



Westmoor Primary School
Meeting of the full Governing Body
to be held on Thursday 14th March 2019 at 6.00 pm

Present Ms S Trundley – Headteacher Mrs C Renney – Co-opted Governor - Chair Mr P Bentley – Co-opted Governor Mr A Warkman – Parent Governor Miss E Rea - Parent Governor	Mr C Gallagher – Foundation Governor Mrs D Brash – Staff Governor Mr N Moon – Parent Governor Mr C Davis – Co-opted Governor Mrs A Hays – Parent Governor
In Attendance Mrs L Le Cornu – Clerk Mrs L Phillips, Upper KS2 Manager Mrs L MacPherson, Deputy Head, Literacy Co-ordinator	Quorum 8

1.	<p><u>Maths Presentation by Mrs Phillips and English presentation by Mrs Macpherson</u></p> <p><u>English</u> Mrs MacPherson informed the governing body that the current year 6 students were a very different cohort from the previous year which would prove more challenging for them to achieve a level of greater depth. She had every faith that some students would achieve greater depth if they worked hard and applied themselves. She added that they already knew that the majority of the current year 5's would achieve greater depth the following year. The school development partner had recently been into school to carry out a review and had found both year 6 teachers to be outstanding.</p> <p>The current year s were challenging in many ways. There was not enough strength and also a lack of enthusiasm for reading. There was no passion for books and it had been a struggle to get them to read which would not support them achieving greater depth.</p> <p>Unfortunately the lack of enthusiasm had also effected the maths especially problem solving. Their attitude is that it is too hard, they do not understand straight away so they give up. Therefore the pupils had been set a challenge. If they scored over 37 in a maths test more than 3 times then they do not have to take the test again.</p> <p>The reading test was a stand alone and the pupils had to get 28 out of 50 to get expected standard. The cohort found it difficult to read for more than 20 minutes however they were working with them and were hoping to get them up to a full hour. They were struggling and could only answer 6 of the questions in the allotted time. However the teachers were slowly building the pupils reading and comprehension skills up. Mrs Machpherson continued that there were some children who were working on individual programmes eg the children with dyslexia. They were also planning on taking small groups out and doing more intense training just before Easter.</p> <p><u>Maths</u> Mrs Phillips explained what scores the children needed to pass the SATS to get an expected standard.</p>	
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	<p>She stated that she had worked hard with the cohort and they now work 4 days on reasoning and one day on arithmetic as this boosts the pupils for the reasons paper. She stated the teacher was trying to get them into the right mind-set so was showering them with positive reinforcement that they could do the papers and if the pupil did not get it that day then they would crack it the next. It had taken a lot to try and motivate the pupils and the staff were worried that it could be the school's dip year.</p> <p>A governor asked if they had all the resources that they needed in terms of personnel and equipment. Mrs Phillips responded that they did. There were currently two members of staff however there would be a third leading up to SATs.</p> <p>A governor asked if the children had other skills? Mrs Phillips responded that they were quite a sporty cohort.</p> <p>The governor then suggested if they could link the learning to a sport to get them more interested. Mrs Phillips responded that they were a group that she had not come across before. They would work with you but they had an attitude that it did not really matter, there was a lack of pride and a lack of determination to do well. This had been noted throughout their time at the school.</p> <p>A governor asked was there anything else the school could have done in the previous 3 years Mrs Phillips stated they had tried everything however the children encouraged each other. Whilst there are some lovely children in the cohort the majority were a plodding group however Mrs Phillips added that they would keep trying with them until the very end.</p> <p>The headteacher stated that the school had been through a few change of clerks in the last few terms and the delivery of the papers had gone awry. It was agreed that in future the clerk would e-mail the agenda to all and the send the rest of the papers through the post. The headteacher would also receive electronic copies of the paperwork which would be placed on the school website. Future meetings would be in the ICT suite in the school and governors would have the use of iPads to view the paperwork.</p> <p>The clerk apologised for the mix up with the paperwork.</p>	
2.	<p><u>School Development Partner Report</u></p> <p>Governors were given time to read through the School Development Report and the headteacher could answer any questions they may have.</p> <p>A governor asked if the Development Partner was the same person every visit? The headteacher replied that it was the same person every time but this development partner was new to the school but he would be the one coming back for future reviews.</p> <p>A governor asked if there was an update of any of the Priorities for Improvement as the report had been carried out in November 2018. The headteacher stated that they had accessed the data for foundation stage and they would be tracking their progress moving forward. She added that their booker were the biggest source of evidence. They had progress meetings and target tracker meetings regarding individual children and they were on top of the monitoring all the time in order to address any issues that arose.</p>	

	<p>Early years part of the school development plan was to increase their outcomes and utilise outdoors as much as possible. .</p> <p>The headteacher continued that there had been advisor in the school for pupil premium. The school had such a low number of pupil premiums sometimes there would only be a couple of children. She did add that they still tracked those children so they could ascertain their needs.</p>	
3.	<p><u>Apologies for Absence</u></p> <p>Governors consented to apologies received from:</p> <ul style="list-style-type: none"> • Mrs C Bland Parent Governor, and • Mrs J Kelly, Co-opted Governor, and • Mrs L Dickinson – Foundation Governor, and • Mr J Murphy – Co-opted Governor 	
4.	<p><u>Declaration of any conflicts of interest relevant to this agenda</u></p> <p>There were no conflicts of interest.</p>	
5.	<p><u>Governing Body Membership</u></p> <p>The clerk informed governors that there was one Local Authority Governor vacancy. The governing body decided they would wait until the next meeting to see if a governor came through from the Local Authority.</p> <p>The Clerk sought permission for the contact details to be circulated at the meeting, which was agreed. The Clerk circulated the Governor Contact details and asked all Governors to check and amend where necessary.</p>	
6.	<p><u>Receive Notification of Any Other Business and decide on appropriate action</u></p> <p>None.</p>	
7.	<p><u>Report any decisions under the power of “Chair’s Action”</u></p> <p>No emergency actions since the last meeting.</p>	
8.	<p><u>Approval of the minutes of the meeting held on 8 November 2018 and discuss matters arising not on the Agenda</u></p> <p>The governing body agreed the minutes of the previous meeting held on 8th November 2018 as a true and accurate record.</p>	
9.	<p><u>Headteacher’s Report to Governors</u></p> <p>The headteacher tabled her report and highlighted the following:</p> <p>The headteacher and the chair meet every half term to discuss a range of things that happen in the school. The chair takes notes of the meeting and the both the chair and the head keep a copy of the notes. The headteacher stated that was a much more thorough approach than previously and it also meant issues were being covered at sub committees more regularly.</p> <p><u>Operation encompass – next steps</u></p> <p>The headteacher had offered to be an ambassador for PSHCE and would deliver age appropriate sessions. There would also be drop in sessions for parents to call in and get advice in a safe environment. The school always needs to be a safe place.</p>	

	<p><u>Heights and Weights</u></p> <p>National Childhood Measurement Programme There had been height and weight data collected over three years from reception to year 6.</p> <p>From the data it was ascertained that 23% of reception children were overweight and this increased over the years to 27/28% for Year 6 children. It has to be taken into consideration that deprivations play a large factor as unfortunately the more deprived a child is the more likely they will be obese.</p> <p>There had recently been a parental survey and there had been some lovely comments back however in answer to the question, how can we make the school better the response was to stop serving rubbish food. The headteacher knew the parent was passionate about food and especially what the children were eating.</p> <p>This information was shared with Dawn Nugent (Catering) as the school cannot ignore negative comments. It was suggested that there be a working group to investigate this further as it had been queried in a previous questionnaire why children were still given a dessert when they could end their meal with a piece of fruit if needed. A governor asked who the catering contract was with. The headteacher responded that it was a North Tyneside Council catering contract however they had not yet renewed their SLA so they were in the ideal position to change if necessary.</p> <p>The headteacher added that it needed to be put to all parents about removing desserts from the school meals, as it shows the parent who raised the issue that the school were taking their concerns seriously</p> <p>A governor asked if parents had been in to taste the food themselves or are they just taking what their child told them.</p> <p>Another governor stated she had been into school with their child as part of the reception induction and had a meal with their child then. The headteacher stated this might be something that could be done again in the future.</p> <p>The headteacher also stated that the children do have a salad bar and a sandwich bar and she often sees the pupils having salad with their sandwiches so they are still having something healthy. It was agreed that this is something a working group would work on and drive.</p> <p><u>Sweets in school</u></p> <p>The headteacher reported that there had been a couple of parents who did not want their children to have sugar especially when they brought in the little bags of Haribos. There had also been a concern about lollipops being bad for teeth and a choking hazard. The school have not stopped parents bringing in sweets for their children to hand out but did ensure they were not given to the children who were not allowed.</p> <p><u>SDP Visit</u></p> <p>The headteacher stated Kevin Burns had visited the previous week and added that governors would receive his report at the Summer Term Meeting.</p> <p>His visit focussed on</p> <ul style="list-style-type: none"> • Curriculum • PPA assessment sessions • Progress • Precision teaching • Book monitoring 	
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	<p>The visit had been a positive meeting however it had reinforced some concerns around the aspects of curriculum delivery. The school need clear plans of action and they would be added to the school development plan.</p> <p>The headteacher wanted governors to be aware that she would had been focussing on basic skills like spelling, punctuation and times tables. She had been going round the school doing spot checks and it had highlighted to need to focus on these further. The school would set high frequency word spelling tests for every year and they would be tested at least termly on these words. If a child does not get them at the end of the year then they would take those words to the next year and have that year's words to learn also. The parents would need to be on board to help their children with this. A pack would be sent home to parents with a note saying their child was not on track here are their 45 words to get on with.</p> <p>The headteacher added that unfortunately not all parents would help as some do not even bother to sign the children's reading diaries. In school the children would be reminded about using capital letters and full stops.</p> <p>Times tables would also be tested from years 4-5 and there would be weekly tests. They would be told it could be any times table from 7-12 but they would not be told which one.</p> <p>A governor asked if the parents who did not sign their child's reading diaries could be asked why at the next parents evening. The headteacher stated she had and most parents had been accommodating. The headteacher continued that in the new Ofsted framework it states that the number of words a child knows is indicative of how well they will do later in life. When a child gets to KS4 and their reading age is below where they should be they would struggle during their GCSE's. Parents are lessening their child's life chances every day they are not in school. Going forward the children will be given a set number of high frequency words that they must know by the end of an academic year. If they do not know them by the beginning of their following year they will still have to learn those words and be given a new set for their new academic year. Also they pupils will be told they will have to learn a set number of times tables. They will then be tested on these but they would not be told which one they would be tested on.</p> <p><u>Curriculum</u> The headteacher explained that the review and practices of the curriculum were continually evolving and being evaluated. The policies would be shared with the Curriculum Committee.</p> <p><u>Inspection</u> The headteacher stated that at the school's last inspection they came out as good overall. A governor asked the headteacher if she thought that good was a fair reflection? The headteacher responded that it was and that in areas they had achieved outstanding. She also informed governors that the school do what is right for the pupils and not necessarily what is right for the inspectors, also when the new framework is in force it would give the school more flexibility not just for figures and results but to get a better balance for what is best for the pupils. It was agreed that the way forward would be discussed at sub-committees.</p> <p><u>OPAL</u> The headteacher was delighted to informed governors that OPAL was going from strength to strength. The 8m by 8m sand pit would be installed in May. The summer house had been a massive hit as had the digging area.</p>	
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	<p><u>Paperless Communication</u> The school had decided to go ahead with School Comms as it had been better value for money. The admin staff would be trained during the Easter holidays.</p> <p><u>Assessment and Data</u> The headteacher reminded governors that this had been shared with all during the autumn term. She also reminded them that the inspection dashboard was available. A governor asked if there were any guidelines available for using the system. The headteacher responded that if anybody needed help to let her know and she would send them a guide.</p>	
10.	<p><u>Publish School Equality Data</u></p> <p>The clerk to send the headteacher the documentation. Will be reported on at next meeting.</p>	Clerk/ Agenda
11.	<p><u>Finance</u></p> <ul style="list-style-type: none"> • Approve the Budget Plan for 2019/20 (This may be delegated to a Finance Committee if delegation allows) • Discuss Benchmarking • Approve Service Level Agreements <p>The governing body agreed to defer all items to the Finance Committee.</p>	Finance Committee Agenda
12.	<p><u>Issue a Statement on the use of PE and Sports Premium</u></p> <p>The headteacher reported that this would be shared with governors and also placed on the school website.</p>	
13.	<p><u>Receive Committee Reports</u></p> <p>Highlights from the Committee:</p> <ul style="list-style-type: none"> • budget monitoring and increments were reviewed. The school were where they expected to be. • Heating The headteacher explained that the school had gone into a small deficit and had informed the Local Authority who were in support. The school had borrowed on future years to pay for the heating. <p>The headteacher then reported that a lot of money had been spent to correct the heating and that included the switches and the controls but the controls was now in the school and it had been working well.</p> <ul style="list-style-type: none"> • The indicative budget was looking better. • Westmoor Friends had paid for the sand pit • Locking Up – The school could be used more for leasing out, however it would mean that the headteacher would have to lock up or the school could pay North Tyneside Council £25 to lock up. The issue was there were not any spare keys as they are coded and no locksmith would cut spares. • The headteacher would be paid for mentoring an acting head. • From September two children who received support would be moving to an alternative school. The first 10 hours of support the school has to pay the 	

	<p>but anything over that the school received extra funding. There would be loss to the additional funding when the children left and the school would have to absorb payment for the staff however it wouldn't be a huge amount</p> <ul style="list-style-type: none"> • Leasing of the iPads had caused some initial insurance problems. • NTLT – there had been a discussion on whether the Trust really was value for money for Westmoor. This would be reviewed at the end of the academic year to see if the school want to continue paying into the Trust. • There had been a complaint received regarding a pupils attitude at a recent sporting event. The headteacher had met with the complainant and things had been resolved. • The TA'S continued to support the school during the long term absence of the caretaker. The teacher stated the caretaker was due to return to work the following week. • Maternity leave had been discussed and plans were in place for cover. Governors congratulated Mrs Brash • The headteacher reported that the new teacher was progressing well. • Staff Wellbeing The headteacher stated there had been a long discussion on how to recognise the efforts of all staff who go above and beyond the call of duty. The headteacher had proposed that she would like to give them a full day paid leave. This would be of no extra cost to the school as herself and TA's would cover teachers day's off. <p>Questions raised by governors regarding this were:</p> <p>Would it be for time owed or effort? The headteacher responded that it would be time owed however it was really about recognition for a job well done.</p> <p>This was public money did the school think parents would see this as cost effective as the teachers already get 13 weeks holiday a year? The headteacher reiterated that this was not going to cost the school a single penny as she and TA's would cover. Also it would be about the school paying back the hours and hours that teachers worked in their own time.</p> <p>What if one parent took a negative stance or seen the teacher out of school in term time? The headteacher replied that the teacher could simply tell the parent that they were off as it was a time and effort owed day off.</p> <p>What would be the impact of the pupils education for the teacher taking a day off? The headteacher replied there would be no impact as stated earlier herself and the TAs would cover for the day. Also the days off would not just be one day/week for all staff it would be throughout the year and it would have to be dependent on diary commitments.</p> <p>Would part time staff still get a full day off? The headteacher stated that if a member of staff worked say a half day on a Wednesday then they would be given the whole Wednesday off.</p>	
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	<p>Would teachers know that this would not be an expectation every year and if they do what would we follow it up with next year?</p> <p>The headteacher stated that this had been offered to staff in previous year and it was always known that it would not be repeated every year. The headteacher stated at present she did not know what could be done the following year however if anybody had any ideas to contact her.</p> <p>The clerk informed governors that she was aware of another school which offered this to staff every year and it was called Governor Recognition Day.</p> <p>The headteacher stated that this was a way for the governing body to recognise what an excellent team of staff worked at the school, especially last year during the Beast of the East the staff got into school and school remained opened for those pupils that could get in.</p> <p>A governor asked the headteacher if she could ask staff what reward they would like in future. Would they like an end of year event? If so what would it be?</p> <p>The headteacher stated she would ask however the idea of a paid leave day was a sensible option and certainly the most cost effect. She also stated that this would not be an annual event and it would be made clear to all staff that this was the case.</p> <p>Governors voted and it was carried by a majority that the Governor Recognition day would go ahead.</p>	
14.	<p><u>Review implementation of the School Development Plan 2018/19</u></p> <p>This had been covered earlier in the agenda.</p>	
15.	<p><u>Governor Monitoring Visits</u></p> <p>Emma Rea to arrange Early Years visit Claire Renney to arrange a Safeguarding Visit The headteacher reminded governors that the majority of the training offered by the Local Authority was free so if they feel they would like to attend training to let the clerk know. If the training was not free please could governors contact the chair to arrange. It was also agreed that the finance committee should look at setting up a small budget for any costs for governor training.</p> <p>The clerk to forward the headteacher a list of all training that has been carried out by governors over the last 3 years.</p>	<p>ER CR</p> <p>Clerk</p>
16.	<p><u>Review and Approve the following Policies:-</u></p> <p>Following a short discussion the Governing Body did not approve the Virtual Policy.</p>	
17.	<p><u>Health & Safety / Safeguarding Update</u></p> <p>There were no updates for Health & Safety and Safeguarding.</p>	
18.	<p><u>Briefing for Governors – Spring 2019</u></p> <p>Governors acknowledged receipt of the Briefing prior to the meeting.</p> <p>The headteacher informed the governing body that they school had concerns</p>	

	<p>regarding the National Childhood Measurement Programme as the data was not a good measure and it would not always be correct across the board. They did not take in all factors such as bone density. Whilst all thought that the raise in BMI in the country is appalling what could the school do other than to promote a healthy lifestyle to the pupils.</p> <p>A governor asked about phonics and why the school used Reading Recovery intervention. The headteacher responded that the school use lots of interventions and had used Reading Recovery for several years. Whilst it was expensive it did have excellent results it was run by a non class based teacher and was absolutely the right one for the school.</p> <p>A governor asked if the school could hand back some of the responsibility to the parent to ensure their child was doing all they could to improve their reading. The headteacher replied that she was aware of some parents do help with reading however it was two way process and both the school and the parents needed to have the same commitment.</p>	
19.	<p><u>Correspondence</u></p> <p>There had not been any correspondence.</p>	
20.	<p><u>Governor Training</u></p> <p>Clare Renney had attended Understanding Primary School Data and had found it very helpful.</p>	
21.	<p><u>Any Other Business</u></p> <p>The headteacher raised the issue of more clubs/organisations using the school hall. This was good for the school as it brought in revenue however the issue was the lock up. The headteacher had to come back to the school to lock up at 9.00 pm. Following a short discussion it was agreed to run a trial during the Easter holidays.</p>	
22.	<p><u>Date of next Governing Body meeting</u> Thursday 6th June 2019 at 6.00 pm</p> <p>Policies and Curriculum: Monday 13th May 2019 @ 3.30pm</p> <p>Staffing: Monday 27th May 2019 @ 5pm – to be re-arranged as Bank Holiday – Headteacher to re-arrange</p> <p>Premises: Monday 29th April 2019 @ 3.30pm</p> <p>Emma Rea To call headteacher to arrange a subcommittee for herself to be a member of.</p>	<p>Head</p> <p>ER</p>

The meeting closed at: 20:24