

WELLINGTON PRIMARY SCHOOL

Dudley Hill Road

Eccleshill

Bradford

BD2 3DE

Headteacher: Mrs Joy Wood

Minutes of the Governing Board meeting

held on Monday 13th January 2020 at 6.00pm

PRESENT: Mr M Azum (MA), Mr A Senior (AS), Ms D Purewal (DP), Mrs B Dolby (BD), Mrs N Rashid (NR), Mrs L Sheffield (LW), Miss L Abbasi (LA), Ms J Holmes (JH), & Mrs J Wood (HT) (JW)

IN ATTENDANCE:

1. APOLOGIES

Apologies were noted from Mr D Carey & Mr J Parker.

2. NOTIFICATION OF ANY OTHER BUSINESS & AGENDA VARIATIONS

There were no items of any other business.

3. DECLARATION OF INTEREST

There were no declarations of interest.

4. MINUTES OF THE LAST MEETING 11.11.19

The minutes of the meeting held on 11th November 2019 were unanimously accepted and signed as a true record of the meeting.

Proposed: DP Seconded: LS

5. MATTERS ARISING

SFVS – JW noted the deadline for the form to be submitted. There is a training day on 27th January covering the new format. AS is attending the course and will come into school along with DP to complete the form.

SIP – This is still to be completed and will be circulated prior to the next T & L committee meeting.

6. CORRESPONDENCE

None for this meeting.

7. HEADTEACHER'S REPORT

JW apologised for the delay in getting the report out to Governors.

There was a short break to allow Governors to study the report in detail.

Staffing – The high volume of comments in relation to staffing were noted.

Long-term sickness absence was explained to Governors and a supply teacher has been given a fixed term contract in order to deal with the absence.

Another teacher is on a phased return to work following illness and the budgetary implications were noted.

Q – Do we have any idea of cost?

A – Not as yet but this will be known for the Resources committee meeting.

JW explained that good supply cover has been in place including for a teacher who is on reduced hours.

Q – PE & Sport teacher – any exit interviews planned?

A – Informal discussions have taken place with the post holder. He missed being a class teacher which he was previously and he felt it was quite a lonely role.

EGB stressed the need to recruit carefully to the post.

JW explained that he missed being not part of the teaching team.

The previous PE teacher role was explained to Governors.

The options for interim cover will be explored at the Resources meeting.

Q – Is there a need to change the role?

A – This has been discussed at SLT level and the options will be taken to the committee.

Q – Absence thresholds – how frequently are they reviewed and are meetings held with those concerned?

A – These are conducted by the SBM and paperwork is created.

8. ATTAINMENT & PROGRESS DATA – DECEMBER MOCKS

The data was circulated and JW led Governors through the detail.

The data shows where the children are in December compared to expectations at year end.

Those with a target for EXS and GDS who are in danger of not achieving expectations were circulated.

JW explained the colour coding to Governors.

Interventions have been created for the children who are falling behind expectations.

These were detailed in the HT's report.

Other KS2 teachers are being used for the interventions in Y6 and all are happy to be involved.

This idea was one which came from the discussions with Fagley.

The difference in the numbers between Reading and Maths intervention groups was explained by JW.

The CPG books have been launched to the Y6 children last week.

How the books are currently being used was summarised and this is not currently individual work.

The interventions in Reading and Maths were noted as being personalised to the children.

Q – When are the next mocks?

A – Early March.

How the teachers are working with the intervention groups was also outlined. The children are being assessed on an ongoing basis.

MA suggested further review of the progress being made by way of testing.

JW explained that the teachers will be assessing the intervention groups.

The peer marking on the CPG books will also be a measure of progress.

The books are not officially part of the children's homework strategy.

This initiative may well be rolled out to other year groups if it proves successful.

There will be a briefing for Y6 parents in respect of homework and support at home.

MA will attend to speak with the parents.

LA explained the importance of the Sat's data when the pupils move onto secondary school.

Q – The intervention groups – are the parents aware?

A – No as this takes place in the school day.

LA recommended that parents need to be made aware so that they are in a position to help.

The access arrangements are now proving positive such as the use of the hall. The children were not phased by this but the different area helped raise the adrenalin and sense of purpose.

AS stressed the importance keeping the Governors informed of the data on attainment & progress.

Q – Y5 backwards – is there data on this?

A – This is all in the zip folder which has been circulated. Y3,4 & 5 have been reviewed and where there are concerns, professional dialogue has been introduced with the class teachers to address any issues.

It was agreed that an Extraordinary GB meeting will take place on 30th March focussing purely on Attainment and Progress.

Presentation of data was discussed in detail in respect of future reports and whether comparative data from previous years could be included.

JW noted that Maths is an area where concerns were raised and that actions are now in place to try and address these concerns.

The lack of target marks was discussed in relation to the data presented.

Premises –

Q – Are all the issues associated with false alarms dealt with?

A – Yes these have been resolved.

Issues with mice infestation were noted and discussed.

Safeguarding

Q – Fixed term penalties- how many have there been?

A – In KS2, 5 have been issued and more in KS1. The LA deal with the process of fining the parents. The money does not come to the school.

Teaching & Learning

NR recommended that an After-school club be created rather than just a morning/breakfast club.

JW explained the historical attempts in respect of the provision.

The Morning/Breakfast club, even after reductions in staffing, has a deficit of £924 since September.

A discussion took place in respect continuing to offer the provision due to not being cost effective.

JW outlined how reduced staffing can be introduced in the short term with a review of the provision later in the year.

The financial detail will be brought to the Resources committee meeting along with information on the adult/child ratio.

JW advised that 2 companies who had looked at providing the service had not been able to make it pay.

LA outlined how the provision at her school had been marketed to parents.

Home education instead of attending a residential at Ingleborough has been queried by a parent.

JW is seeking advice from the LA on this.

Governors agreed that requests such as this should be declined.

9. ATTENDANCE INCLUDING PA DATA

Punctuality is a key focus at the moment due to an increase in issues seen in December.

MA advised of the rationale for this agenda item

94.1% is the current whole school attendance figure at present.

PA is currently at 19.77% which is higher than national.

Illness in school was noted by JH as having a big impact on the data.

Governors were advised that the attendance officers always conduct interviews with parents.

The possibility of using an outside agency to work with problem families in respect of attendance was discussed including quality assurance of the service provided. JW noted how this service has been used other schools in the area.

Further analysis on the PA data and the company concerned was requested for the next meeting.

10. COMMITTEE REPORTS

Teaching & Learning 29.11.19

MA summarised the target setting process in place for middle leaders.

Trends over time will be revisited.

Access arrangements for the Sat's were presented.

Learning journey – MA has discussed this with JW and a presentation will be made to the GB at year end.

11. REVIEW PROGRESS AGAINST THE SIP

2 additional objectives have been introduced to the plan:

- Developing Wellington as a physically active school.
- Whole school leadership in respect arithmetic and fluency in Maths

12. RSE WORKING PARTY REPORT

There has been no meeting of the working party.

This will be included on the next GB agenda.

13. GOVERNOR SKILLS AUDIT

The completed skills audit forms are being collated and the summary of outcomes will be forwarded to JW and MA by the clerk.

14. GOVERNOR VISITS/TRAINING

LS noted the HTPM process and the involvement of the School Improvement Partner.

The cost of the service provided by the SIP was seen as value for money.

LS also attended the pay appeal meeting last week.

Careers Week – JP will be approaching Governors to become involved in the week.

MA attended training on handling Grievances and the papers will be circulated.

AS will be attending the SFVS training in 2 weeks' time.

The previously circulated presentation on this will be re-circulated.

15. POLICIES

Anti-Bullying Policy

The policy had been circulated prior to the meeting.

JW advised that this was previously part of the Behaviour policy but is now a stand-alone policy.

A Flow chart was recommended to be included as an appendix to the policy.

Governors were asked to email any comments and the policy will be ratified at the next GB meeting.

16. ANY OTHER BUSINESS

Acts of Kindness – JW advised that this was launched at an assembly last week and is a key part of the Wellington code of conduct. Pastoral concerns will be part of each teacher's dealings with the pupils.

Refugee concerns were also noted by EGB and details of a scheme will be forwarded to JW.

17. DATE OF NEXT MEETINGS:

9th March 2020 & 30th March (Attainment & Progress)

MA thanked everyone for their attendance and closed the meeting at 8.00pm

Action Points

Action Number	By Whom	Action	Timescale
1	AS & DP	Completion of SFVS	Next meeting
2	JW	SIP to be circulated prior to the next T & L meeting.	ASAP
3	JW	Breakfast Club financial update to be given to the Resources committee	Next Resources meeting
4	JW	Analysis of PA data and details of the service provided by an outside agency on attendance.	Next meeting
5	Clerk	Outcome of skills audit to be forwarded to JW and MA	ASAP
6	MA	Grievance procedure to be circulated to Governors	ASAP
7	JW/SBM	SFVS details to be re-circulated	ASAP
8	EGB	Refugee scheme details to be forwarded to JW	ASAP