

WEST HILL PRIMARY SCHOOL

Minutes of a Full Governing Board Meeting
Held at the School on March 2019

Agenda Part I

Governors Present: Sam Ainsworth (SA), Lisa Carmen (LC), Phil Copple (PC), Anna Healy (AH), Elena Watt (EW), Daniel Scott (DS) and Joseph Casey (JC).

In Attendance: Natalie Carracio (NC) and [REDACTED] (EN – Clerk)

The meeting was quorate.

1. Apologies

Apologies for absence was received from Brian Varney, Sam Cornish and Irfan Ahmed.

2. Governing Board Membership

a) Changes to Governing Board Membership

Governors agreed to write to the [REDACTED] regarding her status on the GB.

BV reported that an application had been made to school for governors for a prospective governor with a finance/education skill set.

b) DBS Checks

There were no outstanding DBS checks.

c) Edubase

It was noted that Edubase was up to date.

3. Declarations of Interest for Meeting's Agenda

Governors were asked to complete DOI forms.

4. Update register of business interest

No updates were made.

5. Minutes of the Last Full Governing Board Meeting on 12th March and Matters Arising

Subject to the following clarifications the minutes of the meeting were approved.

Page 2 – SEF - Working document – the governor's paragraph was removed.

6. Headteacher's Termly Report to Governors

The headteachers' report had been circulated in advance of the meeting. Governors were informed that there had been a successful fire drill lasting 3 minutes. Headteachers reported on the baseline assessment and admissions. The Local Authority had advised that Reception could be reduced to a one form entry, with the possibility of having 30-35 children if necessary. The SLT was exploring combining the current Year 4s. [REDACTED], Pupil Services agreed that the classes could be combined. It was noted that a nurturing group had been established to address the social and mental wellbeing of a group of Year 4 children. Progress and behaviour were better, the group currently had a TA for half a day, with the combined class, the TA would be in for the whole day. Year 2 would be combined as well, and staff would be shifted around to facilitate.

The school was developing a more robust sickness monitoring system. The Children's Centre had embraced the Wandsworth Policy, which required greater time commitment due to logging of incidents and attending hearings.

It was reported that staff would not be paid for running clubs, going forward, but would be offered an incentive for a day off a year.

Q: Are there clubs that are a benefit to the school?

A: Yes, we would like them to be maintained and could pay from Sports and Pupil premium for external clubs. JC and [REDACTED] had submitted an application for a sporting grant. A decision would be given on 20 June 2019.

Q: How is behaviour?

A: There have been a number of incidents relating to the same child. 6 children had been flagged and parents were called. There was extra monitoring at play time and more support being offered in class.

The SEND report was discussed. It was highlighted that some TAs were not aware of the SEND requirements of children in the playground.

An INSET day was planned. Training would be provided on restorative justice and deescalating of incidents. The training would be provided by [REDACTED].

Governors discussed SEND provision in the school. It was noted that the provision of speech and language in the lower school required improvement.

Governors reviewed the pupil progress data. The data included 6 children with SEND, 3 of whom had significant needs.

Governors agreed to consider what would be the best way to present the Head's report to ensure the information is meaningful. SA **agreed** to take on the task.

7. School Link Inspector's (SLI) Termly Note of Visit

The SLI had visited on 30 January 2019. [REDACTED], Head of Governor Services had visited the school and advised that the school could have 7 priorities that feed into the SIP. A strategy day for governors was planned. Governors discussed the need to make governor

visits strategic. It was noted that the actions from the OFSTED inspection were being drawn up and governors could use these to carry out focussed visits.

8. Reports from Committees

- Finance, Premises & Personnel Committee

The Headteachers had met with [REDACTED] to set the budget. [REDACTED] had extended experience of budgeting and finance. [REDACTED] the school financial advisor had visited and advised that the school was having the right conversations about class sizes, staff use and natural wastage. The budget had been set without incurring a deficit. The carry forward remains the same. The budget had been set based on the October 2018 census. The increase in staff wages had been factored to the budget.

Governors discussed ways of funding the IT suite. The PTA was fundraising for Mufty Day, children were paying £1 to wear their own clothes.

- Curriculum Committee

The Committee chair reported on the latest In School Data. Progress was good in Key stage 1 and 2. Year 4 had challenging behaviour but the nurturing group was working well. Additional support had been put in place for the send provision. Year 6 were preparing for SATS. Staff were working towards stretching those working at expected level and above expected.

It was noted that the data doesn't allow for comparison of progress with previous data.

Recent observations showed that quality of teaching was good.

It was **agreed** that NR will review the Behaviour Policy.

The following visits were agreed:

Behaviour – NR

Outcomes – DS

Teaching, Learning and Assessment – PC

Leadership and Management – SA

Early Years – EW

- Children's Centre

Governors were informed that there were two ongoing consultation on the Children's Centres. It had been a challenging year for both centres with high staff absences. Staff had met with Rachel Elean at the LA to discuss the future of the centres. It was noted that if the LA chose the take back the LA, there would be a £25k reduction in funding. [REDACTED] had produced a comprehensive report. The school was in favour of the LA taking back the management of the centres.

It was noted that the children's centres had access to different streams of information.

9. Governor visits and training

NR had completed IDSR training in January. A strategy day for all governors was planned.

10. Chairs report

None reported.

11. Policies for review

The following policies were reviewed and approved

- Data Protection Policy
- Code of Conduct
- Social Media

It was reported that the school's logo had been changed. The website and signage would be updated and there will be a phased introduction for uniforms.

13. Health and Safety

It was noted that a Health and Safety audit had taken place. The outcomes reflected that there were outstanding tasks from the previous audit. It was agreed that H&S should be tracked at FPP meetings. A further visit had been scheduled.

14. AOB

It was **agreed** that governors would contribute to the Nurturing award. Nurturing would be used as a link visit. NC **agreed** to send NR details of what to look for on a nurturing visit.

It was noted that BV intended to resign as Chair at the end of the Summer term due to personal and work related issues.

EW was assigned to the Curriculum committee.

15. Date and Time of Next meetings

10 July 2019