

## WESTWOOD AND GROVE PRIMARY SCHOOLS

Minutes of the Local Governing Body Meeting of Westwood and Grove Primary Schools held on 25<sup>th</sup> March 2024 at 4.00pm.

Present:	Rae Aldous (EHT)	Jackie Cutchey (Chair)
	Dan Blowers (DB)	Olivia Gillard (OG)
	Stephen Clarke (SC)	Steven Moore (SM)
	Lauraine Barnes (LB) Associate	Rachel Kounnas (RK) Associate

In attendance: Shelly Lawton  
(Governance Professional)

1	<b><u>WELCOME / APOLOGIES</u></b>	
	Apologies were received from Sarah Byfield (SB), Elliot Gibbons (EG), Howard Cunningham (HC) and Stephen Moore (SM). Sarah Gough (SG) and Olivia Gillard (OG) was not present. Governors consented to these absences. Chair welcomed Shelly Lawton as the new Clerk. Introductions were given.	
2	<b><u>PECUNIARY AND OTHER INTERESTS</u></b>	
	There were no declarations of interest declared in items on the agenda.	
3	<b><u>CHAIRS ACTIONS</u></b>	
	There were no urgent items to note.	
4	<b><u>MEMBERSHIP OF THE GOVERNING BOARD (GB)</u></b>	
	<ul style="list-style-type: none"> <li>• The Governing Body membership was discussed. It was noted that Donna Baldwin had resigned from the LGB, due to work commitments she has been unable to attend any of the meetings. Sarah Gough (SG) attendance and lack of monitoring visits was discussed. <b>It was agreed that the Governance Professional would write to SG regarding attendance and commitment to LGB.</b></li> <li>• The EHT confirmed that GIAS was up to date.</li> <li>• <b>The following governor link responsibilities were agreed:</b> <ul style="list-style-type: none"> <li>○ SEND – OG</li> <li>○ H &amp; S – HC</li> <li>○ Attendance &amp; Behaviour – DB</li> <li>○ Safeguarding/safer recruitment – SM</li> <li>○ Pupil Premium – EG</li> <li>○ Quality of Education - JC</li> </ul> </li> </ul>	<b>Gov Pro</b>
5	<b><u>MINUTES</u></b>	
	The minutes of the meeting held on 7 <sup>th</sup> December 2023 (copy available on Governor Hub), having previously been circulated, were confirmed. All actions had been completed prior to this meeting.	
6	<b><u>HEADTEACHERS REPORT</u></b>	
	Governors received a combined written report for both Westwood and Grove, providing an update from the EHT(copies on Governor Hub). The following key points were noted:	

- The on-roll numbers were noted. Grove has 299/310 full time children and 40 children attending the nursery. Westwood has 183/210 full time children and 35 part time children attending the nursery. EYFS intake for 2024-25 is looking positive, with first choice places at 39 for Grove and 25 for Westwood. Currently there are 8 children in Westwood nursery that will join EYFS in 2024-25, which will have an impact on finances. The waiting list for the nursery is not full, but often there is a last-minute uptake from parents looking for places.
- Attendance was discussed. Current national average is 93.2%. Attendance at Grove for the Spring Term is currently at 94.59% (whole school), with 2.2% of all absences being unauthorised. First day calling continues alongside robust monitoring for attendance. Westwood attendance for the Spring Term is currently at 92.3% (whole school), with 3.9% of all absences being unauthorised. Persistent absentees are still high, at 17.6%. The school continues to work hard with the families of the PA's, with first day calling in place, visits from the EWO. 4 children are currently on PTTT, which has reduced from 7, but this still has an impact on the overall attendance figures. LB advised from September 2024; all attendance data will be sent directly to the DFE. New attendance codes are to be used to report PTTT's. LB & RK recently attended a conference regarding attendance. The conference was delivering a clear message of 'machine-culture'. This is to highlight how staff think when it comes to attendance, as all staff have a responsibility to monitor attendance, to highlight any patterns or issues with children. DB completed a monitoring visit with LB & RK regarding attendance. DB noted that although both schools have separate issues regarding attendance, both schools are very proactive in dealing with these. Westwood has a high number of SEND and PP children and Grove has a high number of non-attendance due to family holidays during term time.
- The data predictions for both schools were discussed. The Grove data across Yr 6, 2 & EYFS is: Yr 6 Reading 79.4%, Writing 65.9%, Grammar 72.7% and Maths 51%. Further work is needed in Maths, with tutoring to take place after school to support the children in this subject ahead of the SATS. Yr 2 data shows on-track: Reading 66%, Writing 75%, Maths 86%. EYFS is also on track at 61%. 5 out of the 6 children to retake their phonics assessment are on track to pass. The Westwood data across Yr 6, 2 & EYFS is: Yr 6 Reading 84%, Writing 64%, and Maths 80%. Further work is needed in Writing. Yr 2 data: Reading 63%, Writing 67%, Maths 73%. EYFS is also on track at 62%. 4 out of the 9 children to retake their phonics assessment are on track to pass.
- The SDP had been RAG rated. In writing, the grammar work being completed across both schools continues to be embedded, to ensure the consistency of sentence building. The subject leaders are using staff meetings to train staff on oracy. The relaunch of reading for pleasure is being well received. A new science lead is in place, so further work in this subject is being undertaken. Areas to be developed further include spelling.
- Exclusions and suspensions are low at Grove but challenging at Westwood. 2 children on roll at Westwood that are attending an alternative provision are due to return to school in the Summer Term. The Yr6 cohort at Westwood has seen an increase in suspensions due to behaviour, however parental engagement and support has increased to support the school in dealing with the children.
- The school visits and events were noted. A variety of events and trips are being done across both schools.
- Pupil leadership groups were discussed. These have been renamed as ECO champions. Meetings are held termly with the children, following a more

	<p>formal structure to the meetings, which include an agenda &amp; minutes that follow.</p> <ul style="list-style-type: none"> <li>• The SEF evaluation was noted. Attendance across both schools needs improving for difference reasons. PTTT in place affect the attendance at Westwood with family holidays in term time affecting Grove.</li> <li>• The SEN update was noted. A Senco assistant has recently been appointed to provide support to the Senco. The assistant has been working with external agencies, chasing the Local Authority for updates on EHCP's, completing ECHP assessments and reviews. This has been a real asset to the SEND team.</li> <li>• The H&amp;S update was noted. The current site manager has moved into a more strategic role, overseeing all the schools within the North Suffolk Hub. An additional site manager will be recruited to assist with day-to-day duties across the schools.</li> <li>• Chair asked if any funding had been received for the outdoor learning area in EYFS. The EHT advised Westwood had submitted a bid for £15K funding to upgrade the garden area and sand pits, which had been successful. Active Learning Trust will invest in upgrading schools outdoor learning areas in EYFS and have appointed an external company, Pentagon, to design and upgrade these areas. It was agreed that each school want to keep the natural look of these outdoor areas to enhance learning opportunities.</li> <li>• The confidential staffing update was noted.</li> <li>• Behaviour and safeguarding were discussed. Weekly meetings are held to discuss any safeguarding or behaviour concerns. All incidents are logged on the 'myconcern' dashboard. Regular spot checks are carried out on the dashboard, as well as SCR reviews and culture walks around school. Currently awaiting the IQM outcome (Inclusion Quality Marker). In the Summer term, the recent achievement of receiving a Platinum Plus Award for Safeguarding will be communicated out to the school community.</li> </ul>	
7	<p><b><u>GOVERNOR MONITORING, DEVELOPMENT AND TRAINING</u></b></p>	
	<p>The following governor visits were noted. Full reports were available on Governor Hub.</p> <ul style="list-style-type: none"> <li>• The Chair advised that she had carried out a review of RE and world views with Stephen Moore. Stephen was well prepared for the meeting, class books were provided to look through, progression was discussed along with next step actions. Resources are a focus for improvement. The Chair spoke to children at Grove and commented that they are very positive about their learning. Lessons are made fun, memorable and no child is left behind.</li> </ul> <p><b>DB left the meeting at 16:55PM.</b></p> <ul style="list-style-type: none"> <li>• SC advised that he had carried out a review of the Single Central Record (SCR) at Westwood and the records were impeccable. There were no issues to note. SC had also been involved in the interview process recently taken place for teachers. A review of the SCR at Grove had also taken place, which highlighted some outstanding training requirements by Governors. The EHT advised governors how to access the training through the national college. SC commented that safeguarding across both schools is strong, good practices are in place to record and monitor incidents and there was nothing further to note from his recent visits to school.</li> <li>• DB completed a visit focussing on attendance and suspensions. This visit was covered in item 6.</li> <li>• The schedule of visits for the next term were discussed. Governors will liaise directly with each school to make arrangements for next term.</li> </ul>	

8	<b><u>RISK MANAGEMENT</u></b>	
	EHT advised a template has been prepared. This is a live document that needs further work before presenting to governors. EHT anticipates this will be ready to share in the summer term.	
9	<b><u>SAFEGUARDING, WELL-BEING AND HEALTH &amp; SAFETY / PREMISES</u></b>	
	<ul style="list-style-type: none"> <li>• Safeguarding was discussed under item 6.</li> <li>• Pupil and staff wellbeing was discussed. The staff wellbeing service was discussed. The EHT advised there had been a recent mental health network meeting, held by the Trust, in which all staff were invited to attend. Those that couldn't attend received an update after this. The results from the staff survey carried out by the trust will be communicated to staff in the summer term. It was noted by the EHT that staff are generally finding life difficult at the moment, with the cost-of-living etc (not just workloads within school). Wellbeing of staff is very important.</li> </ul>	
10	<b><u>FINANCIAL PERFORMANCE</u></b>	
	<p>It was noted that both Westwood and Grove's budget were healthy. A new financial reporting system is being brought in by the trust. Westwood have been asked to pilot the new system. A draft budget is being prepared. The trust has asked schools to put through their proposals for 2024-25 in three categories.</p> <ul style="list-style-type: none"> <li>○ Must have – staffing and resources that the schools need to function.</li> <li>○ Should have – a happy medium of must and could.</li> <li>○ Could – if there were no challenges with finances, what would you include in this budget.</li> </ul> <p>It was noted there is currently no reserves available for each school as any unspent money is returned to the central budget.</p>	
11	<b><u>POLICY REVIEW</u></b>	
	EHT advised that all policies are reviewed in September. It was noted that all policies had recently been reviewed by both schools to ensure they are up to date with the policy review schedule.	
12	<b><u>GOVERNOR TRAINING AND DEVELOPMENT</u></b>	
	<ul style="list-style-type: none"> <li>• The Chair advised she had attended the recent training for governors on 'how to improve the School Development Plan. This was a 45-minute online course which she found helpful and focused on the type of questions governors should be asking the EHT and HT's. Governors are critical friends and should ask why, how, when and what is the impact across the school.</li> <li>• Governor training was discussed. Governors will identify any individual training requirements linked to their areas of responsibilities and these will form part of their monitoring visits to discuss with the subject leaders.</li> <li>• The Chair advised she will be attending the governor conference being organised by the trust, on Saturday 20<sup>th</sup> April between 10-2. Workshops will take place throughout this time on SEND, behaviour, finance/capital funding and Ofsted.</li> </ul>	
13	<b><u>TRUST UPDATE</u></b>	
	The Chair advised governors that Active Learning Trust Board of Trustees, have allocated all trustees schools within the trust to carry out visits to the schools. A set format has been provided, so the visit structure will be the same for every school.	

	These visits will start in the summer term and trustees will be in contact to book in dates.	
14	<b><u>ANY OTHER BUSINESS</u></b>	
	There were no items to note.  For reference – item 11 on the agenda was removed as there are no committees or working parties, just the LGB for Westwood and Grove.	
15	<b><u>DATES OF FUTURE MEETINGS</u></b>	
	The date for the summer terms meetings were confirmed as:  Thursday, 16 <sup>th</sup> May 2024, 4PM Thursday, 11 <sup>th</sup> July 2024, 4PM  <b>The Governance Professional agreed to add these dates to the noticeboard on GovernorHub.</b>	<b>Gov Pro</b>

The meeting closed at 17:25 pm.

Signed .....

Date .....