

**Approved Minutes
Meeting of the Governing Body (GB) of
WEST JESMOND PRIMARY SCHOOL (WJPS)
Tuesday 4 December 2018**

Present:

Jane Edminson (Chair)

Ishy Bruce, Adam Goldwater, Ayesha Hafiz, Cathy Hogan, Rebecca McVittie (Associate member), Jill Maddison, Dominic Martin, Xanthe Mills, Laura Robb, Gary Wallis-Clarke (Executive Headteacher) and Laura Ward

Governors in post - **17**; quorum - **9**; governors present – **11** (and 1 Associate member)

The meeting was quorate

In attendance:

Claire Hepple ~ Clerk, Governor Services

Business

1. Welcome

The Chair welcomed everyone to the meeting at 6.03pm.

2. Apologies for absence

Apologies for absence had been received and were **accepted** from Arlene Ainsley, Laura Cordy, Julia De Soyza, David Griffiths, Jodie Leeson (maternity leave), and Paul Simpson.

3. Declaration of Interests / GB Code of Conduct

Completed Register of Interests forms from Adam Goldwater, Rebecca McVittie, Dominic Martin and Xanthe Mills were received by the Clerk. There were no new or revised declarations of interest declared by other governors.

4. GB Appointments / membership update

Parent Governors

David Griffiths and Xanthe Mills' terms of office would end on 17 December 2018. David had indicated his wish to remain on the GB and the Chair, noting her appreciation of his financial skills and business point of view, recommended that he fill one of the current vacancies for a Co-opted Governor; governors **approved** this appointment. Xanthe informed the GB that her attendance at committee meetings was difficult because of other commitments and she had taken the decision not to seek re-election as a Parent Governor. Xanthe added that she would be pleased to be contacted in future should the GB need governors. Xanthe was thanked for her contribution to the GB.

Co-opted Governor and Foundation Trust Governor vacancies

Governors discussed how current vacancies for a Co-opted Governor and Foundation Trust Governor may be filled. Jill Maddison would facilitate a meeting between someone interested in a role as governor and the Chair.

Action: Jill Maddison and Chair

A business person from the local community was suggested; Dominic Martin (Head of School) would initiate contact to ascertain their interest and a meeting would be arranged between this person and the Chair or Laura Robb, Vice-Chair of the GB.

Action: Dominic Martin and Chair / Vice-Chair

With a view to filling the vacancies, the Chair had recently met two people nominated by Northumbria University, however, neither would become governors.

5. Identification of additional items not on the agenda

There were no additional items.

6. Draft minutes of previous governing body meeting

The draft minutes of the GB meeting held on 9 October 2018 were attached and approved with no confidential items declared.

7. Matters arising from the above minutes

Declaration of Interests (page 1)

The Chair reminded governors that they should not use shared email addresses for GB business and, mindful of that, Paul Simpson, the school's Link Governor for IT and Local Authority (LA) ICT Manager, would create school email addresses for governors.

Action: Paul Simpson

GB Appointments / membership update (page 2)

- Henry Cave, former Co-opted Governor, had been invited for drinks with governors after this meeting.
- Adam Goldwater had mentioned governor vacancies to colleagues at the Great North Museum but had not received any responses.
- It had been noted that Jill Maddison would contact someone interested in joining the GB.

Review of Committee membership (page 3)

The LA Admissions team had advised that governors should meet to consider in year applications and the Chair had discussed issues connected with the current email group for Admissions with the Executive Headteacher.

Review of Link Governor / Monitoring arrangements (page 4)

Jill Maddison would liaise with Dominic Martin regarding safeguarding monitoring plans for the year.

Action: Jill Maddison

Review of Delegation arrangements (page 5)

The amended version of the Delegation Planner had been included as Appendix 7 of the GB Handbook which had been emailed to governors in advance of the meeting; governors approved the GB Handbook.

Review of GB Development / Training / Self-evaluation (page 5)

In response to a query from Ishy Bruce who had been asked to consider how the views of parents may be sought at Parents Evenings, the Executive Headteacher suggested that parents be asked about an aspect of the school and their views gauged. The Chair suggested that parents could be asked what was great about the school and what would be even better if. Dominic Martin noted that the school had used Survey Monkey questionnaires after events. He advised that asking a small number of questions on a more frequent basis tended to produce more feedback. The Chair recommended that governors should be visible at Parents Evenings and talk with parents.

Action: Ishy Bruce, Dominic Martin and governors

Matters arising from the above minutes (page 5)

The Inclusion Committee had discussed the No Outsiders Project.

Policy Review (page 6)

All admission authorities were required to consult at least once every seven years and a consultation on Admissions Policy 2020 – 2021 was currently underway. The consultation would close on 16 December 2018 and any responses to the consultation would be considered at the GB meeting on 29 January. Governors were advised that there had been no significant changes made to the Policy except the addition of 'Children who appear (to the admission authority of the school) to have been in state care outside of England and ceased to be in state care as a result of being adopted' to the admissions criteria.

School Improvement Update (page 10)

- The Executive Headteacher would provide an update on the Self evaluation form (SEF) later in the meeting, Item 10.
- Governors were advised that Right Honourable Nick Gibb, Member of Parliament and Minister of State for School Standards, had written to Amanda Spielman, Ofsted Chief Inspector, to request that Ofsted increase its inspection of exempt outstanding schools over the coming year to 10%.

GB Monitoring Plan

Julia De Soyza would join Cathy Hogan on the SEND Review in the spring term.

Action: Julia De Soyza and Cathy Hogan

Dates and times of future governing body and committee meetings (page 11)

The Chair advised that performance management reviews had been carried out for the Executive Headteacher and Head of School.

8. Policy Review

School Pay Policy for Teachers and Support Staff, November 2018, had been emailed to governors in advance of the meeting. The Policy was **approved** subject to clarification being received from LA Human Resources about the movement of staff on the Upper Pay Range.

Action: Dominic Martin

9. Financial Items

Budget monitoring update

The school budget had been subject to scrutiny by members of the Finance and Premises Committee. Minutes of the Finance and Premises Committee meeting held on 22 November 2018 reported an estimated outturn of £23,146 and percentage spend at 60.6% compared to an expected spend of 58.3% at seven months through the financial year.

Schools Financial Value Standard (SFVS) update

Ayesha Hafiz, the Executive Headteacher and School Business Manager would meet to discuss the SFVS.

Pupil Premium / SEND / Primary PE / Sports funding allocation, expenditure and impact

Information on these funding streams had been published on the school's website.

Newcastle Living Wage

Governors **approved** payment of the Newcastle Living Wage to relevant staff.

Tour of school

At this point in the meeting, governors divided into two groups for guided tours of the school led by the Executive Headteacher and Head of School. The Executive Headteacher felt it important that governors see the great work on display across the breadth of the curriculum and had the opportunity to comprehend the connectivity of the curriculum. He commented that data was a tiny yet accountable part of school life. Governors expressed their appreciation of pupils' work and the clear commitment and the hard work of staff to create the stunning displays.

Achieving our Vision

10. School Improvement

Executive Headteacher / Head of School Report

Leadership Team Report Autumn Term 2018 had been emailed to governors in advance of the meeting.

The following documents were tabled:

- Primary Inspection Data Summary Report, 26 November 2018
- Analyse School Performance (ASP)

Dominic Martin highlighted the following points from the report:

Safeguarding Statistics

There had been 5 referrals to Social Services since the beginning of term, some of which had been re-referrals. Whilst the number of referrals had increased this year, it did not represent a trend as the threshold for immediate response from Social Services had been lowered. The school cross referenced against the Newcastle Safeguarding Children Board (NSCB) threshold.

Dominic informed governors of an occasion when he had been unable to speak to a

social worker and **a governor asked about the outcome**. Dominic advised that the pupil had not been in immediate danger and that staff would have alerted Social Services immediately had that been the case.

Pupil Mobility Statistics

- There had been 23 in-year admissions to the school this term, 19 of whom were pupils with English as an Additional Language (EAL).
- 4 in-year admissions were eligible for Free School Meals (FSM) which was noted as an upward trend.

Update on School Strategic Development Priorities

Dominic referred to the Strategic School Improvement Plan (SSIP) which had been emailed to governors in advance of the meeting. Focus had been on Middle and Senior Leaders' strategic school development plans for priorities 1 – 3 which were detailed in the SSIP. Priority 4 had its own plan which had been written by Rebecca McVittie, Inclusion Lead. Governors were reminded that the Plan was a working document and therefore subject to change. The Senior Leadership Team (SLT) paid tribute to the time taken by the staff contributors to the Plan who received no financial recompense but may regard the work as a career opportunity.

Priority 1: Curriculum Assessment Reappraisal and Development

- Dominic Martin would write a formal statement about how delivery in the classroom linked to the school's vision.
- Much work on the curriculum had been carried out at Trust level. There were ongoing discussions between Headteachers of schools in the Trust about what constituted an Ouseburn Learning Trust curriculum.
- More cross school working would take place.
- The cross pollination of ideas across schools in the Trust was regarded as a way of reducing teachers' workload.
- A discussion among staff had been started in Yammer about the core principles of teaching at the school and the ingredients of a good lesson. Staff had shared what worked for them to deliver good outcomes and one of the core elements for pupils was to know the necessary and specific vocabulary for a subject. Claire Byatt, Year 1 Teacher, had devised a template which she used and which other staff could adapt and shape through the addition of key words and activities. It was regarded as vital that knowledge to be acquired was borne in mind when planning any activity. **A governor commented that some Year 6 pupils may not understand the chronology of historical periods, for example Romans before Victorians.** Dominic stated that the school would make the focus of learning clear through the concept of significance, for example, through the study of a specific Emperor.

The Chair commented that during the tour of the school earlier that evening she had observed vocabulary in Reception which was different from vocabulary in the Reception classes of other schools and that it had been clear that there were high levels of expectations from pupils. The tour should have helped governors understand how the curriculum matched pupils' particular needs.

Priority 2: Mastery through Oracy

Governors noted that the school was talking to Voice 21, a charitable organisation

which campaigned to raise the status of oracy in schools. It was also noted that Increasing Confidence and Competence in Algebra and Multiplicative Structures (ICCAMS), a SSIF bid programme, had elements of Maths oracy for Years 3 and 4.

Priority 3: Securing and Accelerating the learning of disadvantaged and vulnerable pupils

Tom Jones, Assistant Head for Science and Technology, had contacted the previous class teacher of three pupils in current Year 5 who had made accelerated progress since 2017 to discover any strategies or interventions employed which may be replicated across the school; the pupils' progress had been attributed to good teaching. **The Chair recorded her appreciation that questions had been asked although the answer had not produced any insight.**

Priority 4: Preparing the ground for 2020 – Relationship Education and Health Education

A Learning Walk conducted by Dominic Martin, Rebecca McVittie, Cathy Hogan, SEND Co-ordinator, and Verity Groot, Bilingual Provision Co-ordinator, had focused on pastoral care and how environments engendered a sense of belonging. **The Chair queried whether there had been any difference in findings between the Key Stages.** Dominic advised that best practice should be adhered to in all classrooms and that elements may be subtly adjusted to great effect. Governors were advised that staff determined classroom settings, for example table groupings or desks in rows and the point was made that it was difficult to have a discussion if pupils sat in rows. Staff should think about how and where they stood in the classroom to ensure active engagement. It was recognised as important that a member of staff stood by the gate to greet pupils by name as they arrived at school.

Evaluating the impact of Teaching School work

- 8 School Direct Initial Teacher trainees would shortly complete their first placement and overall their progress had been very positive.
- The Schools Partner from Northumbria University had made a school support visit and had particularly commented upon the efficiency of trainee transition between placements.
- Northumbria University had received the second part of an Ofsted Inspection and had visited Hotspur Primary School.
- To date, there were 18 applicants for places on the programme in 2019 – 2020.
- The employment rate of trainees who had completed the course in 2017 – 2018 was 80%.

Executive Headteacher Report

The Executive Headteacher highlighted the following points from his report which were included in the Leadership Team Report:

Ouseburn Learning Trust School Improvement Support

The Executive Headteacher had visited all schools in the Trust to collect attainment and progress data for pupils eligible for Pupil Premium funding. The data would be analysed and a report written for initial consideration by the Headteachers of schools in the Trust and the Trust Board. The report would then be shared with governors and published on schools' websites.

National Leader of Education

The Executive Headteacher had attended a National Launch for National Leaders of Education in London during the previous week. He explained that the Regional Teaching Schools Council may match him with a school with low data and / or weaker Ofsted results to provide 3 days of support to create a Recording Action Template (RAT) which would identify key areas for improvement and sources of support. The school would then be able to bid for £16,000 of additional funding from the Department for Education (DfE) to support the school to achieve the plan. It would be possible for the Executive Headteacher to complete two RATs each academic year.

New Headteacher Coaching

The Executive Headteacher continued to support a new Headteacher at another primary school in the city.

North East Teaching Schools Partnership

The Executive Headteacher had delivered two days of training for the National Professional Qualification for Headship (NPQH). He had completed training to become an accredited marker for all National Professional Qualifications. The Executive Headteacher had attended an event in Loughborough aimed at developing the National Professional Qualification for Executive Leadership (NPQEL) in this region.

China

The Executive Headteacher had revisited Wuhan Primary School in Wuhan, China, before the October half term holiday. It was hoped that pupils from West Jesmond would visit the school in 2020 and **a governor asked who would pay for their trip.** The Executive Headteacher responded that parents would pay alongside possible corporate sponsorship. **A governor asked whether Pupil Premium funding may be used for eligible pupils;** this was confirmed.

Arts Mark

The school had been awarded a Gold Arts Mark from Arts Council England.

Schools North East

Representatives from the school had attended the Schools North East summit and had heard a presentation given by Amanda Spielman, Ofsted Chief Inspector.

The Executive Headteacher advised that the two reports which followed were verification of the information given to governors in July of this year about levels of attainment and progress. Governors were asked to read the reports and give them some thought.

Primary Inspection Data Summary (PIDS) Report

This Report had replaced the Data Dashboard. It provided an overview of context, progress, scaled scores and identified areas for investigation. The Executive Headteacher advised that an Ofsted Inspector might ask why the school was one of the highest achieving schools and why it had not excluded any pupils (two comments under 'Areas to investigate').

Governors were encouraged to take advantage of one of three opportunities to attend training sessions on data delivered by the Executive Headteacher alongside governors from other primary schools.

Analyse School Performance (ASP)

Attention was drawn to page 1 of the report which showed that progress of Key Stage 2 pupils in Reading Writing and Maths was well above the national average.

Achievement Partner's Report / Notes of visit

The Achievement Partner's autumn term visit had been rescheduled to January 2019.

School Development Plan (SDP)

The SSIP had been discussed earlier in this item.

Self-evaluation form (SEF)

Following a recommendation made at the Schools North East conference for a one page SEF, the Executive Headteacher had begun to create one and would work with the Head of School and Rebecca McVittie on this. It was likely that an A3 size SEF with key information in graphic form which made explicit that the school assessed itself as outstanding and the rationale for this would be produced. The format would take into account the new framework to be introduced in September 2019.

Strategic School Improvement Fund (SSIF) update

An update on projects had been provided in the Report. Projects which would receive funding included a Maths project aimed at improving the outcomes in Maths at Key Stage 4 for girls and disadvantaged students using the ICCAMS programme.

For Information

11. Safeguarding / health and safety / risk management items

Staff in school provided much more early help to families which tended to be of a wider social support nature; this was acknowledged as a big responsibility for staff as matters outside their usual sphere of expertise, such as housing issues, were addressed. **A governor asked whether Rebecca McVittie attended meetings on the school's behalf;** this was confirmed.

Following Pupil Progress meetings with parents of Reception pupils, thought had been given to any 'judgements' of poor parenting. Dominic Martin noted the emotional complexity of a child's attendance at school and analysis and discussions with parents to understand reasons for their behaviour had given staff an improved understanding and ability to better support pupils and their parents. **A governor asked how staff had gained this insight** and was informed that it was simply by asking the parent. It was noted that some pupils experienced time deprivation with parents working many hours to survive financially.

12. Ouseburn Learning Trust Update

The closing date for applications for the post of Trust Administrator (a temporary

contract of 15 hours per week) would close on 7 December. The Executive Headteacher would line manage this employee who would be employed by the school. An indemnity agreement would ensure that all schools in the Trust financially contributed to the salary for this post. Governors gave their **agreement** to the post.

A governor queried the reason why the Trust should not employ the Administrator; the Chair advised that this was not recommended because of employee rights, pension provision and other employee related issues.

A governor asked where the Administrator would be based and was informed that the post was flexible and that the person may work from home for much of the time.

13. Chair's Update

Governors were informed of the likelihood that Heaton Manor School would become an academy on 1 January 2019.

14. Reports from committees / individual and link governors / governor visits / training / GB self-evaluation

The following reports had been circulated prior to the meeting:

- Finance and Premises Committee meeting minutes, 27 September 2018
- Curriculum Committee meeting minutes, 11 October 2018
- Inclusion Committee meeting minutes, 15 October 2018

The following reports were tabled:

- Personnel Committee meeting minutes, 15 November 2018
 - Finance and Premises Committee meeting minutes, 22 November 2018
- It was noted that pay reviews for 2017 – 2018 had taken place.

- Curriculum Committee meeting minutes, 29 November 2018

The Chair noted that policies and policy renewal was being looked at.

Action: School Office Staff

15. Dates and times of future governing body and committee meetings

A list of GB and committee meeting dates had been circulated prior to the meeting.

GB meetings, beginning at 6pm, would be held on the following dates:

- 29 January 2019
- 26 March 2019
- 21 May 2019
- 16 July 2019

Monitoring visit days would take place on:

- 12 March 2019 (focus on an aspect of the Curriculum)
- 6 June 2019 (focus on the progress of disadvantaged pupils)

There was no further business; the Chair thanked governors for attending and closed the meeting at 8.07pm.

Signed Jane E
Chair of Governors

Date 29/1/19