn 2 Outstanding Actions					Item No	Action	By whom	By when	Outcome	5.1	Add SEND Persistent Absence to the cross-Trust meeting agenda	AW	ASAP	Action Completed. First attendance focus meeting was held 25.01.2023
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	8.1	Obtain a quote from Scott Wade for grounds maintenance as there may be a saving to be made.	SF	ASAP	Action Completed. SW is slightly more expensive however provides a better quality of service.
	11.1	Add Maths Report, English Report and H&S Report to the agenda.	BD	Jan 2023	Action Completed.

Agenda Item 6 Staff Reports

Discussion:	<p>Governors received reports from the curriculum governor and health and safety governor:</p> <ul style="list-style-type: none"> - Maths Report (uploaded to Governor Hub in advance of the meeting) - English Report (uploaded to Governor Hub in advance of the meeting) - Health & Safety Report; The H&S matrix was uploaded to Governor Hub in advance of the meeting and Kathleen Spain has answered some of the actions outstanding: <ul style="list-style-type: none"> i. A member of staff was absent for the first aid training. The staff member has now received training and the action has been completed . <p>Q) Why are some people highlighted in yellow for the working at height training?</p> <p>A) They have yet to complete the training therefore it is still an outstanding action.</p> <ul style="list-style-type: none"> ii. Manual Handling training. There are currently 3 members of staff still to complete the training. iii. Food hygiene Training is outstanding for 1 member of teaching staff and 1 midday assistant. <p>Governors thanked KS for stepping in and for monitoring H&S.</p>
Decision:	Governors resolved to accept the staff reports.
Action:	<ol style="list-style-type: none"> 1. 1 mid-day assistant to complete level 1 training in food hygiene. 2. 1 member of teaching staff to have an assistant when teaching cookery.

Agenda Item 7 Correspondence to the Chair of Governors / Chair’s Actions

Discussion:	<p>There were no Chair’s Actions to report. There has been no correspondence received.</p>
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Agenda Item 8 Headteacher’s report

Discussion:	<p>The Headteacher’s report was circulated in advance of the meeting and including the following information:</p> <p><u>Attendance</u> The Headteacher has undertaken Trauma Informed training.</p> <p>Q) What impact do you think that this will have on staff and children?</p> <p>A) The training provided more ideas about helping children in a heightened state and getting to the root cause, rather than “reprimanding” them for their behaviour. [The Headteacher] also learned information about various foods that can have a positive impact on behavioural issues.</p>
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Q) There is a pupil in Y4 with 63% attendance, a figure that has steadily decreased from 97%. Can you explain the reasons for this and what has been done to address this low figure?

This child was 97% in the academic year 2020/2021. This academic year the attendance rate has been adversely affected by 30 G codes.

Q) There is a pupil in Y5 with 79% attendance, a figure that has steadily decreased from 100%. Can you explain the reasons for this and what has been done to address this low figure?

A) Lack of engagement from the family which has now led to a Fixed Penalty Notice being initiated.

Q) There are 5 pupils with less than 80% attendance, one being at 62.5%. Can you explain what is being done to improve these attendance figures? If these figures do not improve, what is the next measure taken by the school?

A) One of these cases requires no further action from school as the child was absent with a genuine medical condition and has been able to maintain academic standards in English and Maths. Prior learning for other subjects will be assessed as they meet them afresh, but we have no worries about this.

Q) Has the trigger for absence been identified?

A) It is largely due to the vulnerability of the family, which has now been explored. The school understands the situation and the impact on attendance, however, there has not been any multi agency support received as yet.

Q) Do the family understand the implications of low attendance on their child?

A) Yes, school is working to support the family with this and is also providing ELSA support in school for the child.

Q) On the attendance tracker document (8b), one child was identified as having below 63% attendance. Why is this?

A) The pupil was absent due to a genuine medical need and no further action needs to be taken now that the child is back in school. There are 4 children who have attendance plans in place implemented by the attendance officer and if there is no improvement then a fixed penalty notice will be issued following the monitoring period.

Q) Can you add Attendance for the year groups overall on the weekly newsletter?

A) Yes, and will start this week.

Governors noted their appreciation for the hard work carried out by the Attendance Lead and wished to commend her on the work being undertaken for the trust.

SEND Overview

The number of EHCPs in place has risen dramatically over the last year (from 6 to 13), which at 10% takes the school well above the national average figure of 2.3% for primary school children.

Q) Have there been delays in the LA approving EHCP applications?

A) Yes, the school was impacted by the backlog of applications caused by Covid, however, there were also a large number of applications submitted by the school

AW commented that [the delay in approvals] had been identified across the Trust schools and has been raised with the LA. Also, the LA require that a CWaC-appointed Educational Psychologist validates the applications, however, there have been issues around doing so due to the number of hours that are available to schools and the lack of LA Ed. Psychologists in post.

	<p>Governors noted that the SENDCo be commended for her hard work and valiant endeavours to process the applications and obtain the necessary support for those children.</p> <p><u>Online Safety Audit</u></p> <p>Q) Would it be possible to action the parental engagement noted on page 1 of the audit?</p> <p>A) KS will work with KD and submit a plan for the next LEC meeting in March.</p>
Decision:	Governors resolved to accept the Headteacher's report.
Action:	<ol style="list-style-type: none"> SF to share Trauma Informed Practice information with other schools in the Trust. Plan for parental engagement in online safety to be submitted to the March LEC meeting by KD.

Agenda Item 9	Safeguarding Update
Discussion:	<p>The Safeguarding report was circulated in advance of the meeting.</p> <p>The Vice Chair wished to record that the Safeguarding team are undertaking a fantastic job under difficult circumstances.</p>
Decision:	Governors resolved to accept the Safeguarding Update

Agenda Item 10	School Development Plan (SDP) / School Evaluation Form (SEF)
Discussion:	<p>The School Development Plan (SDP) and School Evaluation Form were circulated in advance of the meeting.</p> <p>Q) What, if any, impact, does the context (demographic) of the school have on pupil attainment?</p> <p>A) It means that we have to provide a high level of support to meet the needs of our families. This means that all staff have to provide a high level of pastoral support and that a high proportion of our children access individual or group interventions to support their emotional well-being and development. Our Learning Mentors always have a full caseload and I also support this as head teacher. It has made us better at timed interventions, but it is a huge aspect of our school life. Context is not taken into account by Ofsted.</p> <p>Q) What evidence is there to support the improvement in Maths and English at KS2?</p> <p>A) We will have in-year data for all age groups, mock test results for that KS2 group, moderation feedback. All aiming to be close as possible to our aspirational target of 56%. Chair of governors has been included in KS2 test meeting where arrangements were discussed and finalised in January 2023 with all staff involved.</p> <p>Q) The SEF is a Westminster CPS internal document. Has any support been provided by way of a Trust SEF?</p> <p>A) The SEF has gone to the Director of Education to review, and the SIP will also seek to validate the judgements in the SEF. Any discrepancies will be identified and the Headteacher will provide evidence to support the judgements.</p> <p>AW noted that a strength of Westminster CPS is staff attitude to embracing the improvement journey. The staff wellbeing survey also identified that staff are happy to be involved and drive the improvements throughout the school.</p>
Decision:	Governors resolved to accept the SDP and SEF updates.

Agenda Item 11	Budget Update
Discussion:	<p>The CFO's budget report was circulated in advance of the meeting for governors to consider. In addition:</p> <ul style="list-style-type: none"> - The Bursar noted that whilst the figures have not changed significantly, it is anticipated that there will be more of a surplus at the end of the year than initially projected. This is due to the receipt of additional funding received from 3 EHCPs, and the school are awaiting the outcome for an additional 3. The updated budget also includes funding received from 2 local companies to support the school residential. - An advert has been placed for a TA. - Senior leaders are working on a recharge for the Children's centre. - DFC has been earmarked for either new iPads or a new touchscreen. <p>AW noted the problems that have occurred with iPads in other trust schools, and that it may therefore be worth considering Chrome Books instead; Children can also then learn to touch type on a Chrome Book. There may also be a cost saving to be had if both schools go down this route.</p> <ul style="list-style-type: none"> - Parental payment plans have been set up for the residential visits. - Grounds maintenance has now commenced with Wades on fortnightly visits. They will also remove the grass cuttings. - The school has now received the funding for February Half Term food vouchers. - The Trust have issued a SIF bid for buildings maintenance. The windows in the corridors at Westminster need replacing therefore the Headteacher is hoping that some of the funding could be used towards this, however AW confirmed that this particular SIF bid was for the school roof and not for the windows on this occasion. <p>Q) Did the Round Table contact the school with regards to providing support for the residential?</p> <p>A) No, [the Headteacher] has not heard anything yet.</p> <p>Q) Has the £1,000 donation been received yet from the Members Budget?</p> <p>A) No, this has not landed yet.</p> <p>Q) Members elections are due to take place in March. Does this mean that current members are in purdah currently?</p> <p>A) The Members Budget needed to be allocated before October therefore the funds were put to one side.</p> <p>Q) What is the timescale for it to be sent to the school?</p> <p>A) It needs to be spent by March; therefore the process is on track.</p> <p>LD noted that she was also in receipt of the uniform shop vouchers.</p> <p>Governors thanked LH for her detailed report.</p>
Decision:	Governors resolved to accept the budget update report.

Agenda Item 12	Governor Visits and Training
Discussion:	<p>SM is to undertake Safer Recruitment Training and a write up will be put on Governor Hub.</p> <p>SM is to attend the NGA Leadership Forum and a write up will be put on Governor Hub.</p>

	<p>Governor RoV forms were uploaded to Governor Hub in advance of the meeting.</p> <p>At the next meeting there will be governor reports on</p> <ul style="list-style-type: none"> • Pupil Premium • Sports premium • R.E. • Understanding Me and My Place in the World <p>It is hoped that Tracy Philips will be able to report on R.E.</p>
Decision:	Governors resolved to accept the governor Record of Visit reports and training update.

Agenda Item 13	Trust Update from the CEO
Discussion:	<p>The review of governance undertaken by Scott Walker has now been completed and the completed report will be available by the end of January.</p> <p>There have been a number of changes within the trust:</p> <ul style="list-style-type: none"> - An existing member resigned from the Board due to a change in personal circumstances. Following a skills audit it was identified that a member with a legal background was required. Following a thorough recruitment process, Lauren Soutar has been appointed by members. Lauren is a family solicitor, specialising in law connected to children and domestic abuse, and is also a trustee at Warrington Youth Zone. - Sarah Quinn has resigned from the Board of Trustees and Mark Williams, a former Ofsted Senior HMI, has been appointed in her place. Sarah Quinn will remain as the School Improvement Partner for Weaver Trust and will also continue in an advisory role with the trust board. - AW will propose at the next board meeting that another trustee with an educational background be appointed to allow for the trust link to be challenged at board meetings. - The Trust Board will look to appoint an external person to provide challenge to the Trust and undertake the CEO Performance Management Review. - AW is investigating other Multi Academy Trusts to undertake MAT to MAT Peer Reviews. <p>Q) The understanding is that a SIP should not work with a school for more than 3 years. How will this be approached?</p> <p>A) This would likely be undertaken by an external person.</p> <p>Q) Do you feel that the relationship with Sarah Quinn will become too familiar?</p> <p>A) Whilst it can be beneficial building a strong relationship with a SIP, it is likely that there becomes a point when familiarity sets in, and at this point Trustees would consider appointing a new SIP. Sarah Quinn is a SIP Lead and will do more work alongside the School Leaders in the future.</p> <p>Governors held an in-depth discussion around potential conflicts and how these could be addressed.</p> <p>Q) Would governors find it useful for Alison Lawson to provide a 30-minute training session before or after LEC meetings to provide a better overview of the curriculum?</p> <p>A) Governors agreed that this would be beneficial.</p>

	<p>Alison Lawson is holding a curriculum hour for Trustees at 9:00am on 24th January at Barnton Community Primary School to review curriculum design and structure. This has now been extended to Heads and Chairs to attend if possible.</p> <p>Following a review of the Trust Executive Team, AW is now looking to recruit HR Lead to futureproof the trust.</p> <p>AW provided an update to governors on the Teachers’ Strike due to take place on February 1st and SF confirmed that Westminster CPS will remain open to all pupils.</p> <p>Q) In your opinion, what are the biggest challenges that the Trust is currently facing?</p> <p>A) Fundamentally, The Cost-of-Living crisis is a pressing concern ; Staff pay increases have been implemented without financial help from the Government. The Trust feel fortunate that the Finance Team are fantastic and have been able to support the rise in costs.</p> <p>CWaC are looking at Schools Forum and funding. AW is awaiting an update on how it will affect the Trust.</p> <p>Q) Has [the Headteacher] been able to ask staff if they are members of the NEU?</p> <p>A) The DfE guidance has been updated to state that staff can be asked if they intend to strike, however staff are not obliged to answer.</p>
Decision:	Governors resolved to accept Trust update.
Action	Head and Chair to attend the curriculum design hour on 24th Jan if possible.

Agenda Item 14	Governor Impact Statement
Discussion:	<p>Governor impact since the last meeting:</p> <ul style="list-style-type: none"> - Undertook Maths and English monitoring visits. - Held a review of how much writing is being undertaken by pupils. - Ensured that the school’s values are central to the day to day running of the school. - KD met with KS to review communication processes between the school and parents. <p>Governor impact during the meeting:</p> <ul style="list-style-type: none"> - Approved the draft minutes of the LEC meeting held 24th November 2022. - Discussed and completed actions outstanding from the meetings. - Received, discussed and accepted the staff reports for English and Maths. - Received, discussed and accepted the Health & Safety update. - Received, discussed and accepted the Headteacher’s report. - Received, discussed and accepted the Safeguarding update. - Received, discussed and accepted the updated School Development Plan and updated School Evaluation Form. - Received, discussed and accepted the Budget update. - Received, discussed and accepted the Link Governor Record of Visit forms and training update. - Received, discussed and accepted the Trust update.

Agenda Item 15	Date and time of next LEC meeting.
Action:	To note the date, time and venue of the next LEC Meeting on Thursday 2nd March 2023 at 4.30pm online.

ED, LH, JS withdrew from the meeting at 17:36

There being no further matters for discussion, the meeting concluded at 17:39 following the part 2 confidential discussions.

These minutes are approved as a true record of the meeting

Signed:Chair of Governors

Date:

Item No	Action	By Whom	By When
4.1	Approved minutes from the meetings held 24 th November 2022 to be signed.	CoG	ASAP
4.2	Approved minutes to be converted to PDF and uploaded to Governor Hub.	BD	ASAP
8.1	SF to share Trauma Informed Practice information with other schools in the Trust.	SF	ASAP
8.2	Plan for parental engagement in online safety to be submitted to the March LEC meeting.	KD	March 2023
13.1	Attend the curriculum design hour on 24th Jan if possible	Head and Chair	24.01.2023