

WESTMORLAND PRIMARY SCHOOL GOVERNING BOARD MINUTES

SPRING TERM 2024

Date: 1 February 2024

Time: 3.30pm

Venue: Hybrid

GOVERNORS PRESENT

Mr K Thompson (Chairperson), Mr M Henderson (Headteacher), Ms K George, Ms F Newton (online), Ms J Shaw (online), Mrs W Hill, Mrs P Robinson, Mr C Murray

IN ATTENDANCE

Ms A Paterson Governor Support Officer
Ms J Terry Associate Member

1.	<p><u>WELCOME AND APOLOGIES</u></p> <p>Governors were welcomed to the meeting by the Chair at 3.37pm. The meeting achieved quorum with 8 governors in attendance.</p> <p>Amy Paterson, the new GSO was warmly welcomed and personal introductions were made round the table. Apologies for absence were received from Donna Maskell and accepted by the governing board.</p> <p><u>LA Governor resignation</u> Mrs K Andrews had resigned from the board this term and her thanks were passed onto the governing board for their support.</p> <p><u>Staff governor</u> It was noted that the current staff governor Ms George would be stepping down. Ms P Robinson had expressed an interest to take on the role.</p> <p>The chair referred governors to the documents that had been shared on GovernorHub prior to the meeting</p>
2.	<p><u>DECLARATION OF ANY OTHER BUSINESS (AOB)</u></p> <p>The Chair invited governors to declare any items for discussion under AOB.</p> <ul style="list-style-type: none"> • Data – governors to consider how this is presented
3.	<p><u>DECLARATION OF INTERESTS</u></p>
a)	<p><u>Declaration of Business Interests</u></p> <p>Governors were asked to declare any business, financial or personal interests in any agenda items; no declarations were made.</p> <p>Governors were reminded that they should declare any interest which arose during the meeting.</p>
b)	<p><u>Business Interest Forms</u></p> <p>The Headteacher confirmed that completed Business Interest Forms had been received from all governors.</p>

	<u>CORE OBJECTIVE 1: ENSURING CLARITY OF VISION, ETHOS & STRATEGIC DIRECTION</u>
4.	<u>CORE BUSINESS</u>
a)	<u>Previous Governing Board Minutes, Actions & Matters Arising</u>
	It was RESOLVED that the minutes of the meeting held on 12 October 2023, copies circulated previously, be approved, and signed by the Chair and authorised for publication. The actions from the autumn term minutes were reviewed as follows:

**AUTUMN TERM 2023 GOVERNING BOARD MINUTES
MEETING ACTION POINTS**

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
8f.	18 th May agreed as provisional date for training day. To be confirmed.	FGB	COMPLETED
10.	Attendance Policy to be reviewed by governors and ratified at next FGB	FGB	COMPLETED
10.	GSO to pass on feedback with respect to usability of GovernorHub	GSO	COMPLETED
10.	HT to chase Beacon with regards to input of mental health worker	HT	COMPLETED
13.	School to cost extending solar panels and consider savings from those already in place	HT/SBM	COMPLETED
b)	<u>Approval of Policies</u>		
	Governors considered and APPROVED the following policies which had been circulated prior to the meeting: <ul style="list-style-type: none"> • Health and Safety Policy (LA model) – Mr Murray would the meet with the HT and personalise the policy to suit the school ACTION • GDPR (LA model) - no changes • Holiday procedures in term time • SFVS – the SBM would share dates with governors 		
c)	<u>Pay Committee Recommendations</u>		
	The Chair of Pay committee confirmed that pay recommendations had been received from the Headteacher and considered by the committee.		
d)	<u>Agreement of the Draft 2024-25 Budget</u>		

	Governors considered that draft budget and assumptions summary provided by the School Business Manager (SBM) prior to the meeting. This had been approved at Finance committee. The draft budget 2024-25 was AGREED by the governing board.
e)	<u>Delegation of Draft 2024-25 Budget</u>
	Governors AGREED to the delegation of the draft budget to the Resources committee for further scrutiny and approval prior to submission to the local authority by 31.5.24.
f)	<u>Approval of Term and Inset Days 2024-25</u>
	Governors noted the term LA dates for 2024/25 and APPROVED the following INSET days for the academic year 2024-25.
	<ul style="list-style-type: none"> • 4 September 24 • 2 and 3 January 25 • 11 April 2025 • 25 July 2025
5.	<u>BOARD/STRATEGIC DEVELOPMENT</u>
a)	<u>Governing Board Development Plan (Skills Audit, Induction, Training, Succession Plans)</u>
	<p>The chair referred to the discussions at sub committees and opportunities for governors to get together outside of the formal meetings:</p> <ul style="list-style-type: none"> • 28 March 24, 9-12 noon – Governors were invited to join INSET day. This would allow governors to familiarise themselves with school, and look at Reading, Writing and English ACTION <p>An agenda would be shared nearer the time.</p>
b)	<u>End of Term of Office</u>
	<p><u>Co-opted governors</u></p> <p>Donna Maskell, Faye Newton, and Keith Thompson terms of office would end 31 August 2024.</p> <p>Jacque Shaw’s term of office would end on 18 November 2024.</p> <p>This would be added to the summer term GB agenda. ACTION</p>
c)	<u>Board Vacancies</u>
	<p>1 Parent governor – an election pack had been sent to school. The HT talked about a prospective parent governor, who worked for the Catering company but was not employed by school.</p> <p>1 LA governor – The HT asked about governor recruitment. The GSO talked about Governors for Schools website and had notified Governor Services of the LA vacancy on the board so that any suitable candidates could be shared for consideration.</p>
d)	<u>Feedback on Governor Visits</u>
	<p>EAL Bronze Award – The chair had visited the school for the ceremony. This was the first school in Stockport to receive the award and governors and the headteacher commended the achievement.</p> <p>Governors considered the changes to the profile of the school.</p> <p>The number of racist incidents had reduced. Governors were referred to the discussion which was held at the Curriculum committee.</p>

e)	<u>Stockport Governor Conference</u>
	Date to be confirmed.
6.	<u>BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY</u>
	Not yet issued.
	<u>CORE OBJECTIVE 2: HOLDING THE HEADTEACHER TO ACCOUNT FOR THE EDUCATIONAL PERFORMANCE OF THE SCHOOL AND ITS PUPILS</u>
7.	<u>HEADTEACHER'S TERMLY REPORT AND SCHOOL DEVELOPMENT PLAN</u>
	<p>The Headteacher's Report had been circulated to the governors prior to the meeting and questions were invited:</p> <p>Attendance was 94.4%, this was not quite as high as we would have liked, however, bouts of sickness absence was noted. The Headteacher highlighted the interventions that were in place around improving pupils' persistent absence.</p> <p>SEND information – <i>In Y1 there are 12 children with SEND support and 3 with EHCPs – is this an anomaly?</i> Yes, there is not enough evidence for EHCPs. The Headteacher talked about the significant changes in the LA's approach to EHCPs and the increasing difficulties in getting the applications accepted. Governors heard about the adaptive teaching approaches and the universal offer in school. An update was provided on the Occupational Therapist and Inclusion Service visits. 8 Educational Psychologists sessions were booked for next year. School had bought into Fairview, and do not purchase the LA buy back.</p> <p>GLD was around 50% in Reception. Around 50% of the class have some SEN need and were in the referral process or on a pathway to receive the appropriate support. Most children joined Reception class without being in Nursery, not all children were school ready. The exceptionally low on entry data showed good progress, and was an emerging trend with children who come into the EYFS arriving into Reception. These children were highly unlikely to reach a GLD.</p> <p>In Y1 the predicted phonics screening check resit was 60%, this was lower than the national average. An update on SEND support was provided and in place as appropriate. There had been 10% value added for Y1. Y2 was slightly lower but higher value added Y6 had the best results last year.</p> <p>Concerns with Early Years had been flagged to Speech and Language and the discrepancies would be investigated further.</p> <p>Outcomes for EAL children were good. Governors discussed first language assessments.</p> <p>Gaps were highlighted, these would be reported back after the meeting had taken place with Anna.</p> <p>Ms Robinson's report would be shared on GovernorHub post meeting. ACTION</p> <p>A safeguarding update was provided and governors heard about the support in place.</p>

An update was given on the numbers of TAC and Children Looked After. Early Help Assessments had been carried out and attendance and the consequences of not being in school had been highlighted to parents.

94% attendance overall – attendance data for each year group was shared. Letters 1 and 2 had been sent home as appropriate for each stage of the process.

Ms Robinson provided an overview of her report which had been shared on GovernorHub. ***Is the work you are doing with is, going to take time out of leading your new team?*** No, the work had been done and a working agreement was in place.

As governors we need to be able to look at any trends – ***would it be useful to say last term there was xxx children but this term is xxxxxx? How effective is all this work?*** Ms Robinson was new to the role and was looking into this. The HT suggested to use this term as a baseline and use a comparison with the same group next term. A further breakdown of data would be provided and governors would be able to see if strategies were working. **ACTION**

The Headteacher talked about a review of the Attendance policy and the changes for certain groups in school.

How is Emily in her new role? What is the impact of her role? She was working hard. We are clear with parents about the impact of attendance and the consequences of missed learning for a child. Some improvements had been made work continued with other families to provide appropriate support.

E Safety workshop had been run by Emily; positive feedback was provided by 15 parents who had attended the workshop.

There were no racist incidents, Homophobic or disablist incidents reported during the autumn term.

Governors were referred to a report provided by Tom Lawler, PE lead. Governors commented on the great variety of sporting activities available in school. Shapes Alliance would visit the school tomorrow to discuss this further with the Subject Lead. A profile would be produced and shared at the next governing board meeting. Children are very successful and enjoy partaking in sporting events in school.

Events and activities and parental engagement in informal events was highlighted.

The SBM had met with the Finance team about the indicative budget for 24/25 of £2489176.

Staffing item flexible working request - a lengthy discussion took place on this matter. The HT pointed out that each request must be considered on its own merits. Governors agreed to implement option 2 on a short trial period. The school would write success criteria with the applicant to enable review.

A Governor Skills Audit had been shared; governors were asked to complete a copy. Paper copies to be shared.

Governor training – the focus would be on developing writing during the session for Governors.

Magic Moments:

	<p>£1300 had been raised at the School Fair. The Headteacher recorded thanks to a parent, Roxanne for all her effort and organisation of activities on the day.</p> <p>Whole School Zoo trip 8 June 2023 – the chair attended this trip. The Headteacher thanked the governing board for their support.</p> <p><i>Entrance to the Zoo was free, but can we provide anyone to support the school for our day release?</i> Arrow Global provided 20 – 30 staff to help on the day. The headteacher appreciated this offer and passed on his thanks for their help and confirmed that they were interested in supporting the school on future trips.</p> <p>A Fair Share pilot provision would start this week. The School Cook would prepare a meal for a whole year group for children to take home.</p> <p>An update on Mental Health week was provided.</p> <p>Parent Support Role - E safety - The Headteacher read out the positive feedback that had been received from parents on the e-safety training session.</p> <p>The Headteacher updated the governors on the School Development Plan's progress.</p>
8.	<u>TEACHING & LEARNING</u>
a)	<u>Committee Minutes</u>
	<p>The minutes of the committee meeting held on 18 January 2024 were noted by the governing board.</p> <p>EAL information was shared and had been discussed in detail in the minutes.</p>
b)	<u>Ratification of Policies</u>
	Policies were considered by the committee and duly RATIFIED by the governing board.
	<u>CORE OBJECTIVE 3: OVERSEEING THE FINANCIAL PERFORMANCE OF THE SCHOOL & MAKING SURE ITS MONEY IS SPENT WELL</u>
9.	<u>RESOURCES & BUDGET</u>
a)	<u>Committee Minutes</u>
	<p>The minutes of the committee meeting held on 18 January 2024 were noted by the governing board.</p> <p>The chair of resources referred governors to the minutes. A staffing update was provided and the SBM updated this with new figures for April</p> <p>SFVS noted</p>
b)	<u>Ratification of Policies</u>
	Policies were considered by the committee and duly RATIFIED by the governing board.
c)	<u>Budget Update</u>
	As reported in the committee minutes.
d)	<u>School Financial Value Standard (SFVS) Update</u>
	Completed

e)	<u>School Fund Audit Certificate: Approval of School Fund Audit Arrangements</u>
	The School Fund audit certificate had been uploaded to GovernorHub for scrutiny prior to the meeting. The certificate was duly APPROVED by the governing board.
f)	<u>Report on Pupil Premium (PP), Sports Grant and Covid Catch Up Spending</u>
	Completed within the minutes.
g)	<u>Local Authority Buybacks</u>
	The LA Buybacks would continue, there were no changes made.
h)	<u>Scheme of Delegation</u>
	Governors considered and duly APPROVED the Scheme of Delegation 2023-24.
i)	<u>FINANCE MANUAL</u>
	The updated Finance Manual was reviewed and duly APPROVED by the governing board.
	This was now a more accurate reflection of workings in school and the changes to BACs were noted
10.	<u>PREMISES & HEALTH & SAFETY (H&S)</u>
	The Health and Safety link governor would visit school in the next 2 weeks. ACTION
	Children's Centre - it was identified during a lock down drill that the buzzer does not work and that staff were unable to hear the alarm. Why wasn't it working? There was no volume. The company was expected to fix this although it had not been rectified to date. The HT would contact Sara and raise the governing board's concern that this issue had not yet been addressed and that it should be resolved as a matter of urgency. The Headteacher would ask for confirmation of what would be in place in the interim period. A weekly test of the alarm was suggested. The school had requested that both alarms were sounded one after another so that staff could become more aware of the sound that indicated lockdown. ACTION Are the two different alarms distinctive enough? Yes, they do sound different.
11.	<u>DATES</u>
a)	<u>Full Governing Board</u>
	<ul style="list-style-type: none"> • 28 March 2024 morning, 9-12, INSET day • *Summer term rescheduled* from Thursday 11 July 24 to Thursday 27 June 24, 3.30pm
b)	<u>Committee Meetings</u>
	<ul style="list-style-type: none"> • Resources Thursday 20 June 2024 – (Does SBM attend this if it will be day off? HT will arrange this, flexible) • Curriculum Thursday 20 June 2024
12.	<u>ANY OTHER BUSINESS</u>
	Data – a governor referred to a question about trends, it was noted that this had been discussed under the Heads report.

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 5 pm.

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MEETING ACTION POINTS

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
4b	Health and Safety Policy – Mr Murray would the meet with the HT and personalise the policy to suit the school	Mr Murray / HT	Post meeting
5a	28 March 24, 9-12 noon – Governors were invited to join INSET day. This would allow governors to familiarise themselves with school, and look at Reading, Writing and English	GB	28 March 2024
5b	4x Co-opted governors end of term of office – to be added to the summer term GB agenda.	HT/ Chair / GSO	Summer term GB agenda
7	Ms Robinson's report would be shared on GovernorHub post meeting.	Ms Robinson	Post meeting
7	Data / trends - The HT suggested to use this term as a baseline and use a comparison with the same group next term. A further breakdown of data would be provided and governors would be able to see if strategies were working.	HT/ Chair/Ms Robinson	Summer term GB
10	The Health and Safety link governor would visit school in the next 2 weeks	H & S link governor	Post meeting
10	Alarm - The HT would contact Sara and raise the governing board's concern that this issue had not yet been addressed and that it should be resolved as a matter of urgency. The Headteacher would ask for confirmation of what would be in place in the interim period	HT	Post meeting