

WESTWOOD AND GROVE PRIMARY SCHOOLS

Minutes of the Local Governing Body Meeting of Westwood and Grove Primary Schools held on 20th February 2023 at 4.00pm.

Present:	Rae Aldous (EHT) Dan Blowers (DB) Mary Corker (MC) Jackie Cutchey (Chair)	Elliot Gibbons (EG) Steven Moore (SM) Mike Quantrill (MQ)
In attendance:	Louise Creed (LC) Laurine Barnes (LB) Kate Grey (KG)	Rebecca Witt (Governance Professional)

1	<u>WELCOME / APOLOGIES</u>	
	Apologies were received from Sarah Bayfield (SB), Stephen Clarke (SC), Sarah Gough (SG), and Sarah Ross (SR). Governors consented to these absences. A special welcome was given to KG.	
2	<u>PECUNIARY AND OTHER INTERESTS</u>	
	<ul style="list-style-type: none"> • It was noted that KTP had sent governors a checklist for collecting the returns again today. The Governance Professional agreed to update the Register of Interest for the LGB once the returns had been received. • There were no declarations of interest declared in items on the agenda. <i>The Chair moved to KG's update on SEND.</i> 	Gov Pro
	<u>SEND UPDATE</u>	
	<ul style="list-style-type: none"> • KG advised that Speech and Language (S&L) was tricky in KS1 however this was currently seen across Suffolk. Special Education Services training had been provided to EYFS and KS1 staff across both schools. A S&L Therapist was now in post and was providing support/training also. • An Inclusion Quality Mark had been applied for (for both schools). 3 sections of the framework had been completed and it was hoped that the schools would have visitors in the summer term/early next year. • KG shared what worked well across the schools. It was noted that the EHCP's were going through well. The schools had a good relationship with the LA. Extra funding had been secured where appropriate which was being used on the correct provision and outcomes. Moderation and assessment was strong across the schools. A review of both schools was noted. The schools had invested in better quality books which were available to parents. The pastoral staff also worked well as a team. • The development areas were discussed. KG noted the concerns re children not being picked up early enough. Staff were having to hold conversations with parents which could be difficult. LB advised that self-regulation training had been received by staff to help with children's Social Emotional Mental health (SEMH) needs. It was felt that staff were more aware of quality first teaching to meet the needs of the children. • <u>The Chair asked when staff reviewed the children's IEPs to ensure that children were meeting their targets. The Chair also asked if the IEPs were well pitched to offer challenge and success.</u> KG advised that she reviewed the IEPs and asked teachers to identify exactly what they wanted children to achieve. If the children achieved the target the plan would be adjusted. In the main children were achieving the targets however SEMH needs were tricky to measure and 	

	<p>set. <i>KG left the meeting.</i> The EHT advised that the appointment of the Assistant Headteacher for SEN had been strong for the schools. The schools were also advertising for 2 specialist LSAs. <u>The Chair asked if there had been any applications.</u> The EHT advised that 1 application had been received currently. Governors thanked KG for her update.</p>	
3	<u>CHAIRS ACTION</u>	
	<p>The Chair advised that the new CEO had visited the schools and was working incredibly hard. A Deputy CEO had been appointed as well as a Director of Operations (DoO). A confidential item was discussed which is recorded separately on Governor Hub.</p>	
4	<u>MEMBERSHIP OF THE GOVERNING BOARD (GB)</u>	
	<p>The Governing Body membership was discussed. There were no vacancies to note.</p>	
5	<u>MINUTES</u>	
	<p>The minutes of the meeting held on 15th December 2022 (copy in the Minute Book), having previously been circulated, were confirmed. The Governance Professional was asked to mark the minutes as signed on GovernorHub. There were no matters arising from the minutes. LC advised that the Nursery at Grove was going well and the parents and staff were happy. Morning sessions were full and in the afternoon the Nursery had between 10-15 children. Parents were paying for lunches. The provision would be reviewed half termly. The vouchers scheme was also working well. The Nursery at Westwood was in the process of being ready to open fully. The restrictions around Universal Credit were noted therefore parents were not using full time provision. The school was advertising the places to enable the afternoon sessions to remain open and was working with the communications team within the Trust to market and advertise the places in the local press/social media. <u>It was suggested that the next LGB meeting which was scheduled for 20th March 2023 seems to soon therefore the meeting was withdrawn from the calendar.</u> It was agreed that all governors would visit the schools before April ready to report at the next LGB meeting on 22nd May 2023.</p>	<p>Gov Pro</p> <p>All</p>
6	<u>HEADTEACHERS REPORT</u>	
	<p>Governors received a verbal update from the EHT. The following key points were noted:</p> <ul style="list-style-type: none"> • The EHT advised that senior leaders were working on the next steps from the Ofsted assessment of subjects and internal meetings had been held. The outcomes showed that the assessment for learning was embedded in the daily practices in school and that the systems in place could be evidenced. The schools also felt confident that following a review of all subjects over the last 2 half terms that the majority of subjects were at the embedded stage. This could also be evidenced and the children could talk about it. Computing was discussed. The EHT advised that the systems were there and time was now needed to embed this in. The CEO and the Director of Education had reaffirmed the schools assessments. This was a key strength for both schools. The EHT advised that the assessments could be tweaked or adjusted to meet each individual child's need. • Teaching & Learning (T&L) was a focus this half term. The schools was developing pedagogy for teachers and had been coaching in a different way with staff working in pairs with a feedback session this week. Schools were planning for next term on different areas to focus on to keep teaching pedagogy fresh. <u>MQ asked how this linked in with performance management.</u> The EHT 	

	<p>advised that every teacher had a target around this. Staff met and had feedback on how this had been going. <u>MQ asked how can the school/governors measure the impact/performance.</u> The EHT advised that it was about staff engaging with the programme. LB advised that it also came through the staff culture and being open to learning conversations. The EHT advised that there was evidence in both schools of pedagogy. The quality of T&L was improving as were the children's outcomes. Some strong practices were noted which had given staff a broader variety of learning for the children.</p> <ul style="list-style-type: none"> Attendance monitoring was going well. Schools were working with the Educational Welfare Officer (EWO) service which had been positive. Family holidays at Grove were discussed. The schools tracked attendance, looked for patterns and understood where attendance monitoring had an impact. Cases of Strep A and sickness bugs this term. Meetings had been held with 16 parents. The EHT advised that there was a possibility of going back to pupil passports. A conversation took place re the needs of the children and the support given to families. Attendance at Grove was noted as 91.5% currently. Pre Covid this had been 95%. It was felt that there had been a great deal more illnesses since the pandemic. The attendance of SEND pupils was noted as lower, boys attendance was lower than girls, and the pupil premium (PP) cohort's attendance was lower than non-PP. <u>MQ asked if the school was targeting these areas.</u> LE advised that schools were targeting attendance under 90%. <u>MQ asked if there were trends such as Monday / Fridays.</u> LE advised this was the case in certain families however this was picked up and addressed. The EWO had been pushing to get the CAFF team in to support families as well. All families involved in attendance monitoring had been offered a CAFF or had a CAFF in place. The Trust's strategy for tracking attendance of children under protection, looked after children and children in care was noted. The EHT advised that the schools were advertising for range of different positions. A teacher resignation was noted. 	
7	<u>GOVERNOR MONITORING, DEVELOPMENT AND TRAINING</u>	
	It was agreed that this item would be carried over to the next meeting.	Gov Pro
8	<u>RISK MANAGEMENT</u>	
	The EHT advised that the Trust was working on a standardised register for all schools. The new DoO would be responsible for this. It was agreed that this item would be carried over to the next meeting.	Gov Pro
9	<u>SAFEGUARDING, WELL-BEING AND HEALTH & SAFETY / PREMISES</u>	
	<ul style="list-style-type: none"> It was noted that this item had been covered under item 6. H&S/Premises was discussed. The new DoO was noted. HANDSAM was up to date in both schools. The Site Manager was working well. A H&S Audit had taken place. All the actions had been or were in progress of being completed. The EHT advised that the Premises Assistant was retiring. The role had been advertised as a full time role. <u>MQ asked what the new DoO was responsible for.</u> The EHT explained that the role was responsible for procurement, communication, IT, Premises/Estates, H&S. <u>The Chair asked SM for his view on staff well-being.</u> SM advised that the schools had workshops/drop ins sessions where staff could share how their mental health was going. Incentives in schools were noted such as bringing in flowers/chocolates. Drop ins were noted as beneficial as staff had shared their worries or concerns. There was all the well-being service which staff could use. A culture of support within the staff body was noted in both schools. The 	

	<p>pastoral support team had been doing a great job of supporting mental health. The EHT advised that Saxon well-being had been overwhelmed with referrals therefore staff were finding it tricky to get appointments (for staff and their family members). More people were accessing the service than previously. A call to Saxon would be arranged to progress this.</p>	
10	<u>FINANCIAL PERFORMANCE</u>	
	<p>The Chair noted the budget updates on Governor Hub for both schools. Governors noted that the budgets looked healthy overall. There had been additional funding available in year which could be redirected or carried forward. The schools were received more HTNF than previous which would be beneficial. Funding for trips across both schools was noted. The lack of coach travel and associated costs was discussed. The EHT advised that the schools had booked Hautbois Activity Centre in Coltishall for Y5/6 this year.</p>	
11	<u>COMMITTEES AND WORKING PARTIES</u>	
	There were no updates to note.	
12	<u>POLICY REVIEW</u>	
	There were no policies to note.	
13	<u>GOVERNOR TRAINING AND DEVELOPMENT</u>	
	<p>It was agreed that this item would be carried over to the next meeting. The Chair advised that the GB was seen as strong by the Trust. The Trust had asked to share the good practice seen in the North Suffolk Hub with other schools in the Trust. Some centralised functions were noted (training, agenda templates etc). Autonomy was discussed. The Chair advised that the Trust would monitor governance overall however noted the benefit of having a Clerk across all schools in the Hub. The DfE External Governance Review was noted. It was noted that governor recruitment had been challenging in other areas of the Trust.</p>	
14	<u>TRUST UPDATE</u>	
	<p>It was noted that this item had been covered under items 3/13. Short term strategic plans were in place for the rest of the spring and summer term. Working parties were being set up to look at priorities for 2022 and 2023/24. The EHT advised that it was predicted that the top slice of 4% would increase moving forward as the Trust was one of the lowest nationally. A phased increase was noted. A confidential item was discussed which is recorded separately on Governor Hub.</p>	
15	<u>ANY OTHER BUSINESS</u>	
	There were no items to note.	
18	<u>DATES OF FUTURE MEETINGS</u>	
	The date of the next meeting was confirmed as 22 nd May 2023, 4pm.	

The meeting closed at 17.19pm.

Signed

Date