

**WESTMORLAND PRIMARY SCHOOL GOVERNING BOARD MINUTES**

**SUMMER TERM 2024**

Date: 27 June 2024

Time: 3.30pm

Venue: Hybrid

**GOVERNORS PRESENT**

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

**IN ATTENDANCE**

Ms A Paterson                  Governor Support Officer

1.	<b><u>WELCOME AND APOLOGIES</u></b>
	Governors were welcomed to the meeting by the Chair. The meeting achieved quorum with 6 governors in attendance.  Apologies for absence were received from Mrs P Robinson and accepted by the governing board.
2.	<b><u>DECLARATION OF ANY OTHER BUSINESS (AOB)</u></b>
	The Chair invited governors to declare any items for discussion under AOB.
3.	<b><u>DECLARATION OF INTERESTS</u></b>
a)	<b><u>Declaration of Business Interests</u></b>
	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.
	<b><u>CORE OBJECTIVE 1: ENSURING CLARITY OF VISION, ETHOS &amp; STRATEGIC DIRECTION</u></b>
4.	<b><u>CORE BUSINESS</u></b>
a)	<b><u>Previous Governing Board Minutes, Actions &amp; Matters Arising</u></b>
	It was RESOLVED that the minutes of the meeting held on 1 February 2024, copies circulated previously, be approved, and signed by the Chair and authorised for publication.  The actions from the spring term minutes were reviewed as follows:

**WESTMORLAND PRIMARY SCHOOL  
SPRING TERM 2024 GOVERNING BOARD MINUTES  
MEETING ACTION POINTS**

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
4b	Health and Safety Policy – Mr Murray would 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	Completed
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

b)	<u>Approval of committee remits; Pay committee, Pay appeals, HTPM</u>
	<p>Governors were referred to the committee remits which were circulated prior to the meeting. The following were approved with no amendments.</p> <ul style="list-style-type: none"> <li>• Pay Panel Remit 2024</li> <li>• Pay Appeals Remit 2024</li> <li>• Headteacher Performance Management</li> </ul>
c)	<u>Committee membership</u>
	Membership to be agreed in the autumn term <b>ACTION</b>
d)	<u>Approval of Policies</u>
	<p>Governors considered and APPROVED the following which had been circulated prior to the meeting:</p> <ul style="list-style-type: none"> <li>• First Aid policy and statement</li> <li>• Attendance policy – may be subject to change due to new legislation in August <b>Will the changes impact in September.</b> Any amendments to the policy would be shared on GovernorHub.</li> </ul>

	<ul style="list-style-type: none"> <li>Health and Safety inspection had been completed and went well. The Health and safety link governor met with the HT and Health and Safety officer to discuss new legislation this year</li> <li>Health and Safety at children's centre – a risk assessment had been completed and a report provided. The signage would be updated to reflect current legislation</li> </ul> <p>3.40pm WH joined the meeting</p>
5.	<u>BOARD/STRATEGIC DEVELOPMENT</u>
a)	<u>Strategic development of the board – may include skills audit, induction, training, succession plan.</u>
	<p>The governing board attended a meeting on INSET day and found it very useful.</p> <p>Governors were invited to a team building day at the Rugby club on 2 September. The HT would share details post meeting.</p> <p>Items b-d were DEFERRED to the autumn term governing board meeting when new governors were in post. <b>ACTION</b></p>
b)	<u>Agree length of term for Chair and Vice Chair (one year/ two years)</u>
	DEFERRED
c)	<u>Expressions of interest for Chair, Vice Chair, Committee Chair roles</u>
	Governors were invited to give some thought to the roles and contact the Clerk prior to the autumn term full governing board meeting in order to express an interest. <b>ACTION</b>
d)	<u>Agree governor visits linked to SDP priorities</u>
	<p>DEFERRED</p> <p>JS visited school to meet the new Pastoral Lead and provided a very positive update and a written feedback form had been completed. Some issues were noted around the handover, but the new postholder had settled in very well and was doing a great job. JS would revisit in October.</p>
6.	<u>BOARD ADMINISTRATION</u>
a)	<u>End of Term of Office</u>
	<p>Co-opted governors end on 31.08.24</p> <ul style="list-style-type: none"> <li>Faye Newton</li> <li>Keith Thompson</li> <li>Jacque Shaw (18.11.24)</li> </ul> <p>Governors APPROVED the above reappointments.</p>
b)	<u>Board Vacancies</u>
	<p>Governors noted the following appointments:</p> <ul style="list-style-type: none"> <li>1 Parent governor – to join with effect from 1 September 2024</li> <li>1 Co-opted governor – governors APPROVED the appointment of Janette Braithwaite with effect from 1 September.</li> <li>1 LA governor vacancy – the HT agreed to contact the medical centre staff to see if there was any interest in joining the board. <b>ACTION</b></li> </ul>

7.	<p><b><u>BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY</u></b></p>
	<p>Governors noted the following papers:</p> <ul style="list-style-type: none"> <li>• Governance update and governor development.</li> <li>• Anti-Racism Training Programme – there had been a rise in the number of racist incidents reported, in terms of comments made by pupils. This may be linked to social media and pop songs. The incidents had been addressed as a leadership team, through circle time and challenging children to think about what was said. Support was received from Julie Ann, Ethnic Diversity Service. The chair referred to the increase in racist incidents, especially since half term, sometimes on daily occasions. <b>Are we logging these racist incidents?</b> Yes, on CPOMs. These were words used to staff / others. <b>How do you record this?</b> Factually, using the words that the child has said and how it was dealt with. About one quarter of the school population were of a different nationality and change and diversity had been embraced within the local community. Governors noted the increasing diversity of the school population which had grown over the last 20 years. Governors were informed that numbers of racist incidents continued to be closely monitored in school.</li> <li>• Education Welfare Update - <i>Has your school seen pupils leaving to be home educated?</i> There were currently no pupils home educated.</li> <li>• Poverty Proofing Stockport Update - <i>Would your school find Poverty Proofing useful?</i> No, the school deal with this issue exceptionally well. Governors discussed the school community and ongoing support for families</li> <li>• Early Years Update 1</li> <li>• Early Years Update 2-Expanded Childcare</li> </ul>
	<p><b><u>CORE OBJECTIVE 2: HOLDING THE HEADTEACHER TO ACCOUNT FOR THE EDUCATIONAL PERFORMANCE OF THE SCHOOL AND ITS PUPILS</u></b></p>
8.	<p><b><u>HEADTEACHER'S TERMLY REPORT</u></b></p>
	<p>The Headteacher's Report had been circulated to the governors prior to the meeting and questions were invited:</p> <p>The Headteacher updated the governors upon matters arising from the Report:</p> <p>a) Attendance and behaviour 94.4%, last years attendance was lower. PA target of 17% was set, we are on 15%, although now nearer to 10%. A reduction from 23% to nearer 15% was to celebrated. The HT commended the team on this result and their ongoing work. The SIA was very complimentary about staffs work on attendance. Letter 1s and 2 were discussed. 35 EPNs had been issued for unauthorised holidays, information had been shared with parents and enforcement referrals issued.</p> <p>Predicted scores were shared and governors noted the data for EYS, KS1 lower KS2 and Phonics. GLD was 50%, children had joined with a predicted GLD of 4% Moderation had been carried out and it was found that we had been too harsh, and that this should be increased. The chair commended the progress that had been made. The workbook showed the progress made for each child and reflected the complex needs of many children, some children were not school ready.</p> <p>Y3 - 81% of Y2 children passed Phonics in Y3</p> <p>The Multiplication check score was explained</p> <p>Y4 class challenges - staffing issues and recruitment of a new teacher – results were lower but had improved and children would move up with the class next year.</p>

Writing moderation in Y6 was very successful. EYs and KS1 moderation had been carried out. The cohort would be moving onto 9 different high schools in a variety of different areas.

Admissions for Nursery was 54. The HT outlined the changes to the staffing structure. 41 children would join Reception. Staff provided an overview of information that had been received from provisions. Governors discussed new children coming into the school and the quality and accuracy of this information. For those transferring into ks1 or ks2 information received was felt to be mainly accurate, though the HT pointed out that new arrivals to school were often significantly below their peers. Governors focussed their discussions on documentation for our youngest arrivals often coming from other early years providers on the agreed transfer form for Brinnington children.

From the examples provided they commented on the simplicity of the paperwork, this was a positive. They were concerned however that the examples provided were of exceptionally poor quality, provisions had indicated there were no real concerns, even though some children appeared to have significant SALT concerns, and other services attached. There was no detail in these documents. From the forms they failed to understand what the presenting issues were and what had been done by these provisions in order to address them. Referrals had quite often not been made in good time and for some this meant that they would have no access to services when they entered our school. They pointed out that these forms contained inaccuracies (children's names were wrong) often appeared to be cut and pasted and did not reflect the unique child. They commented that many children were still in nappies and not school ready.

**Had we asked the providers for changes to be made?** Yes, over many years though the impact of this request had not been consistently seen.

**Are these providers private nurseries or child minders?** Private providers

**Who quality assures these documents before the school receives them?** It was unclear.

**What role does/could the LA play in supporting private providers and checking these documents before they come to school?** Again this is unclear.

**Could the LA be requested to review this documentation and provide advice and support to ensure a quality document was sent consistently each time and every time?** unknown

**One governor reflected on the discussions re accuracy of data for SALT from previous meetings... is this linked, have things improved? And what more can be done?** School indicated its exasperation that things had not changed or improved, we were unsure why.

Service leads have been contacted, work has been done with varying teams yet accuracy / outcomes have not changed for SALT.

It was agreed to provide an excerpt of the boards discussion to highlight these concerns to Lynn Perry and ask her to send it to the Early years advisor who is new to post. Seeking advice on what could be done by the LA to improve transition documents. **ACTION**

- b) Safeguarding matters, including the LA audit form – A report was shared. **Could we have the number of families involved on the grid, so we can see if the number of families are increasing?** This would provide evidence about the level of demand and if this was a widespread issue. Yes.
- c) Safeguarding newsletter was sent last half term and a copy was shared with the Safeguarding link governor
- d) Referrals made to Youth Offending Service (YOS) for some children in Y6 – there was a concerning number of children involved in incidents outside of school, the children were working with YOS, parent accountability was discussed.

- e) Charity – Beds for children, school was allocated 5 beds per year to deliver to families as needed.
- f) Referrals to the hub based at the Children’s Centre, Parenting support was offered.  
***Have we seen an impact in school? No. Is this open during holiday times? No.***

A staffing update was provided on UKS2 and ensured that a broad balanced curriculum was delivered. Emma Leyland was commended for completing her first year in Y6.

Governors were referred to the agreement at the Resources committee, that there would be 3 classes per year. There had been an influx of children into Nursery, and the HT outlined the changes in KS1 from September. This allowed the classes to remain within legal limit of below 30 pupils per class.

Changes to cluster year groups were outlined. This allowed management at EYs site, Nursery class and a management presence. Governors noted that staff were placed appropriately for each year group.

The SIA had visited school and met with the Curriculum Coordinators, the report was very positive.

Changes to working hours had been agreed at the Resources committee

The HT talked about plans to promote the school and celebrate the work, banners would be purchased to display the successful Ofsted and quotes. Governors agreed that the staff team do an amazing job and as a school we do so much for the community. This would boost staff morale.

Curriculum information had been shared

PSHE consultation shared – school had responded to this.

INSET dates and end of term twilights noted.

Thanks were recorded to the Rotary Club who had been amazing with regular volunteers to the school each week to hear the children read. This was very much appreciated.

The school piloted the national tests.

Timing of the school day – the HT advised that many different proposals had been considered. The school must adjust the timing to be compliant and provide 6.5 hours onsite every day. It was proposed to start at 8.45am and finish at 3.15pm with effect from September.

The governing board APPROVED the proposal.

Magic moments – children had engaged in variety of sporting events across the LA and won prizes for their achievements. School would purchase new kits for children.

Art Exhibition at First House – nice feedback was received and children were proud that their work was on display.

The Budget had been set and was APPROVED by the governing board. The chair talked about the board’s awareness of changes to the budget throughout the year. The budget was not in deficit and there were no concerns. It would continue to be carefully monitored by the Resources committee.

	<p>Confidential staffing item</p> <p>g) Staff wellbeing and absence – <b>how is staff absence?</b> There was no staff long term sickness</p> <p>h) Number of Complaints at level 2 &amp;3 – None.</p>
9	<u>WELLBEING</u>
	Governors congratulated the HT on positive feedback.
10.	<u>TEACHING AND LEARNING UPDATE</u>
	<u>Committee minutes</u>
	There was no meeting held this term
	<b><u>CORE OBJECTIVE 3: OVERSEEING THE FINANCIAL PERFORMANCE OF THE SCHOOL &amp; MAKING SURE ITS MONEY IS SPENT WELL</u></b>
11.	<u>RESOURCES &amp; BUDGET</u>
a)	The minutes of the committee meeting held on 20 June 2024 were noted by the governing board.
b)	<u>Ratification of policies considered by the committee</u>
	None
c)	<u>Approval of finalised 2024/25 budget</u>
	Approved
d)	<u>Budget update</u>
	Payment for universal FSMs would not be made this month due to purdah, the school awaited an announcement from the new government
e)	<u>Report on Sports Grant and Covid Catch Up Spending</u>
	£406,000 was received for Pupil premium grant. <b>Do we have sports grant? Yes, do we know how long this will continue? 1 year</b>
f)	<u>Approval of Residential Trips (category 3 &amp; 4)</u>
	Yr 6 weekend trip to Willersley Castle. <b>Have you completed an updated risk assessment?</b> Yes, this had been approved by the LA <b>Have staff agreed to work over the weekend – is this for TOIL?</b> Either payment or TOIL, to be agreed with staff The chair recommended regular head counts, the HT assured governors that children will not leave the centre for the duration of the trip.
12.	<u>PREMISES &amp; HEALTH &amp; SAFETY (H&amp;S)</u>
a)	<u>To receive an update on premises</u>
	The Health and Safety Audit Report had been shared prior to the meeting

b)	<p>Colin Murray nominated governor for Health and Safety had toured the site again. He reported there being marked differences between the two parts of the site. Whilst there were a few issues of tidiness highlighted on the school field, the grass needed strimming around the edges he felt this was minor in comparison to what he had seen on the Hub part of the site.</p> <p>The Headteacher referred to several incidents of concern.</p> <p>The fire alarm has gone off at lunchtime (3 times now) head made contact with the reception to find out why the receptionist advised that she was unsure why and thought it may have been a power surge.</p> <p>The receptionist informed us that there was no manager on site that day nor caretaker to find out. Governors discussed this and were uneasy that the building had no management on site and people were unsure what to do.</p> <p>Mr Murray reflected that the external environment clearly reflects no caretaker that side of the site is deteriorating “looking tatty” litter strewn across the site and has done since the previous caretaker retired. Caretakers job appears to be contracted out to other agencies as and when. When a maintenance job needs doing a PO must be raised then contractor commissioned by a third party. This often led to significant delays. A new padlock was ordered to the front gate for example, these suited lock are £80, a locksmith was also sent for approx. 80£ call out fee.. The HT looked at the issue the action required no cost, the lock was knocked back and the key would fit.</p> <p>The Governors felt that this way of working almost inevitably was the more costly option and left issues on site un-resolved, this could lead to health and safety issues not being addressed swiftly enough and leave the building users at risk. Governors asked if there was a manager on site each day, this was unclear Governors felt there ought <b>be. Governors requested the name of the manager on site each day so that they could be contacted in an emergency.</b></p> <p>They believed due to the size of the building a names manager manager and caretaker should be here to deal with concerns. How can the decision to run without caretaker be justified. In light of the examples like this Governors suggested that having no caretaker or manager on site compromises H/S, and could put additional workload on other partners how will the LA address these issues? who does portage in the building for example?</p> <p>Health and safety... the school were pleased to hear that 2 fire doors in Reception had been decommissioned following the FRA. Governors were already aware of the previous requests to the LA decommission and had been told previously that they were not able to be as the amount of fire doors needed was for the building capacity” <b>Governors wondered why this decision had changed? Governors asked if we held a copy of the FRA for the building? We do not. Governors requested the HT to request a copy of the FRA?</b></p> <p>Assessments of this nature come with clear instruction about what needs doing to the building to ensure it is safe and within a specific timeframe for actions to be complete, a copy of the document would allow us as tenants to monitor that jobs had been completed in a timely manner. <b>Governors also requested that recommendations were contracted for completion and the dates contractors would address these adding to it this would enable us to check they had been done.</b></p> <p>The HT reported that procedures were in place for fires, with the school having its own fire Marshall over there. At the last fire evacuation the school were unable to congregate at the correct point because the key was missing, (since addressed) we did not point this</p>

	<p>out the overarching fire Marshall from the hub on reflection we ought to have done, the FM did not address this with the school despite us being stood next to the building. Records for this were not passed to the school.</p> <p><b>Governors requested the HT to chase that incident record and ascertain who the fire Marshall was on each day? are these full time employees ant this hub or are they located in other hubs?</b></p> <p>A further incident where the centre staff were unsure/not aware of agreed lockdown tests was scheduled was highlighted.</p> <p>Governors reported that from now on, all schools concerns with regard to HS were escalated to the highest point possible for a detailed response and that depending on the response from this excerpt of the Boards minutes would escalate concerns further to the MP to address. <b>ACTION</b></p>
c)	<p><u>Fire and lockdown drills</u></p> <p><b>Are these dates planned and logged?</b> Yes, regular fire drills and an annual lockdown drill was carried out</p>
13.	<u>DATES</u>
a)	<u>Full Governing Board</u>
	<ul style="list-style-type: none"> <li>• Autumn - 3 October, 3.30pm</li> <li>• Spring – 6 February, 3.30pm</li> <li>• Summer – 26 June, 3.30pm</li> </ul>
b)	<u>Committee Meetings</u>
	<p>These would be held on Monday prior to the governing board meetings.</p> <p>Autumn term - 23 September 2024</p> <p>New governors would be invited to join a committee in September, information about committees would be shared and hybrid meeting options were available</p>
14.	<u>ANY OTHER BUSINESS</u>
	None
	With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 5.06 pm.

**WESTMORLAND PRIMARY SCHOOL GOVERNING BOARD MINUTES**
**SUMMER TERM 2024 GOVERNING BOARD**
**MEETING ACTION POINTS**

<b>MINUTE POINT</b>	<b>ACTION REQUIRED</b>	<b>ACTION FOR</b>	<b>DATE ACTION TO BE COMPLETED</b>
4c	Committee membership - Membership to be agreed in the autumn term	GB	Autumn term
5b	Agree length of term for Chair and Vice Chair (one year/ two years)	GB	Autumn term
5c	Expressions of interest for Chair, Vice Chair, Committee Chair roles - Governors were invited to give some thought to the roles and contact the Clerk prior to the autumn term full governing board	GB	Autumn term
5d	Agree governor visits linked to SDP priorities	GB	Autumn term
8	It was agreed to provide an excerpt of the boards discussion to highlight these concerns to Lynn Perry and ask her to send it to the Early years advisor who is new to post. Seeking advice on what could be done by the LA to improve transition documents.	Chair / HT / GSO	Post meeting
12b	Health and Safety update – Governors reported that from now on, all schools concerns with regard to HS were escalated to the highest point possible for a detailed response and that depending on the response from this excerpt of the Boards minutes would escalate concerns further to the MP to address.	Chair / HT / GSO	Post meeting