

WELLINGTON PRIMARY SCHOOL

Dudley Hill Road

Eccleshill

Bradford

BD2 3DE

Head Teacher: Mrs Joy Wood

Minutes of the Governing Board meeting

held on Monday 29th April 2019 at 6.00pm

PRESENT: Mrs R Gray (RG), Mr A Senior (AS), Mr D Carey (DC), Ms D Purewal (DP), Mrs N Rashid (NR), Mrs L Sheffield (LW) Ms J Holmes (JH), & Mrs J Wood (HT) (JW)

IN ATTENDANCE: Ms Nina Bartle (NB)

1. APOLOGIES

Apologies were noted from Mrs E Gooding-Brown, Mrs B Dolby & Mr J Parker.

2. NOTIFICATION OF ANY OTHER BUSINESS & AGENDA VARIATIONS

RSE

PPA

There were no further items of any other business.

3. DECLARATION OF INTEREST

There were no declarations of interest.

4. MINUTES OF THE LAST MEETING 04.03.18

The minutes of the meeting held on 4th March 2019 were unanimously accepted and signed as a true record of the meeting.

Proposed: LS Seconded: DP

5. MATTERS ARISING

Action 2 – The final version of the Safeguarding policy is still awaited. RG will email the final version to the office on receipt of the Word document.

Action 1 – The next T & L meeting is planned for 2nd July 2019 at 5.00pm and will look at the Sat's outcomes and target setting.

Action 3 – Attendance will be addressed at the next meeting

Action 4 – The governance review has been carried out by EGB.

6. CORRESPONDENCE

JW advised that the basic School Governor Service has been subscribed to, however courses are now chargeable and Governors need to advise the school when any are booked.

The Headteachers Performance Management training was recommended by DP as she will be stepping down from this next year.

7. HEADTEACHER'S REPORT

The report had been circulated prior to the meeting.

Staffing/Personnel

Q – Point 14. Is there any reason why some TA's do not want support roles for SEND pupils?

A – Some find it difficult to support challenging children. JW advised that some TA's have indicated their preferences for next year. The changing nature of the TA role was explained but JW advised that staff cannot always pick and choose.

EHCP provision and the statutory right to support was outlined.

Q – Is there any ongoing cost re the staff member who is no longer submitting medical certificates?

A – This is a Lunchtime Supervisor who had health issues and has left the country. There are no costs ongoing.

The SBM is awaiting to hear from the consultant re her treatment.

The services of Hazel Lamin and Sohail Mahmood can be bought in if required.

JW explained how certain duties will be managed.

It is hoped that a clearer picture will be known next week.

Attainment & Progress

The end of Spring Term data was circulated by JW and she noted that this is a very varied picture.

Actions are planned to address the known issues.

The SLT meeting on Thursday will look at Reading planning and interventions.

On Friday, due to concerns about the Maths results and the coverage of the programme, teachers will be working with their partners on areas not covered by Inspire.

The Maths lead will be reviewing the situation.

Q – Has this not been raised before?

A – Exactly. This now needs to be addressed urgently.

Following the Sat's, drop-ins will be taking place to ensure Inspire is being taught in the intended way.

It is a concern that this is not working as well as it did in KS1.

Reading concerns in 1m are being addressed by Colleen Jackson's consultative visit. Reading activities need to be better promoted and they need to be sustained.

An analysis of the Maths marks has been requested and if Arithmetic is a concern this needs to be a focus.

JW advised that teachers in Yr3, 4 & 5 would benefit the meetings which took place for Yr2 & 6 at the T & L committee meeting.

The rationale for having the dialogue with Governors directly was explained.

DP noted that the time constraints in respect of improving the data and JW explained the efforts which will be made.

Discussions with staff on any concerns were also noted. DP advised that Yr3 in particular needs to be a focus.

JW advised of the review meetings which have already been planned.

Governors discussed additional T & L committee meetings in order to meet with these teachers.

Q – Are there records from the review meetings?

A – Just the documents used. There are no minutes taken.

Target setting was also queried and JW explained how this is dealt with.

The monitoring of Inspire was discussed.

Maths and English leads could also be a focus for the T & L committee.

AS queried the focus on Yr2 and Yr6 and MA explained how all year groups are monitored.

A discussion took place around the focus on Yr2 & 6 and DP recommended that all year groups are assessed in the same way.

JW noted the rigorous and robust review meetings which are held with Yr1,3,4 & 5.

Drop-ins will be used to ensure Inspire is being used properly and Reading will be closely monitored.

The challenging nature of Rising Stars was noted particularly the end of Yr3 tests.

AS noted that progress data was missing from the information provided. JW advised that this is covered at the T & L meetings.

She also noted particular areas where accelerated learning is required. Strategies to ensure Yr6 outcomes are on track are in place.

Residential Visits

The Yr6 visit to Nell Bank 22nd – 24th May has already been approved.

The low uptake was noted and plans for 2019-20 are being reviewed.

Finance

Q – are we recording things differently in respect of the funding issues for an EHCP pupil?

A – All is done by email now to ensure there is a record.

The interactive whiteboards are at the end of the life now and 16 need to be replaced.

The rationale for looking at leasing instead of purchasing them was explained by JW.

The quotations received had been circulated prior to the meeting and Governors were informed that any contract would be sent to the LA for review.

Other schools in BEOP have praised the benefits of the leasing system.

Subject to the contract being reviewed by the LA it was unanimously agreed that the 5 Year lease with Primary Tech will go ahead.

Premises

AS advised that the rewiring/fire alarm was discussed at the Resources meeting.

Safeguarding

It was noted by LS that there is no parent newsletter currently and this would be a good way of engaging with parents on a variety of issues including the dangerous parking seen outside of school.

JW advised that there used to be a newsletter each half-term but this detail is now listed on the website.

JW is meeting with the staff concerned and a single sheet newsletter will be discussed.

LS advised that she is happy to be of assistance on this.

Parking issues outside the school were discussed including the measures taken at Killinghall to try and address these.

T & L

Azum queried the visit to Hillcrest Academy and JW explained how this school has achieved an Outstanding judgement.

The strategies used were explained to Governors and the initiatives being trialled at Wellington were noted including the de-cluttering of all learning areas and the introduction of a period of purple time in each lesson for children to work silently and independently.

The planned events at school were listed in the report for information.

The staff involvement in the Summer Fayre 12.00 – 4.00pm was discussed and JW is collating a list of those who want to be involved.

Governors were encouraged to attend.

8. COMMITTEE REPORTS

Resources 09.04.19

AS summarised the meeting and noted the increased carry forward figure.

Grants and funding initiatives were discussed.

The TA discussion was noted.

Q – How much will the fire door work cost?

A – Virtually nothing as this is being done by the LA.

The meeting tomorrow with FM on catering was noted. JW advised that several visits to the school have taken place already.

Teaching & Learning 15.03.19 & 29.03.19

MA outlined the discussions in the meetings.

In Yr6, it was felt that the data was on track.

The poor uptake of revision guides was discussed at the meeting. It is hoped to get these in circulation earlier next week. Parental engagement in revision at home was discussed.

Workshops for parents on homework have been offered and these were very poorly attended.

Homework in general was discussed by Governors.

The impact on secondary school life of the results obtained in Yr6 is not understood by many parents.

JW advised that homework needs to be an intrinsic part of the children's education rather than something bolted on.

The efforts of the staff involved and the dialogue in the meetings for both Yr2 & 6 was noted as being very useful.

MA explained how the scale scores which are set in Yr7 will stay with the children to Yr11 and these are based on Sat's results. This was discussed at the meeting with Yr6 teachers.

The different groups of students which are involved in respect of attitudes to learning and progress were explained to Governors. This information allows students to be targeted for interventions where this will be most effective.

With scarce resources, these need to be focussed in the most effective way.

9. ATTENDANCE UPDATE

This will be addressed at the next meeting.

How attendance data is being provided to parents this year was explained by JW and will be incorporated in the child's report.

10. GOVERNOR VISITS/TRAINING

JH has attended the Induction training and she gave a summary to Governors.

LS queried the role of the link governor and will accompany DP on her next visit.

The protocol for Governor visits was discussed and the one written by DC will be circulated.

11. POLICIES

Behaviour Policy – needs to be reviewed (Nov 18) – **Clerk to contact the Chair.**

12. ANY OTHER BUSINESS

PPA – MA advised that staff are using PPA to work from home and he explained that this is common practice in other schools. The flexible working element of this was discussed.

JW explained how a previous GB had looked at this following a request for reduction in working hours and working off-site was one potential solution.

Q – Percentage of part-time staff?

A – Approximately 40%.

JW explained that she has been informed by HR that she cannot insist on part-time staff attending training outside of their normal working hours.

RSE to be an agenda item at the next GB meeting.

13. DATE OF NEXT MEETINGS:

Monday 8th July 2019 at 6.00pm

AS thanked everyone for their attendance and closed the meeting at 8.30pm

Action Points

Action Number	By Whom	Action	Timescale
1	RG	Final version of the Safeguarding Policy to be emailed to the office when completed.	ASAP
2	Chair	Review of Behaviour Policy	ASAP
3	MA	T & L committee to meet with YR1,3,4,5 teachers	ASAP
4	Clerk	RSE to be an agenda item	Next meeting