

WESTMORLAND PRIMARY SCHOOL GOVERNING BOARD MINUTES**AUTUMN TERM 2022**Date: 20th October

Time: 3:30pm

Venue: School/Teams

GOVERNORS PRESENT

Mr K Thompson (Chairperson), Mr M Henderson (Headteacher), Ms K Andrews (virtual attendee), Ms K George (Deputy Head), Ms F Newton, Ms J Shaw, Mrs W Hill, Mrs Pauline Robinson, and Ms Anee Gupta

IN ATTENDANCE

Mrs T King Governor Support Officer

Bold=Governor comment/question.

The meeting was opened at 3:35pm

OPENING THE MEETING AND ELECTION OF CHAIR**Election of Chair**

Mr K Thompson declared an interest in the position of Chair. Additional nominations or expressions of interest were invited; there were no further candidates.

It was proposed, seconded, and unanimously **RESOLVED** that Mr K Thompson be elected Chair for the agreed term.

Mr K Thompson in the chair.

1. **WELCOME AND APOLOGIES**

a) **Welcome**

Governors were welcomed to the meeting by the Chair. Ms Gupta, new parent governor, was warmly welcomed to the Board. Apologies for absence were received from Mr Colin Murray, Mrs Donna Maskell and Ms Jackie Terry and accepted by the governing board.

b) **Resignation**

Following Ms K Conwell's resignation from the Board, Ms Pauline Robinson was nominated as co-opted Governor. The Board were advised that she is an ex-senior social care team leader, which is ideal given that the school considers social care a key area for development. Ms Robinson is currently doing a lot of voluntary work in school and is a valued addition.

It was resolved that Ms Robinson become a new co-opted Governor.

At 3:38pm Ms Pauline Robinson joined the meeting.

The Board offered its congratulations to Ms Robinson.

2. ELECTION OF VICE CHAIR

Mrs W Hill expressed an interest in the position of Vice Chairperson. Additional nominations or expressions of interest were invited; there were no further candidates.

It was proposed, seconded, and unanimously RESOLVED that Mrs Hill be elected Vice Chairperson for the agreed term.

3. DECLARATION OF ANY OTHER BUSINESS (AOB)

The Chair invited governors to declare any items for discussion under AOB.

The HT had noted an intention prior to the meeting to briefly discuss the One Voice meeting in AOB.

4. DECLARATIONS OF INTERESTS

Governors were asked to declare any business, financial or personal interests in any agenda items; no declarations were made.

Governors were reminded that they should declare any interest which arose during the meeting.

CORE OBJECTIVE 1: ENSURING CLARITY OF VISION, ETHOS & STRATEGIC DIRECTION

5. SCHOOL DEVELOPMENT PLAN (SDP) and SEF

This item was discussed at agenda point 9.

6. CORE BUSINESS

a. Approval of Committee Structure and Remits

The Chair confirmed the school has a Finance Committee and a Teaching and Learning Committee. The Chair invited the newer Governors to think about which committee would be most suited to them.

The HT thanked Mrs Robinson and Ms Gupta for attending previous committee meetings for information.

The Chair noted that the finance committee consists of Mr K Thompson, Mr M Henderson, Ms K Andrews, and Ms F Newton. It was suggested that Ms Pauline Robinson and Ms Anee Gupta decide between them who would be best placed to join that committee.

The Chair confirmed that the other standing committees were to consider pay arrangements and appraisal and performance management. Last year those were separate, but the proposal was made to join those committees. This was approved. The GSO noted that it be sensible for the Vice Chair to be on that committee so that the Chair is available or the appeals committee, if required.

The decision was made that the Vice Chair, Ms Maskell and Ms Jackie Shaw continue to form the pay/performance committee.

The Chair explained that the other committee occasionally required, though rarely at the school, is for Pupil Disciplinary Committees (PDCs). This is not a standing committee and does not require the same governors on each occasion.

The Chair confirmed that Governors can find the committee remits on GovernorHub.

b) Previous Governing Board Minutes, Actions & Matters Arising

It was RESOLVED that the minutes of the meeting held on, copies circulated previously, be approved, and signed by the Chair and authorised for publication.

The actions from the summer term minutes were reviewed as follows:

MINUTE POINT	ACTION REQUIRED	ACTION FOR	UPDATE
	Contacting Governors with regards to Board structure	Headteacher	Complete
	Forming sub-committees and confirming dates of those meetings		Dates to be agreed at the end of the meeting

c) Approval of committee membership (incl. committee chairs) / link governor roles

Discussed at agenda point 6(a).

d) Approval of Policy Schedule

This was circulated prior to the meeting and duly approved.

e) Policies

The policies were circulated prior to the meeting.

The HT confirmed that the policies are model LA policies which are tailored to the school. Governors were advised to use the facility on GovernorHub to mark where they had read and understood the policies.

The HT noted that the Model Pay Policy is yet to be finalised. It will be dealt with at the finance committee initially, for ratification at the Spring FGB. It was noted that national conversations are ongoing, but the sums of money are considerable and will need to be backdated from September. If approved it will equate to approximately £74,000, which needs to be found from the budget. The School is currently holding termly finance meetings and need to keep a close eye on the budget.

7. BOARD/STRATEGIC DEVELOPMENT

a) Governing Board Development Plan (Skills Audit, Induction, Training, Succession Plans)

The Chair noted that the school does not have a separate Governing Board Development Plan. The Deputy Head (DH) noted that it is dealt with in the SDP at point 4a. The DH will put that section in a separate document to send to Governors for ease.

A Skills Audit was undertaken recently.

b) Feedback on Governor Visits

It was agreed that Governors will contact the HT to arrange school visits after half term.

8. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

The HT confirmed that all staff have had Keeping Children Safe in Education (KCSIE) training during the September inset day.

Governors noted the updates.

- Governance update, governor development
- The White Paper and the LA's response
- School Effectiveness Update
- The New Inclusion Service
- DfE attendance guidance
- Revised DfE guidance on suspensions and permanent exclusions
- Keeping Children Safe in Education guidance 2022
- Schools Finance update
- Early Years update
- Pupil premium: new reporting requirements
- DfE updates

With regards to the White Paper, the HT sought permission from the Governors to proceed with caution with opening discussions with the Regional Schools Commissioner and some school within Stockport with regards to potentially setting up a MAT rather than joining a pre-existing MAT. The Governors agreed this **ACTION**.

CORE OBJECTIVE 2: HOLDING THE HEADTEACHER TO ACCOUNT FOR THE EDUCATIONAL PERFORMANCE OF THE SCHOOL AND ITS PUPILS

9. HEADTEACHER'S TERMLY REPORT

The HT confirmed that attendance is currently 93.7%, below the target figure of 95%. The school is still noticing the impact of post-pandemic blues and children catching up on holidays or families keeping children off school. During the first half term the school identified 140 children who were classed as persistently absent. In response, the Pastoral team have introduced several initiatives, including scheduling a series of face-to-face meetings with parents, and this will hopefully result in improved figures.

The School is impacted by a lack of Local Authority Educational Welfare Officers (EWOs). The School only receives EWO contact once a term. The School's systems are

as robust as possible. The HT expressed concern that the new LA system does not seem to fit the needs of schools. It was queried whether Governors would want to flag that up and contact Emma Storer and the Governors agreed to do so. **ACTION.**

With regards to numbers, the HT confirmed that there are 403 pupils currently on the roll. The Reception class is full. The Nursery numbers are quite low but there will be a January intake for Nursery.

The HT noted that Mr James Butterworth is the Safeguarding (SG) lead and has provided a lot of useful information. The numbers of supported children are tremendous as is the complexity of the cases. It is no longer single issues affecting families. Mr Butterworth is doing an exceptional job of monitoring those children and the HT noted his thanks for everything he does.

Due to the volume of work the School invited Julia Storey in to look at safeguarding structures and ways of working etc. The DH confirmed that the visit went very well, and the School has everything in place but needs to push the agenda to families. The DH is arranging to produce leaflets for families and ensure designated SG leads who are easily identifiable.

Does the School still give leaflets out to supply staff?

The HT confirmed they rarely have supply staff but if they do, they are provided with the necessary information.

The HT noted that the School strengthened the Pastoral team in the Summer term. Ms Diane Evans injured herself over the summer and is still off but is keen to do some work on Zoom when she is recovering, which the School is happy with.

The School has many organisations coming in to work with children and their families and have signed up with Yoga Bugs for a whole year.

There has been a busy start to the term with four Section 47s with a very slow response from social care and the police. There are numerous examples of the Pastoral team going above and beyond to assist our community. School has met with Social Services team leaders and expressed dismay over the way some cases have been managed, they have discussed the robust safeguards school have fortunately put in place for families in crisis.

Is the School part of Operation Encompass?

The HT confirmed that the School is part of Operation Encompass. The DH noted it does not cover Nursery.

The HT the school offers the parents access to counsellor Mr John Cotterill, who is in school 2 days per week.

With regards to pupil behaviour, the HT confirmed this is on the whole consistently good in School. There are some challenging children, and the School is working with the new inclusion service who are offering advice on specific children.

There has been one racial incident this year, which occurred outside of School but was passed onto the Police and dealt with. There has been one homophobic incident reported by a parent who was offered appropriate support. There have been no disablist incidents since the last meeting and 4 incidents of bullying, which have all been dealt with by staff.

In terms of counselling services, Jigsaw will be coming into School on a weekly basis from after half term.

There have been no exclusions to home this academic year and one pupil internally excluded for short period.

With regards to the School Evaluation Form (SEF) the DH confirmed that she has written a new, one page document for this year. The HT clarified that the SLT benchmarks their performance against Ofsted criteria. The DH noted that the School has graded itself as good with outstanding features. The Chair requested paper copies of the SEF for the Governors.

In terms of the School Development Plan (SDP) the DH noted that the targets need to be agreed. Ofsted published new criteria just before summer, which focusses on the bottom 20% of a school and what actions are being taken. It forms the basis of the School's Quality of Education target.

To address personal development, the School has established a Nurture Room for 19 of the pupils identified as needing a more personalised curriculum.

The SDP highlights that leadership and management need to develop Governor roles and responsibilities and also middle management and subject leaders.

The targets were agreed by the Governors and the Board set a target date of the 1st Monday back after Half Term for Governors to confirm they have read and agree the policies on GovernorHub.

The DH provided an update on SENCO interviews following Ms N Pritchard's resignation. The HT took the opportunity to thank Ms Pritchard for her work at the School; she has transformed the SEN offering. The School were fortunate that there was a long lead-in period to replace the position. The School received 8 applications for the role and shortlisted 4 candidates. Ms Jackie Terry (SEND advisor and Associate Governor) took a lead role in helping to shortlist the candidates and had spoken to each one before the formal interviews took place. The 4 shortlisted candidates were interviewed today and following a robust process, the decision was taken to appoint Ms L Garner, an existing teacher at the School who performed fantastically. Ms Garner will assume the SENCO role from January. The Governors ratified this decision.

The HT confirmed that teacher appraisals are ongoing, and targets will be set by the end of the week. The HT's appraisal will be linked to the teachers' and SDP and set in December.

The HT and DHT have spent considerable time observing lessons around the school, observing teaching, and giving feedback, looking at floor books and taking feedback from pupils. There have been examples of good practice and follow-up observations are planned in some classes.

The School hosted a roadshow yesterday with various agencies in attendance.

The School has received continued support from the Rotary Club who provided books to the children and gifted a cheque for £360 for providing the Early Years cohort with nursery rhyme resources. The HT wished to record the School's thanks for this continued support.

The School is continuing with its food strategy and helping parents with the cost-of-living crisis. There is a delivery once a week sponsored by Asda and two pick-ups a week of food. The School puts hampers together for chilled products to parents.

There were no further questions, and the Chair thanked the staff on behalf of the Governors for their ongoing efforts.

10. TEACHING & LEARNING

a) Committee Minutes

It was RESOLVED that the minutes circulated previously be agreed.

b) Ratification of Policies

This item was not discussed.

CORE OBJECTIVE 3: OVERSEEING THE FINANCIAL PERFORMANCE OF THE SCHOOL & MAKING SURE ITS MONEY IS SPENT WELL

11. RESOURCES & BUDGETa) Committee Minutes

The minutes of the committee meeting held on were noted by the Governing Board.

The HT noted that there has been a lot of staff movement for various reasons. The School has identified replacements for some of the roles but in light of tightening budgets, the School needs to carefully consider every role that is replaced.

Ms Mai the Breakfast Club co-ordinator is retiring on Friday and the School have arranged some gifts for her.

Mrs Hill noted that the School fund is ready to audit, and this will be passed to Mrs Green.

The School was allocated DFC funds with permission for up to £20,000 to spend on resources/premises. The money has been used to clear the chickens out and install new Astroturf. The Nurture Group will have a door from their room to directly access this space. The School has purchased a new boiler and are obtaining a quote for a new expansion tank. Repairs to the front door were undertaken.

With regards to EHCP numbers, the DHT has been working on a project with the LA where the School doesn't apply for formal EHCPs but instead submits a costed resource map for those pupils. Once those pupils reach Year 5, the School would apply for a formal EHCP to ensure that child has everything in place ahead of transition to secondary school. The School feel this evidences the confidence the LA has in the School's SEND systems.

Will not applying for formal EHCPs affect the funds the School receives?

The HT confirmed the School will still receive annual funding. This approach means that the regular meetings, educational Psychologist input etc are avoided to allow the School to concentrate on teaching time. The School can still arrange for pupils who require it to have access to the Educational Psychologist, but it allows a targeted approach.

With regards to staff wellbeing the School uses limited funds to occasionally purchase treats for the staff to help morale. The School's staff also have access to services that Stockport offer including physiotherapy and mental health input.

The School is currently looking at its inventory.

The School uses the Parent Pay system and 84% of families are registered. The School have trialled an instalment system for school trips and need to adjust this to set a minimum payment.

The sum of £33,817.50 was allocated for school tutoring and this was spent accordingly.

With regards to maintenance contracts for 2022/23, the School had changed buildings contract buy back suppliers to Robertsons from Stockport homes. However, that contract is up for review in April 2023, and it is likely we will revert back to Stockport Homes.

The HT asked whether the Governors would like the School to obtain other quotes for sports coaching or stick with Mr Ben Mangan, and the Governors confirmed they are happy with the current provision. The Governors also agreed they are happy with the continued input of the School Counsellor Mr Cotterill who has developed strong relationships with the families over many years.

It was RESOLVED that the minutes of the previous Resource Committee meeting be approved.

12. PREMISES & HEALTH & SAFETY (H&S)

A brief update was provided.

The Health & Safety (H&S) audit was booked for 4th November but was cancelled and re-scheduled for 8th December. The internal auditor is attending on 8th December.

It was agreed to defer this update until the Spring term. **ACTION**

13. DATES

a) Full Governing Board (all 3:30pm)

- 2nd February 2023
- 15th June 2023

b) Committee Meetings

It was agreed that the finance group needed to meet before Christmas to address the pay rises. The 12th of December was proposed and 1pm agreed.

The HT suggested that responsibility for adopting the Model Pay Policy be delegated to that committee and that was RESOLVED. The Policy will be ratified by the FGB in the Spring term. **ACTION**

The Chair proposed a finance committee meeting at 1pm on 24th January followed by a C&S meeting at 2:30. This was agreed.

14. ANY OTHER BUSINESS

The HT requested that the GSO read the email received from Tracey Higgins following the One Voice meeting to Governors. The email was duly read out to the Board. The Governors noted how positive the email was.

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 4:51pm.

**WESTMORLAND PRIMARY SCHOOL
AUTUMN TERM 2022 GOVERNING BOARD MINUTES
MEETING ACTION POINTS**

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
8.	HT to continue with informal discussions and research re MATs	Headteacher	Ongoing

9.	Governors to contact LA and raise concerns regarding suitability of the new EWO system	Chair/Governors	Post-meeting
12.	Update on Health & Safety Audit	Headteacher/SLT	Spring FGB
13b.	Ratification of Model Pay Policy	All Governors	Spring FGB

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