

## WESTWOOD AND GROVE PRIMARY SCHOOLS

Minutes of the Local Governing Body Meeting of Westwood and Grove Primary Schools held on 15<sup>th</sup> December 2022 at 4.00pm.

Present:	Rae Aldous (EHT)	Elliot Gibbons (EG)
	Sarah Bayfield (SB)	Sarah Gough (SG)
	Dan Blowers (DB)	Steven Moore (SM)
	Stephen Clarke (SC)	Mike Quantrill (MQ)
	Mary Corker (MC)	Sarah Ross (SR)
	Jackie Cutchey (Chair)	
In attendance:	Louise Creed (LC)	Rebecca Witt (Governance Professional)

1	<b><u>WELCOME / APOLOGIES</u></b>	
	<ul style="list-style-type: none"> <li>• It was noted that SG/SM would join shortly. DB was given a special welcome. Introductions were given by all.</li> <li>• The Chair congratulated the Head and the team for the Ofsted report and the good judgement at Grove.</li> </ul>	
2	<b><u>PECUNIARY AND OTHER INTERESTS</u></b>	
	<ul style="list-style-type: none"> <li>• Governors were reminded of the need to complete the pecuniary and other interest declarations. It was noted that KTP had sent governors a checklist for collecting the returns. <b>The Governance Professional agreed to update the Register of Interest for the LGB once the returns had been received.</b></li> <li>• There were no declarations of interest declared in items on the agenda.</li> </ul>	<b>Gov Pro</b>
3	<b><u>CHAIRS ACTION</u></b>	
	The EHT advised that a decision re the Nursery opening hours had been taken by the school. The Nursery was now open for the full day. Parents could use their 30 hours however would need to pay for lunchtime. The uptake following the change had been good. The morning sessions were full and the afternoon was currently half full. The Chair had agreed the Nursery Policy under Chairs Action. Governors noted the policy on Governor Hub. <u>SC asked if the Nursery opening hours had changed at Westwood.</u> The EHT advised that the opening hours would be trialled at Grove and if it was successful, it would be rolled out to Westwood dependant on staff costs and the age of the children attending.	
4	<b><u>ELECTION OF VICE CHAIR</u></b>	
	<b>MQ was elected as the Vice Chair for the 2022/23 academic year.</b>	
5	<b><u>MEMBERSHIP OF THE GOVERNING BOARD</u></b>	
	<ul style="list-style-type: none"> <li>• The Scheme of Delegation and Terms of Reference were noted. <u>The Chair suggested that DB/SG read the document as a new governor.</u></li> <li>• The Governing Body membership was discussed. It was noted that DB had been elected from 5<sup>th</sup> December 2022. There were no vacancies to note.</li> <li>• The Register of Governor Meeting Attendance in 2021/22 was noted. The Chair advised that governor attendance had been good overall.</li> <li>• <b>The EHT agreed to ensure that GIAS was updated to reflect the current GB and term of office dates along with the school website governance page.</b></li> <li>• The governor link responsibilities were discussed. It was noted that SG had</li> </ul>	<b>DB/SG</b>  <b>EHT</b>

	<p>taken on the responsibility for pupil well-being and mental health and DB had taken on the responsibility for H&amp;S. <u>MQ asked for clarity re governor monitoring</u>. The EHT advised that the post Ofsted Action Plan would inform governor monitoring.</p> <ul style="list-style-type: none"> <li>The GB adopted the Governor Code of conduct.</li> </ul>	
6	<b><u>MINUTES</u></b>	
	<p>The minutes of the meeting held on 19<sup>th</sup> July 2022 (copy in the Minute Book), having previously been circulated, were <b>confirmed</b>. <b>The Governance Professional was asked to mark the minutes as signed on GovernorHub</b>. There were no matters arising from the minutes.</p>	<b>Gov Pro</b>
7	<b><u>HEADTEACHERS REPORT</u></b>	
	<p>Governors noted the various supporting documentation on GovernorHub. The following key points were noted:</p> <p><u>Attendance</u></p> <ul style="list-style-type: none"> <li>Westwood – LC noted the lessons learnt from the Westwood Ofsted inspection in spring 22. Early identification was discussed. LC advised that letters were going out to parents and meetings were taking place where needed re persistent absence. A graduated approach to attendance was noted, which had been in place across both schools this year. The Educational Welfare Officer (EWO) services were discussed. LC advised that a package had been bought between the 2 schools. All meetings with families were documented and actions plans were put in place. LC advised that 4 families had been fined, there were 2 open cases with the EWO and 4 further cases to consult with the EWO in the new year. LC advised that 13% or 34 children at the school had been coded as unauthorised this year (14 missed sessions, 3 cases of covid, 31 cases of general illness and of these 1 child had extreme medical illnesses, 8 holidays, and 6 persistent absences).</li> <li>Grove – LC noted the lessons learnt from the Grove Ofsted inspection in autumn 22. Holiday absences had been raised as a concern. The school had changed the Attendance Policy from 5 days to 3 days before a fine was imposed. Meetings with families had been suggested by the inspector. LC advised that 27% or 45 children at the school had been coded as unauthorised this year (14 missed sessions, 27 holidays, 8 strep cases, 3 absences due to medical grounds, 2 children who were on a part time timetable, and 6 persistent absences). 2 cases were being managed by the EWO and other cases would be managed by the team in the new year. <i>SM joined the meeting</i>.</li> <li>A conversation took place about fining. It was noted that the Courts would not fine the same family twice. LC advised that there were some exceptions for holidays dependent on the families employment (offshore workers / tourist trade employee examples). LC noted the Trust Early Help work. Additional funding may be available to help get extra support. <u>DB asked where the holiday fines go</u>. The EHT advised that the fines went to the Local Authority.</li> </ul> <p><u>Headteacher' reports</u></p> <ul style="list-style-type: none"> <li>The Headteacher's reports for both schools were noted. Pupil progress meetings were in place.</li> <li>The Head advised that the School Development Plan (SDP) priorities were similar across both schools.</li> <li>The Ofsted inspection at Grove was noted. The EHT advised that Computing, PSHE, and MFL were the main subjects which Ofsted was referring to when the curriculum had been mentioned in the report. This was due to the assessment process which was not fit for purpose however the school was aware of this and was working through the process now. Assessment had also been added to the</li> </ul>	

	<p>governor monitoring plan to ensure it was captured moving forward. Governors commented that overall the judgements were accurate.</p> <ul style="list-style-type: none"> <li>The SEN update was noted. The EHT explained that the SEN data was high at both schools. Grove had a high level of EHCP's in Y1 / 2 and the SEN team was working closely with families. Governors noted that the school was working with pre schools and childminders to hold play days for early identification. SG commented that this was a great idea. As a childminder she had basic SEN training and was on the waiting list for Senco training but childminders were generally lacking this support from the Local Authority so were not identifying needs. The EHT advised that the Senco could signpost childminders to support and help develop a network. <u>SR commented that the approach was innovative and asked if there was any funding which the school could apply for.</u> It was noted that Dawn Humphries had agreed to look at funding. A meeting would be scheduled in January 23 to progress this further.</li> <li>The HANDSAM and H&amp;S updates was noted. The Head advised that the school had appointed a Site Manager in the summer term. The H&amp;S audit was noted. The Site Manager had moved the H&amp;S action plan forward. <u>MQ asked if there were any priorities which governors needed to be aware of.</u> The heating systems were discussed, which the Trust would work on. The issues with the roof at Grove were almost completed although leaks were noted from time to time. <u>SC asked about the Astro pitch and if funding was available to improve the area.</u> The EHT advised that the Grove pitch had been transformed this term. Photos would be available for parents to view shortly.</li> </ul> <p><u>Pupil Premium Statement and Impact Report</u></p> <ul style="list-style-type: none"> <li>The EHT advised that the report had been updated and uploaded to the school website.</li> </ul> <p><u>PE/Sport and catch up premium</u></p> <ul style="list-style-type: none"> <li>The EHT advised that the report had been updated and uploaded to the school website.</li> </ul>	
8	<b><u>GOVERNOR MONITORING, DEVELOPMENT AND TRAINING</u></b>	
	<p>The following governor visits were noted. Full reports were available on GovernorHub.</p> <ul style="list-style-type: none"> <li>The Chair had been into school to monitor EYFS and had celebrated with staff the outstanding judgement for EY in both schools. The Chair had also been in to monitor English, Humanities (in particular RE), and attendance.</li> <li>MC had been into school to monitor Music, Art, and MFL.</li> <li>MQ had been into school to monitor Pupil Premium and Teaching &amp; Learning.</li> <li>SR had been into school to monitor SEND, Science, DT, and Computing.</li> <li>SG had met LC and had a tour of the school.</li> <li>Monitoring visits for the spring term were discussed. <u>The Chair suggested that governors contacted staff to arrange visits directly.</u></li> </ul>	All
9	<b><u>RISK</u></b>	
	Governors noted that the Trust had a standardised register for all schools.	
10	<b><u>SAFEGUARDING, WELL-BEING AND HEALTH &amp; SAFETY / PREMISES</u></b>	
	<ul style="list-style-type: none"> <li>It was noted that this item had been covered as part of the Headteacher's report under item 7. The EHT advised that pupil wellbeing was addressing through Ambassadors and the Family Support Workers in school. Feedback had been positive. The EHT advised that the safeguarding thresholds were high at the moment, which was concerning for the school.</li> <li><b>Governors adopted the Child Protection and Safeguarding Policy.</b></li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Governors agreed to update Governor Hub to acknowledge that they had read and understood Part 1 &amp; 2 of Keeping Children Safe in Education, 2022.</b></li> </ul>	<b>All</b>
11	<b><u>PERFORMANCE MANAGEMENT</u></b>	
	There were no items to note.	
12	<b><u>FINANCIAL PERFORMANCE</u></b>	
	The Chair noted the SBM updates on Governor Hub. The Chair advised that both schools were in a good position financially. The challenges re staff costs were discussed. The Chair advised that the Trust was in a position to support schools in some way where needed. Energy bills were discussed. The school was doing all it could to control the costs, the increased costs had been budgeted (200%) and other contingencies were noted.	
13	<b><u>COMMITTEES AND WORKING PARTIES</u></b>	
	There were no updates to note.	
14	<b><u>POLICY REVIEW</u></b>	
	<b>Governors approved the Attendance and Nursery Policies.</b>	
15	<b><u>GOVERNOR TRAINING AND DEVELOPMENT</u></b>	
	<ul style="list-style-type: none"> <li>• The Safer Recruitment training on 30<sup>th</sup> November 22 was noted. SC advised that he had undertaken safeguarding training in the work place. It was noted that governor training was held on the Single Central Record which was now held electronically. <b>SC agreed to send his training updates to the school.</b></li> <li>• The GB's effectiveness was discussed. The Chair advised that governors were strong and supportive and that this had been backed up by the Inspector who had commended governors for their contributions.</li> </ul>	<b>SC</b>
16	<b><u>TRUST UPDATE</u></b>	
	The Chair advised that the new CEO would start in the New Year.	
17	<b><u>ANY OTHER BUSINESS</u></b>	
	The Chair thanked governors and staff for their hard work and support and wished everyone an enjoyable break for the festive period.	
18	<b><u>DATES OF FUTURE MEETINGS</u></b>	
	<b>It was agreed that the date of the next meeting would be set outside the meeting. Governors commented that Mondays were the best day. The Governance Professional agreed to work with the EHT/Chair to reschedule the remaining meetings.</b>	<b>Gov Pro</b>

The meeting closed at 18:00pm.

Signed .....

Date .....