

Minutes of the Governing Body of Westrop Primary School
Monday 26th September 2011 at 7.00 pm

Present: Janet Urban (Head)
Dott Brown
Ian Durnin-Duffy
Alan Foley
Jane Greening
Lisa Hale
Graham Harris
Julie Nurden
Peter Rose (Chair)
Amanda Wishart
Nicola Beer (Clerk)

Apologies: Alison Pritchard

1. **Apologies for Absence**

Apologies were received and accepted from Alison Pritchard. 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.

3. **Minutes of Meeting held on 12th September 2011**

The minutes of the meeting held on 12th September 2011 were accepted as a true record and signed by the Chair. The following amendment was made: Item 10 should read 2012 and not 2011.

4. **Matters Arising from the Minutes**

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

4.1 Agenda Item 3.2 – outstanding SG11 forms to be submitted – to be carried forward.

ACTION: Alan & Amanda

4.2 Agenda Item 5.1 – Training matrix: has been completed and will be circulated to governors - completed. Pete asked governors to identify courses previously attended. Lisa will maintain the master copy. Pete asked each governor to identify their training needs.

ACTION: All Governors

4.3 Agenda Item 5.3 – Student tracker report - Graham will look at Warneford's model and bring to the Full Governing Body meeting in September: To be discussed later in the meeting.

4.4 Agenda Item 5.4 – KS1 data – Janet to compile end of Term 6 figures to compare like for like. To be discussed later in the meeting.

4.5 Agenda Item 5.5 - Graham suggested becoming cross-curriculum with certain subjects and will invite Governors to look at this in September: To be carried forward.

ACTION: Graham

4.6 Agenda Item 5.6 – Peter asked Janet to bring to the Full Governing Body meeting an audit trail/case study for two anonymous pupils' assessment/intervention, and also an anonymous teacher assessment to give Governors a better idea of how the system works: To be carried forward.

ACTION: Janet

4.7 Agenda Item 5.7 - Julie asked if Janet and Graham could bring work to a meeting to demonstrate what a good National Curriculum level 3 looks like for Numeracy and Literacy: To be discussed later in the meeting.

4.8 Agenda Item 5.8 - Peter to give feedback of School Council meeting at the next Full Governing Body meeting. To be discussed later in the meeting.

4.9 Agenda Item 5.9 – Governors to give input on school improvement plan: To be discussed later in the meeting.

4.10 Agenda Item 5.13 – behaviour policy to be renewed in September: To be discussed later in the meeting.

4.11 Agenda Item 5.14 – Janet advised that Justin Tomlinson is visiting the school on 7th October to promote school milk and if any governors would like to be present in school, they would be very welcome. To be discussed after the meeting.

4.12 Agenda Item 5.18 - Ian asked if governor photos could be placed on display: Janet advised they are ready to go on display and will arrange for Lyn to be available at beginning of the Full Governing Body meeting on 26th to photograph new governors. To be carried forward. Amanda to email Janet a photo.

ACTION: Amanda/Janet

4.13 Agenda Item 7.1.4 - Janet advised the School's Golden Rules are currently being reviewed by staff and children. These will be ready for approval for 26th September – completed.

4.14 Agenda Item 7.1.5 - The PPA Policy will be circulated for governors to read prior to the next meeting and Janet will take any comments at the next Full Governing Body meeting. To be carried forward.

ACTION: Janet

4.15 Agenda Item 8 – Peter will send Committee Chairs the latest version of the Governing Body Year Planner – completed.

4.16 Agenda Item 11.2 – Peter will send governors the link website for Schools-on-line publications and documents. To be carried forward.

ACTION: Peter

- 4.17 Agenda Item 12.1 – Clerk to bring contacts list to next meeting for review – completed.
- 4.18 Agenda Item 12.2 – Peter asked governors to review the school prospectus. Completed.
- 4.19 Agenda Item 12 .6 – Janet will investigate possibility of sending newsletters and correspondence via email. To be carried forward.

ACTION: Janet

5 Teaching & Learning

5.1 International Primary Curriculum and Topic Books

- 5.1.1 Janet put a selection of topic books on the table for governors to view. Peter asked how the school had taken on board the SIP comment, that the quality of work in numeracy and literacy was better in the morning than the afternoon? Janet advised that the timetable had been changed and the marking had been standardised.

5.2 2010/11 Results: F/S, KS1, KS2 and Progress Data

Janet showed governors data on KS1 compared to other schools in the area, detailing SEN, free school meals and pupils living in areas of deprivation %'s.

Despite contextual issues the school will continue to look at and address any concerns with standards of teaching and learning to ensure that all children are making appropriate progress.

- 5.2.1 Janet showed governors the reading trends compared to other schools.
- 5.2.2 Janet advised that parent workshop evenings have been cancelled due to lack of parent support. Graham and Ian suggested using other ways to make the workshops more appealing. Peter suggested family group sessions. Lisa suggested parent and child sessions. Graham has offered to do an ICT workshop and areas of the curriculum which are not too threatening. Peter suggested involving the PTA. Ian suggested using a TD day to teach the parents.
- 5.2.3 Janet advised that progress reports will be sent home termly and it is hoped that this will trigger further interest in their child's learning.

5.3 Individual Progress Reports/Target Tracker

Janet showed governors the new tracking system, giving an overview of tracking of a child from Reception to Year 6, highlighting targets throughout their time as a primary pupil.

In addition, the termly tracker allows teachers to set targets for children over 6 terms. Janet showed governors the options for summary reports and tracking systems, which Janet and Graham will use for discussions with teachers and TA's to support the children. Pete confirmed that the visual progress overview is very useful to see the child's history on progress.

Janet offered to show the data again in December when more data has been added. Governors agreed this would be useful.

ACTION: Janet

6 **Headteacher's Report**

A written headteacher's report was circulated prior to the meeting and the following was discussed:

6.1 **Numbers on roll**

Rec	24
1/2	29
1/2	26
3/4	28
3/4	29
5	28
6	18
6	18

Total 200

3 families have been re-housed over the summer which has meant a loss of 4 children, but 8 extra new children (other than Reception) have joined the school.

The school has sent letters to all addresses in the catchment inviting them to Westrop open day.

6.2 **Child Protection**

No children are currently on the Child Protection register. Several families are working with Lead Professionals through TAC's

6.3 **Exclusions**

Two pupils were excluded during the last academic year for a total of 14 sessions. One pupil has been excluded this month for 1 session.

6.4 **SEN**

Number of pupils with SEN

	<i>School Action</i>	<i>School Action Plus</i>	<i>Statement</i>
<i>2006 -2007</i>	<i>24</i>	<i>7</i>	<i>4</i>
<i>2007-2008</i>	<i>24</i>	<i>7</i>	<i>2</i>
<i>2008-2009</i>	<i>26</i>	<i>13</i>	<i>5 (1 pending)</i>
<i>2009-2010</i>	<i>30</i>	<i>11</i>	<i>7 (1 pending)</i>
<i>2010-2011</i>	<i>37</i>	<i>12</i>	<i>8</i>

Children with hours for SEN:

15 hours or under are included in the budget. Over 15 hours, SENRAP money is no longer paid; school has lost £20K from the budget.

SEN Report to be reviewed by governors and any comments to Janet before Friday. The report will then be placed on the school website.

ACTION: All Governors

6.5 **Staffing**

6.5.1 All teachers have received their annual pay statements.

6.5.2 One new TA, Nicki Briggs, has joined in Year 6 to replace Collette Doyle who has moved to Ireland. Claire Shepherd leaves at half term to move to Saudi Arabia.

6.5.3 GTP student – Karen Brewster has joined Westrop for a year to train as a teacher.

6.6 **CPD**

6.6.1 All teachers and TA's have been trained in Positive Handling techniques 'Team Teach' which is used when restraining a child.

6.6.2 Initial training for staff on Target Tracker has been held.

6.7 **Curriculum and Pupils**

6.7.1 Topic work has started very well. The expectations are higher and presentation skills are improving. Less 'spoon feeding' is encouraging children to research and think, which is improving their learning skills.

Some samples of Level 3 work was shown to governors.

6.7.2 Assessments are taking place during maths and literacy including calculation audits, phonic awareness and writing skills.

Individual progress reports will be available for parents in November followed by a parents evening.

6.7.3 Learning Logs have been introduced in Yrs 1 and 2. Staff have been really pleased with the work that has been done and how this process has encouraged independent learning plus the interaction of children and parents.

6.7.4 The new timetable has raised some issues for setting which have been sorted. The timing of assembly has been a positive, allowing for a better start to the day.

- 6.7.5 There have been issues with some children arriving late for school. Letters will be sent to remind parents of the correct start and finish times.
- 6.7.6 The list for children to see the Educational Psychologist this year is 8 children. However, only 2 children will be seen due to the allocated hours of 15, some of which have to be used for statutory reviews. Those seen will be the most needed. Costs will be investigated to buy extra hours.
- 6.7.7 Children in Years 2, 3 and 4 are swimming this term and in term 4. There have been issues with the quality of supervision/teaching at the Rec. Hopefully, these will be resolved when Janet meets with the Manager this week.
- 6.7.8 50 children will be going to Osmington, Weymouth in October. The school has received a £400 bursary from PGL and the school has contributed a further £400. In total, 8 children have received support. The criteria policy for entitlement to help with funding will be reviewed at Finance & Staffing meeting.
- 6.7.9 The school has an Open Morning arranged for 6th October for new parents and children due to start school in 2012. An article has been placed in the Link magazine and also adverts for the next three months in the magazine.
- 6.7.10 All parents in the area have been contacted by post to attend the Open Morning with their children. The Leadership Team, Ladybird, current parents and the PTA will be available to answer any questions and show people around the school. The aim is also to train some Year 6 pupils to show the visitors around.
- 6.7.11 Posters have been sent to all pre schools and nurseries in the area and Heidi de Wolf and Tara Jeynes will be visiting each setting to play with the children and talk to parents etc.

6.8 Premises

- 6.8.1 A Health and Safety audit was carried out on Thursday which went reasonably well. The school is currently waiting for the report.
- 6.8.2 The school has raised concerns again about the lack of fire escape from the upstairs classrooms. Governors were advised there is no mandatory requirement to install a fire escape.
- 6.8.3 The ceiling that collapsed in the UKS2 boy's toilets has now been repaired. Janet has been advised the cause was due to a vacuum pulling the ceiling down. No further progress on renovations of UKS2 toilets.

- 6.8.4 Heaters in the hall are due to be replaced during October half term.
- 6.8.5 Janet presented governors with drawings to provide a new playground. A meeting has been held with a company (ESP) to design a new playground for the children. This will include staff training to maximise the use of markings through other curriculum areas. Janet expressed her desire to go ahead with the project asap. The costings (attached) were explained and the project would be built in two phases. Ian advised governors it would need to go tender. Governors confirmed this will need to be checked. Janet advised that there were other quotes for comparisons. Peter asked what other priorities would not go ahead if this project went ahead? Ian and Peter would like to check the finances before approving? Graham asked if the current state of the playground will last for the markings? Janet advised ESP had checked and confirmed the condition was adequate for the project. Ian suggested a 1 hour capital meeting to look at the budget before approving. Ian to arrange.

ACTION: Finance Committee

7 School Improvement Plan (SIP)

Peter has reviewed the SIP with the leadership team and presented to governors the latest version. Peter is asking for governor feedback to enable the document to move on. Each committee to look at their areas and satisfy themselves that the right actions are in place and the right outcomes.

To confirm the areas to be looked at are:

Teaching & Learning – Curriculum Committee
Running the School – Staffing & Finance Committee
Staff and their Development – Staffing & Finance Committee
Community Presence & Reputation – Full Governing Body
Premises & Infrastructure – Premises Committee
Governors Support & Development – Full Governing Body/Chair of Governors

Strategic Focus needs to reflect the areas in each area above.

Peter asked for a response by 7th October from each governor. Replies to Janet and copy Peter. All governors are to respond.

ACTION: All Governors

A SEF document in a similar format will be completed for the Ladybird Centre. Jane will circulate the draft and governors will feedback to Jane.

ACTION: Jane

8 Noting minutes of the Committee Meetings

No Committees have met since the last Full Governing Body meeting.

9 Ladybird Centre

A written ladybird report was circulated to governors following the meeting. The additional points were discussed:

- 9.1 Child Protection – 1 family on child protection plan, 2 families on Children in Need, 4 families at TAC level, the Centre is the lead professional for 6 of these families.
- 9.2 Claire is pregnant. Jane is looking to take on some of her work and other members will increase their hours during maternity leave.
- 9.3 CPD - During the last year staff have done a variety of different training:
- Jane achieved NPQICL (National Professional Qualification in Integrated Centre Leadership)
 - Hayley achieved EYPS (Early Years Professional Status)
 - Jo (Our Administrator) achieved her Level 3 Diploma (in Children and Young people in the Workforce)
- 9.4 Staff at the Children's Centre will have Under 5 Paediatric First Aid Training in November. Jane has invited other Early Years providers to the training, accessing SSSP funding. Blunsdon Nursery was particularly pleased at being invited as this is quite difficult training to find.
- 9.5 Planning towards Early Years Foundation Stage and achieve Every Child Matters outcomes for adults as well as children. 8 topic 2 year rolling plan. All children attending the crèche have a learning story.
- 9.6 Pre-school lease – The Borough have notified that the pre-school needs to be signed within a week. The Pre-school have been advised not to sign the lease until the snagging is done. The removable wall needs repairing and Jane will push for a further 1 year guarantee. Governors support that there is no pressure for the Pre-school to sign the lease and the contractors, Beards, are responsible.

10 **Policies**

- 10.1 Approval of Behaviour Policy – The policy was circulated prior to the meeting, and governors approved and adopted the policy.

11 **Correspondence**

- 11.1 All correspondence from Governor Support has been circulated by email.

12 **Any Other Business**

- 12.1 Janet discussed with governors an incident where a parent was complaining about the school through a social networking site. It was agreed Janet will advise parents that the school would welcome feedback (positive or negative) through the correct channels and not through social networking.
- 12.2 Peter advised governors that Nicola has resigned as Clerk and will be leaving in December.
- 12.3 Jane advised governors that there is in an article in the Link from the Doctor's surgery, advising of parking problems and reads that the issue has been caused following the merger of Northview and Westrop schools, and the new

Children's Centre. Jane will make contact with the Surgery Manager to suggest working together to resolve the problem.

MEETING CLOSED AT 9.40 PM

Approved by the Chair _____ Date: _____
Peter Rose (Chair)