

**Minutes of the Governing Body of Westrop Primary School**  
**Monday 15<sup>th</sup> November 2010 at 7.00 pm**

Present: Janet Urban (Head)  
Dott Brown  
Ian Durnin-Duffy  
Jane Greening  
Graham Harris  
Lisa Hale  
Julie Nurden  
Peter Rose  
Marilyn Stott  
Nicola Beer (Clerk)

Apologies: Alan Foley  
Katie Reynolds

Pete welcomed Marilyn Stott as the new LEA Governor and introductions were made around the table.

1. **Apologies for Absence**

Apologies were received and accepted from Katie Reynolds and Alan Foley. All other governors were present.

2. **Declaration of Pecuniary Interests**

The following pecuniary interests were declared:

- 2.1 Lisa Hale's stepfather carries out decoration work in the school.
- 2.2 Julie Nurden is a Governor at Toothill primary school.

3. **Minutes of Meeting held on 20<sup>th</sup> September 2010**

The minutes of the meeting held on 20<sup>th</sup> September 2010 were accepted as a true record and signed by the Chair.

4. **Matters Arising from the Minutes**

The following matters were arising from the minutes of the last meeting:

- 4.1 Agenda Item 2 - Peter to write thank you letters to Graham and Jeremy: completed and a letter was received from Graham.
- 4.2 Agenda Item 3.2 – All outstanding SG11 forms should be returned to the school office: completed.
- 4.3 Agenda Item 5.2 – FMSIS sign off. Will be discussed later in the meeting.
- 4.4 Agenda Item 5.3 – Investigate FS4S managing the school payroll with effect from the beginning of the next financial year: to be discussed later in the meeting.

- 4.5 Agenda Item 5.4 – Janet to check if the Statement of Internal Control has been signed: Janet confirmed it has - completed.
- 4.6 Agenda Item 5.5 – Finance meeting outstanding. Completed.
- 4.7 Agenda Item 5.7 – Investigate possibility of MUGA on school site: Ian has not made contact with the Council as he believes other discussions are developing in the town. Ian will respond to the council that the school is not interested.  
**ACTION: Ian**
- 4.8 Agenda Item 5.10 – Voluntary contributions paragraph to be put in the newsletter. Janet advised governors this will be communicated in the next newsletter: completed.
- 4.9 Agenda Item 7.1 – 6 month review of Northview/Westrop merger – to be carried forward to next Full Governing Body meeting.  
**ACTION: Clerk/Pete**
- 4.10 Agenda Item 9 – Outstanding actions of expanded school (e.g lines in the car park outside the school and road school sign). Janet advised these can be done but there will be a cost to the school. To be discussed later in the meeting.
- 4.11 Agenda Item 12 – School Improvement Plan: to be discussed later in the meeting.
- 4.12 Agenda Item 15 – Governing Body Year Planner: Pete suggested that standard items will be discussed in any other business at future Full Governing Body meetings.
- 4.13 Agenda Item 21.1 – Governor's visitor book: Janet advised this will be placed on the front desk – completed.
- 4.14 Agenda Item 21.2 – Link article to be written by Janet: to be carried forward.  
**ACTION: Janet**
- 4.15 Agenda Item 21.4 – Lisa to circulate training matrix for governors to update. Lisa to re-send.  
**ACTION: Lisa**

5. **Noting minutes of the Committee Meetings**

- 5.1 **Premises** – Minutes of the Premises committee meeting held on 3<sup>rd</sup> November 2010 were circulated prior to the meeting and the following points were discussed:
- 5.1.1 Drainage – Janet advised governors that since the new mobiles have been put in place, the toilets and sinks that are part of the new extension keep blocking. Inspections have been carried out and Janet has been advised the drains underneath the mobiles are disintegrating and in order to repair, the school will have to wait until the mobiles are removed to complete the work. The Borough has advised the drains across the whole site need replacing, and it has come to light that all water/sewage from nearby estates come through the school. The most pertinent problem is underneath the mobiles, and at the present time little can be done. Peter asked if the mobiles have

worsened the problem and asked if there are grounds to go back to building contractor?

Janet advised that routine maintenance costs will be picked up by school, but major works will be picked up by Borough. Ian asked should the problem be investigated if mobiles stay longer term? Graham asked if the contingency should be increased for the cost of clearing it and running cost? It was agreed this should be considered. Pete asked if the school's building insurance covers drainage? Janet to investigate.

**ACTION: Janet**

- 5.1.2 Private Gas tests have been completed and a Gas Safety Certificate has been provided. Wiring tests are outstanding.
- 5.1.3 Dott and Janet recommended to the Governing Board that the Capital money should be spent as follows: £5K lighting (plus £5K from SEED challenge fund which would cover the cost to complete all the work); £5K to improve heating in the hall, and also look at toilet flooring if funding is available. Governors reviewed the 3 Year Plan and capital will cover toilets, and lighting. Quotes for lighting have been received. Janet will obtain quotes for toilet flooring.

**ACTION: Janet**

- 5.1.4 Janet showed governors Dean's inspection report on internal and outside repairs and maintenance.
- 5.1.5 Graham made governors aware that the playground is at maximum capacity now the school has expanded, given some of the space was lost when the Children's centre was built. Governors felt it was worth investigating the possibility of providing more playground space.

**ACTION: Premises Committee**

- 5.1.6 Lisa asked at what age does not having changing room become an issue? Janet says it's not ideal having to use the toilets and it was felt costings could be done to add to the 'wish list'.

**ACTION: Premises Committee**

- 5.2 **Finance & Personnel** – Minutes of the Finance & Personnel committee meeting held on 1<sup>st</sup> November 2010 were circulated prior to the meeting and the following points were discussed:

- 5.2.1 Dott and Janet informed governors of an issue with overspend on the new mobiles. In terms of capital budget, the project of building the new mobiles was quoted at £120K (provided by the Local Authority). During talks the Local Authority said there might be a need to use some of the capital budget from Northview budget to enhance £120K. Savings were made by using refurbished mobiles and not new ones, so Janet felt the additional money would be minimal. However, the Local Authority has advised Janet that £64K would have to come out of Northview capital budget to fund the two mobiles. Janet has requested where £180K has been spent and a breakdown has not yet been received. The request was sent at the beginning of November. Governors agreed that if the costings are not provided by 3 December a letter will be written from the Governing Body.

**ACTION: Janet/Pete**

- 5.2.2 The budget position: budget for school budget and children's centre budget have not been separated correctly. To rectify, the committee and FS4S had a meeting to improve financial reporting and how it could become more governor friendly. Ian confirmed the budget is on track.
- 5.2.3 FMSIS – Pete advised governors that the school is starting again with gathering the paperwork, proposing all evidence will be ready for inspection in February. Janet and Pete have also spoken to FS4S to ensure the audit is right.
- 5.2.4 Other services FS4S provide include payroll. Finance committee recommended that the payroll move to FS4S for next financial year. Lisa asked if the school has spoken to other schools and Janet confirmed yes and they are happy with the service. Governors agreed with the recommendation. Kris will be trained with FS4S.
- 5.3 Curriculum – no meeting has been held since the last FGB meeting.

6. Head Teacher's Report

Janet circulated a written head's report prior to the meeting and the following points were discussed:

6.1 Child Protection

All appropriate paperwork is in place and recent visit from SIP approved the safeguarding procedures. Child Protection Report will be available in December and will be emailed to governors when available.

**ACTION: Janet**

There has been an increase in the number of CP cases and conferences.

Many other families are supported through TAC / CAF and meetings are held which involve a variety of agencies. The amount of staff time attached to these TAC/ CAF/ Review meetings is growing and has an impact on all staff and their classes.

	TAC/CAF	CP Meetings	Reviews	Support meetings with/ without other agencies
Term 1	18 hours	14 hours	8 hours	20 hours
Term 2	10 hours	16 hours	10 hours	10 hours
	28 hours	30 hours	18 hours	30 hours

Jane said they are encouraging the agencies to use the children's centre to make it more convenient for staff and parents.

Peter asked if the Governing Body could support the school in encouraging agencies to have meetings held at school? Janet confirmed that recently the meetings have been held at school.

## 6.2 SEN – at school action plus / statement

Janet advised that there are approx. 30 % in each class, which equals 245 hours of Teacher Assistant time across the school. (130 hours funded from school budget)

The breakdown of TA time is shown below:

	Hours	No. Of children
Rec	20	1
Rec / 1	15	1
1 / 2	30	1
2	30	2
3	25	1
4	70	4
5	40	2
5/6	-	-
6	15	1

The table below shows the distribution of total TA hours in school = 270 hours

	Hours
Rec	45
Rec / 1	25
1/ 2	30
2	25
3	22
4	33
5	40
5/6	25
6	25

Peter asked if the total no. of TA's hours is in line with a comparative school? Janet confirmed we are above average. Peter asked if the Finance and Staffing should review the hours, given the high level of SEN's? It was confirmed it would be a good idea.

**ACTION: Ian/Finance Committee**

## 6.3 Attainment

Janet advised interventions are in place for appropriate children i.e. those needing a boost to reach their predicted attainment. These are running for numeracy and literacy.

The school is now looking at group intervention for more able children in Year 5 and 6

## 6.4 1:1 Tuition

Janet advised the school has received an extra 10 spaces for 1:1 tuition, in addition to the 13 originally proposed. This has started this term and will continue for 10

weeks. Further provision will need to be considered during Terms 3 and 4. Initially this is for Numeracy where most gaps in understanding are apparent.

#### 6.5 Every Child a Writer

Janet advised this project continues to be valuable for staff and pupils. Staff attended a conference this term – Pie Corbett has further enabled staff to be inspired to try out new ideas.

#### 6.6 Staff room

The staff room has been moved to one of the classrooms built in 2009. A small kitchen has been installed over half term and this has made things much easier for everyone. Janet advised Health and Safety considerations were of prime concern i.e. carrying hot water along corridors!

The classroom is still used for teaching French and for Golden Time plus for group work during the week.

The old staffroom has now become a meeting room and small group room.

Ian asked if the sign from one of the fire exit doors could be removed given a sofa has been placed in front of it. Janet will action.

**ACTION: Janet**

#### 6.7 New Buildings

Janet advised governors that the school is still awaiting for some issues to be completed.

#### 6.8 Observations and Pupil Progress Meetings

Observations have been carried out on all class teachers during Term1. These are scheduled to be repeated this term to address any areas for improvement.

Pupil Progress meetings went well and have highlighted to all staff the need to prioritise the use of adults in the classroom. Despite significant TA support in all classes they are not always utilised appropriately to address standards issues.

We have requested the support of consultants from the Local Authority to model the process of a Pupil Progress meeting. This will support the SLT in delivering the message that this is normal practise in schools.

#### 6.9 Monitoring Timetable – attached

Janet worked through the monitoring timetable with governors at the meeting.

Peter recommended the timetable should be added to the agenda for the next Full Governing body meeting for mid year review.

**ACTION: Pete/Clerk**

#### 6.10 School Improvement Partner – Core Visit (Data)

Janet worked through the outcome of the recent SIP visit. The following was discussed:

### 6.10.1 Main Points:

- The percentage of Foundation Stage children who achieved 6+ points in Personal, Social and Emotional Development (PSED) and Communication Language and Literacy (CLL) and 78+ points overall was in line with the 2010 national results, but was above in PSED and slightly below in CLL.
- The school's FS results show a rising trend, with the highest Average Points Scores (APS) for 4 years, across all Areas of Learning (AoL). All girls achieved 6+ points, across all AoL, and just over half of the boys.
- At the end of KS1, standards were above the national average at level 2B+ in Reading and Writing, and in line with the national average in Maths. Trends over time show that standards in Reading have fallen, at level 2B+, and are similar to those in 2007. In Writing and Maths, the level 2B+ standards are similar to those in 2009. In Writing, they are also higher than those in the 2006-2008 but lower in Maths for the same period. Janet reported that these fluctuations are mainly cohort related.
- The 2010 level 3 standards were below the national average in all 3 subjects. In Reading, the results were the lowest in 5 years, and were considerably lower than the last 4 years. In Writing and Maths, the level 3 results were higher than in 2009 but lower than those in the 2006-2008 period. Janet explained this was partially cohort related, partially due to change in system and come away of KS1 test and best fit assessment and teachers tend to put at level 2B rather than 3. Jane asked if the amount of SEN impacts on the results, and Janet confirmed it does. Janet advised that they are looking at Level 3 for KS1.
- At the end of KS2, the percentage of pupils that attained level 4+ in both English and Maths was above the national average at level 4+.
- Trends over time show that standards are rising; and the school's results are the highest for 5 years in the separate subjects of English and Maths and both subjects combined. However, the Fischer Family Trust (FFT) self-evaluation analyses show a significantly below average 3 year trend in attainment at level 4+ in English and Maths due to the school's lower than expected attainment in 2009. At the time of the visit, the school's Raise online was not available.
- Attainment at level 5 has risen and is higher than the previous 2 years.

### 6.10.2 Learning and progress

- Progress in the Foundation Stage is judged to be good (validated by Ofsted).
- The HT and DHT reported that progress in KS1 is satisfactory rather than good due to inconsistent expectations, insufficient independent learning opportunities or support and challenge for groups of pupils e.g. through effective guided group work. The SIA suggested that these teachers might benefit from visits to other schools e.g. Red Oaks, Orchid Vale and/or Brook Field. Lisa asked if these visits were organised? Janet confirmed they would be planned shortly. Julie asked why these schools were chosen? Janet confirmed they were chosen for particular areas.
- At the end of Year 4, 89% of Westrop Year 4 pupils had made 1 level of progress against their KS1 starting points in Maths, 96% in Writing and 93% in Reading.
- At the end of Year 4, none of the 7 Northview pupils had made 1 level of progress against their KS1 starting points in Maths and only 1 pupil in Writing. 4 pupils stayed the same or gone backwards in Writing, and 3 pupils had stayed the same in Maths.
- At the end of KS2, the percentage of pupils who had made 2 levels of progress against their KS1 starting points was an improvement on the 2009 results, and

similar to the 2010 local results. FFT analyses show a broadly average, 3 year value added trend in English 2 levels of progress but a lower than expected trend in Maths. In both cases, low progress in 2009 is the limiting factor.

- The school's 2010 Contextual Value Added (CVA) score of 99.8 was broadly average and overall progress in KS2 is judged to be satisfactory. Transition matrices show that there were no particular gender differences in progress from KS1 but that those who didn't make 2 levels of progress were mainly more able pupils or those at the bottom end of the average range.
- Julie asked if the Northview parent discussions had taken place? Janet confirmed that had and advised that parents responded very well. Julie asked if they understood it was not their child in isolation? Janet said it was clear that all parents were invited. Janet informed governors that some children have made significant progress already and is down to the hard work of the staff.

### 6.10.3 Targets

#### (a) 2011 targets

Since the school's 2011 targets were set, 12 pupils have joined the current Year 6 cohort from Northview Primary, all performing below age-related expectations (as identified above). During the visit, Janet shared the current attainment and progress information for all Year 6 pupils and the school's revised targets (see below). These targets are based on the expectation that pupils, including those from Northview, will have made 2 levels of progress from KS1 wherever possible. Since several pupils were significantly underachieving on entry to the school, this presents a significant teaching challenge. Janet reported that the vast majority of Year 5 Westrop pupils are on track to reach their targets but that none are from the Northview group. The SIA advised the school to use the Combined Attainment Tracker tool to assist the tracking process and the targeting of teaching interventions.

#### (b) 2012 targets

The school is in the process of setting 2012 targets, taking account of FFT 'D' predictions and internal tracking data. The SIA advised the school to complete up-to-date moderated assessments, particularly for the pupils from Northview, at the end of November/beginning of December, before finalising these targets. She also suggested that the school might investigate progress books at Red Oaks.

Progress towards 2011 Targets		
	Statutory target 2011	Current attainment of Y6
L4+ English and Maths combined	83%	See above
% 2 levels progress Maths	80%	
% 2 levels progress English	85%	

### 6.10.4 Leadership & management

The impact of leadership and management across 2009 – 2010 academic year: Janet and Graham reported that the restructured leadership team made the following positive impact, last year:

- Improved consistency in practice across the school

- Improved assessment procedures, including the use of data to target particular groups of pupils and teachers' Assessment for Learning (AfL) strategies e.g. through the consistent use of APP
- Raised achievement in writing, across the school, and in Linking Sounds and Letters in the FS
- A rising attainment trend in the FS and end of KS2
- Greater accountability by core subject coordinators through progress reviews on their action plans, 3 times a year
- The development of a more formalised school self-evaluation cycle (for implementation during this academic year)
- Greater governor participation in the work of the school
- The accreditation of the Children's Centre
- Well supported transition for the Northview pupils and parents
- Achieving the Silver Artsmark award

Priorities for the current academic year

- To integrate and accelerate the progress of the Northview pupils
- To develop greater consistency in teaching
- To accelerate progress for the more able and lower end of average pupils

*The SIA advised Janet to introduce similar strategies to demonstrate pupils' progress as in Red Oaks since they have also experienced challenging inward mobility issues.*

Priority	Actions to be taken
Improve the quality of teaching and learning, across the school	<ul style="list-style-type: none"> <li>• Internal and external CPD for all staff, including targeted support from phase leaders for particular teachers and/or teaching assistants</li> <li>• The introduction of rigorous pupil progress reviews (the SIA agreed to broker support to model best practice)</li> <li>• Paired coaching to model best teaching practice</li> <li>• Observations in other schools for teachers and leaders</li> <li>• Peer observations</li> <li>• Consolidation of best practice AfL, including teachers' marking</li> <li>• Improve pupils' involvement in their own learning, including through increased independent learning opportunities at home and at school</li> <li>• Increased parental involvement e.g. through joint parent/child activities</li> </ul>

## 6.11 Topics Term 2

Janet advised governors this term's topics are:

Reception	Food Glorious Food
Rec / Yr 1	Food Glorious Food
Yrs 1 and 2	Food Glorious Food
Yr 2	Food Glorious Food
Yrs 3 and 4	Musical Mistletoe
Yrs 5 and 6	Christmas Media

## 6.12 Let's Get Cooking Award

Janet was pleased to advise that the school has achieved the Let's Get Cooking Award this academic year. Many thanks to Fiona Christopherson for her hard work in organising parent and child cooking groups.

## 7. School Improvement Plan

7.1 In Year: this was discussed above in the Head's report.

7.2 Development of 5 Year Plan: Pete asked if each committee could look at what is in the 3-5 year plan and bring it together for the next FGB meeting to pull together the 5 year plan.

**ACTION: Committee Chairs**

7.3 Pete asked if any ideas/recommendations for the plan could be sent to Janet and copied to Pete to include in plan.

**ACTION: All Governors**

## 8. Ladybird Centre

A written report was circulated to governors prior to the meeting (copy attached to minutes) and the following point were discussed:

8.1 There are 187 families with 209 children, registered at the centre.

8.2 New sessions/classes have been put in place and a copy of the latest timetable was available to Governors.

8.3 The centre is offering another placement from Future Jobs Fund and interviews will be held on Monday 29<sup>th</sup> November.

8.4 Due to the need for medical resources, the Anti Natal Clinics in the centre will cease. All post natal clinics and groups will continue and the Centre is going to run both Parenting sessions and an anti-natal drop in lunch club.

## 9. Parent Support Advisor

Governors were advised that funding for the Parent Support Advisor is likely to cease in March next year.

At the head's meeting, a discussion was made on the support and value the parent support advisor brings to schools. In support of this, a document has been prepared by Cara, the current Parent Support Advisor, which was circulated around the governors.

Julie asked how it would be funded? Janet advised that the schools (Cluster schools who wished to continue with the services) would need to jointly fund the cost, but was confident that some of the money could be diverted from extended schools to support the parent support advisor role.

Lisa asked what the other schools' response is to the suggestion? Janet advised some of the schools are resistant, and one is not interested in continuing. Until figures are known then schools will not commit.

Further discussions will be held amongst the Cluster Heads.

10. **Governor Skills Questionnaire**

10.1 Pete asked if the questionnaire (already circulated by email) could be completed by the end of November and Pete will compile the results for the next Full Governing Body meeting.

**ACTION: All Governors**

10.2 The FMSIS competence questionnaire will be completed by Pete and Ian at the next Finance committee.

**ACTION: Pete & Ian**

11. **Governor's Communications**

11.1 Pete suggested all documentation will be shared on a space accessible for all governors. Governors felt this was a good idea and Pete will investigate.

**ACTION: Pete**

12. **Correspondence**

12.1 Governor mailings have been sent to governors electronically.

13. **Any Other Business**

13.1 Lisa Hale will take on the link governor role for Numeracy and Marilyn Stott will be Literacy link governor. Marilyn will also be Class 2 link governor and the Clerk will email Marilyn staff email addresses to make contact to arrange a visit.

**ACTION: Clerk/Marilyn**

13.2 Janet advised the new Home School Agreement will be circulated. Please could governors read and let Janet have any comments by the end of this month.

**ACTION: All Governors**

13.3 The new parent governor will fill a vacancy on Finance & Personnel committee.

MEETING CLOSED AT 9.10 PM

Approved by the Chair \_\_\_\_\_ Date: \_\_\_\_\_  
Peter Rose (Chair)