

Approved Minutes
Meeting of the Governing Body (GB) of
WEST JESMOND PRIMARY SCHOOL (WJPS)
Tuesday 16 July 2019

Present:

Jane Edminson (Chair)
Ishy Bruce, Laura Cordy, Julia De Soyza, Hannah Evans, David Griffiths,
Ayesha Hafiz, Cathy Hogan, Jill Maddison, Dominic Martin, Rebecca McVittie
(Associate member), Laura Robb, Paul Simpson, Gary Wallis-Clarke (Executive
Headteacher) and Laura Ward

Governors in post - **19**; quorum - **10**; governors present – **14** (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.

Ayesha Hafiz would relocate through work and this would be her final GB meeting; the Chair thanked her for her input, especially with preparation of the Schools Financial Value Standard.

The Chair thanked Ishy Bruce for organising the end of year meal for governors after the meeting.

Hannah Evans joined the meeting during this item, 6.05pm.

2. Apologies for absence

Apologies for absence had been received and were **accepted** from Arlene Ainsley, Paul Catterson, Adam Goldwater, Jodie Leeson (maternity leave) and Sally Watson.

3. Declaration of Interests / GB Code of Conduct

Hannah Evans completed a Register of Interests form. There were no additional interests or revisions to interests declared by other governors.

4. GB Appointments / membership update

Foundation Trust Governor vacancy

Julia De Soyza's term of office as a Parent Governor would end in December. Julia had indicated her wish to remain on the GB and the Chair suggested that she may fill the Foundation Trust Governor vacancy; governors **recommended** Julia's appointment as Foundation Trust Governor to the Trust Board.

Co-opted Staff Governor

Dominic Martin, Head of School, had been appointed Headteacher of another school in the Ouseburn Learning Trust (OLT) from September 2019. Governors **agreed** that Rebecca McVittie, Deputy Headteacher, would replace him on the GB from 1 September 2019.

Representation on Trust Board

The Chair sought a governor to replace her as a Director on the OLT Board to represent the school alongside the Executive Headteacher. Adam Goldwater had already expressed an interest in the role and the Chair asked anyone else who was interested to inform her. The role involved attendance at three Trust Board meetings over the course of a year and membership of a committee. It was possible that following streamlining of the Trust's work, the number of Board meetings may be reduced.

Parent Governors

Two Parent Governor vacancies which had arisen from the resignation of Ayesha Hafiz from the GB and the reassignment of Julia De Soyza as Foundation Trust Governor would be advertised in September.

Action: Executive Headteacher

Committee Membership 2019 - 2020

Committee Membership 2019 – 2020 had been circulated prior to the meeting.

Governor memberships were **agreed** as follows:

Personnel (on Wednesdays):

Laura Robb (Chair)
Ishy Bruce
Jane Edminson
Jill Maddison
Gary Wallis-Clarke

Finance and Premises (on Thursdays):

Paul Simpson (Chair)
Paul Catterson
Jane Edminson
David Griffiths
Laura Robb
Gary Wallis-Clarke

Curriculum (on Thursdays):

Adam Goldwater (Chair)
Laura Cordy
Jane Edminson
Laura Robb
Laura Ward
Sally Watson
Gary Wallis-Clarke

Inclusion (on Mondays):

Jill Maddison (Chair)
Arlene Ainsley
Ishy Bruce
Julia De Soyza
Hannah Evans
Cathy Hogan
Rebecca McVittie

Admissions (Email):

Jane Edminson (Chair)
Jill Maddison
Laura Robb
Paul Simpson

Headteacher's Performance Review Panel:

Jane Edminson
Adam Goldwater
Laura Robb

Pay Review Panel:

Laura Robb
Jane Edminson
Adam Goldwater

Link Governor Arrangements were **agreed** as follows:

PE:	Jill Maddison
Pupil Premium:	Laura Cordy
Safeguarding:	Jill Maddison
Vulnerable Pupils:	Julia De Soyza

Governor Monitoring Visits

Rebecca McVittie and Laura Robb would arrange Governor Monitoring Visits for the spring and summer terms 2019 – 2020 and relay the dates to governors. Likely dates would be:

- 3 or 10 February 2020 to look at Vision
- 11 or 18 June 2020 to look at Reading

Action: Rebecca McVittie and Laura Robb

The Chair asked that agenda plans for Committees be prepared by Adam Goldwater (Curriculum), Jill Maddison / Rebecca McVittie (Inclusion) and Laura Robb (Personnel).

Action: Adam Goldwater, Jill Maddison / Rebecca McVittie and Laura Robb

5. Identification of additional items not on the agenda

There were no additional items identified.

6. Draft minutes of previous governing body meeting

The draft minutes of the GB meeting held on 21 May 2019 had been circulated prior

to the meeting and were **approved**. There were no confidential items identified.

7. **Matters arising from the above minutes**

GB Appointments / membership update (page 1)

The GB had recommended Julia De Soyza's appointment as Foundation Trust Governor earlier in the meeting, Item 4.

Draft minutes of previous governing body meeting (page 2)

The minutes of the GB meeting held on 26 March 2019 had been amended and were signed by Laura Robb, Acting Chair of the GB meeting on 21 May 2019. The Chair thanked Laura for chairing the meeting.

Matters arising from the above minutes (page 2)

- Governors briefly discussed which committee would be most appropriate to monitor PE and Jill Maddison, Chair of the Inclusion Committee, had volunteered to take on this role.
- Laura Cordy had revisited the school to meet Tom Jones, Assistant Head for Science and Technology, to monitor progress made by pupils eligible for Pupil Premium funding. Laura would write a short report of her visit and would revisit the school in September when more data would be available for monitoring purposes.

Action: Laura Cordy

Policy Review (page 3)

Rebecca McVittie advised that a number of policies would require minor amendment for 2019 – 2020 because they referred to the existing structure of the Senior Leadership Team (SLT). The Chair suggested that as the amendments were for basic technicalities, each governor be assigned one or two policies to review; Rebecca would facilitate this and would also circulate an updated table of policies to governors.

Action: Rebecca McVittie

GB Meeting dates 2019 – 2020 (pages 3 and 4)

- A schedule of committee meeting dates had been circulated with papers for the meeting. Governor monitoring days had been previously discussed, Item 4.
- The Executive Headteacher reported that he had not received any feedback from staff about Governor Monitoring Day. **Prompted for clarification by the Chair**, governors discussed how liaison between staff and the GB might work and it was **agreed** that Laura Ward, Staff Governor, would take on this role. Laura would explain her role to staff at the first staff meeting in September. Dominic Martin pointed out that staff understood that the Staff Governor would not represent the views of staff on the GB.

Action: Laura Ward

Financial Items (page 5)

The Executive Headteacher had discussed an increase in charges with the After School Club and decided no increase was needed for the next academic year.

School Improvement (page 5)

The Executive Headteacher noted that the Teaching School may continue until the end of March 2020 rather than March 2021 as previously thought.

8. Approval of 7 May 2020 as non-teaching date

Governors **agreed** the change of non-teaching date from 1 May 2020 to 7 May 2020 following the recent alteration of bank holiday date from 4 May 2020 to 8 May 2020 to coincide with the 75th anniversary of Victory in Europe Day. This would give families the opportunity to take a four day holiday over a weekend which had been the rationale for the previous date of 1 May.

9. Financial Items

Annex Ds for Main School, Teaching School and After School Club

Annex D Reports for Main School, Teaching School and After School Club had been circulated prior to the meeting. Governors were advised that the reports had received detailed consideration by members of the Finance and Premises Committee. The Chair informed governors that the After School Club made a profit of £81,000 per year although this figure did not appear on the Annex D Report. Governors **approved** the three Annex D reports.

Revised 3 Year Budget Plan

A revised 3 Year Budget Plan had been circulated in advance of the meeting. The Executive Headteacher advised that staffing changes for 2019 – 2020 were incorporated in the Plan. He drew governors' attention to the positive balance for all three years. Governors **approved** the 3 Year Budget Plan.

Expenditure update

Expenditure, Period 2, 2019 – 2020, had been circulated prior to the meeting and was noted by governors.

Statement of Internal Control

The Statement of Internal Control, circulated in advance of the meeting, was **approved** by the GB. The Chair referred to a set of questions which normally appeared on the reverse of the Statement and stated that all had been satisfactorily answered.

Schedule of delegated levels of authority

A Schedule of delegated levels of authority form, circulated in advance of the meeting was **approved** by governors. The revised form reflected the changes in the Senior Leadership Team (SLT) from September 2019.

Achieving our Vision

10. School Improvement

Executive Headteacher's Report

The Executive Headteacher's Report had been emailed to governors prior to the meeting and was tabled. The Executive Headteacher described his report as a reflective summary upon a highly successful year for the school.

The following points were highlighted:

- The vast amount of work carried out by the Teaching School had included: support for two schools in Carlisle and two schools in Northumberland; training 7 School Direct students; monitoring the progress of 47 Newly Qualified Teachers (NQT)s; supporting schools with Maths through the Strategic School Improvement Fund (SSIF) Project; recruitment of 10 School Direct trainees for 2019 – 2020. Representatives from a new Teaching School Alliance in Liverpool would visit the school in September. In the event of removal of Teaching School status, the Executive Headteacher felt it unlikely that a proposed Super Hub would be able to take on this amount of work. **The Chair queried why there was a new Teaching School Alliance when the Teaching School approach would be discontinued** and the Executive Headteacher responded that the Alliance in Liverpool had been one of the last to receive accreditation. **A governor queried whether there had been a limit to the number of School Direct trainees enrolled** and was informed by Rebecca McVittie that this was a self-imposed limit to ensure quality of training.
- Pupils had taken part in the 'Dippy on Tour' project, based on the Natural History Museum's Diplodocus cast's visit to the Great North Museum, and this had been a topic for homework. The project had generated much discussion and high quality creative work from pupils, however, the Executive Headteacher advised that it was difficult to prove that homework had an impact on attainment. He observed that Ofsted would not seek the opinion of parents about homework via Parent View with the introduction of the new Ofsted Framework.
- The Executive Headteacher and Head of School praised the work of Lucy Oades, Enterprise and Raising Aspirations Co-ordinator, for a project with 'Rainbow Creators' to raise pupils' confidence and positivity towards life and work. The Head of School noted that the school's flexible approach to staffing had helped Lucy to continue her work.
- Two delegations of children from Wuhan, China, had enjoyed visits to the school.
- The Executive Headteacher congratulated Dominic Martin on his appointment as Headteacher of Benton Park Primary School and thanked him wholeheartedly for his years of dedication, service and friendship. Dominic's final school newsletter, was included in the Report and he had thanked everyone and stated that it had been a privilege and an honour. The Executive Headteacher agreed that it had indeed been both a privilege and an honour for Dominic to work with him!
- Pupils had achieved outstanding academic attainment this year. The Executive Headteacher cautioned against complacency of staff and governors as the challenges were great and the results had been the outcome of intensive hard work. He paid tribute to the whole staff team who had worked together over the year.

- The Executive Headteacher described class moves from one year to the next as the quietest since he had joined the school; this was attributed to pupils' expectations that this would happen. A Parent Governor thanked staff in Year 2 for their mindfulness of their pupils' every concern.
- As a Teaching School, exploration of new initiatives had raised the quality of teaching which had benefitted pupils.
- The Executive Headteacher noted the number of supportive emails received from parents following a television programme about the Department for Education's handling of the new Relationships Education curriculum.
- Governors should be aware that staff may face difficult situations when carrying out their work, perhaps in connection with Social Care and that any attack on a member of staff should receive a robust response. **The Chair recommended that staff should think about routines and where they held meetings to ensure their safety.** Dominic Martin advised that staff should exercise care in their use of social media. **In response to a query by the Chair,** Rebecca McVittie advised that staff should have private online profiles and be careful about any information they uploaded. Pupils, staff and parents received regular e-safety training updates.

Attendance

- Attendance to date was 97.8%, an increase of 1.3% upon the previous year. The increase was attributed to the work of Helen Jordan, Attendance Officer, who worked at the school for six hours each week over the course of three days. Dominic Martin commented that Helen was very effective at addressing issues quickly and made telephone contact with many parents which other staff may not have time to do.
- A pupil had received a fixed term exclusion of one day; the Executive Headteacher noted that unfortunately this would help the pupil to find a more appropriate setting.

Academic Summary July 2019

- 88% of pupils in Reception had achieved a Good Level of Development (GLD). This was regarded as a phenomenal success because the year had been very turbulent with 15 in-year admissions.
- 92% of Year 1 pupils had passed Phonics and 60% of the five Year 2 pupils who had retaken the test or taken it for the first time had passed.
- Key Stage 1 Teacher Assessments:
 - In Reading, 81% of pupils had achieved Expected and 40% had achieved Greater Depth Standard (GDS).
 - In Writing, 75% of pupils had achieved Expected and 29% had achieved GDS.
 - In Maths, 84% of pupils had achieved Expected and 45% had achieved GDS.

The Executive Headteacher drew governors' attention to the high percentages of pupils who had achieved GDS and noted that only those pupils who had attended the school since Reception had achieved GDS. It was reported that the Achievement Partner had identified Writing as an area to focus upon. **The Chair queried why Writing should lag behind Reading and Maths** and the Executive Headteacher responded that the demands required by Writing assessments were very high. A Parent Governor commented that Year 2 pupils had enjoyed a brilliant year and highly commended the way in which SATs had been delivered;

the Executive Headteacher thanked the governor and would pass on her comments to the Year 2 staff team.

- Key Stage 2 Attainment:
 - In Reading, 93% of pupils had achieved Expected and 42% had achieved GDS.
 - In Writing, 95% of pupils had achieved Expected and 35% had achieved GDS.
 - In Maths, 95% of pupils had achieved Expected and 60% had achieved GDS.
 - In Grammar, Punctuation and Spelling, 95% of pupils had achieved Expected and 70% had achieved GDS.

The Executive Headteacher advised that three papers had been submitted for remarking because they had been borderline. Results of pupils in school from Reception would be compared with results of those pupils who had since joined the school.

Action: Executive Headteacher

- Key Stage 2 Predicted Unvalidated Progress Scores
Average progress in Reading was +2.81, in Writing +2.26 and in Maths +4.69. It was noted that an alternative programme, Perspective Lite, presented even more favourable results, however, the validated scores would not be available until the autumn term.

In response to a query, it was clarified that progress was measured from Year 2 to Year 6. The Executive Headteacher informed governors that new measures of progress would be introduced in 2020.

The Chair asked about attainment and progress of Pupil Premium pupils and was advised that overall, they had performed very well although some year group dependent gaps persisted. Dominic Martin commented that whilst many Pupil Premium pupils lived through challenging circumstances they had achieved the Expected standard which would enable them to begin secondary school with higher expectations. He credited Laura Ward, new member of the Year 6 staff team, who had risen to the challenge and done a great job. Governors remarked that the Year 6 staff had worked together as a friendly and supportive team and that their children had thoroughly enjoyed the year. The Executive Headteacher noted that the school delivered an enriching curriculum and great breadth of experience for all pupils.

The Executive Headteacher would ensure that any reference to individual pupils was removed from detailed Key Stage 1 and Key Stage 2 data reports before they were circulated to governors.

Action: Executive Headteacher

Staffing

- A work of art to be installed on the main staircase would form a legacy for 27 years of service to the school by Mrs Byers, Arts Co-ordinator, who would retire at the end of term. Mrs Byers had joined the school as an NQT. A tea party would be held at 3.30pm on the final day of term to say goodbye.
- Mr Ginnever and Mr Connolly would also leave the school.

Curriculum

Rebecca McVittie displayed the Healthy Schools Award which the school had achieved for the first time. A laminated certificate and detailed report had also been received by the school. Rebecca observed that evidence in support of the Award had triangulated well with feedback from the SLT, staff and pupils. Items covered had included the daily mile, canteen, packed lunches, traffic and travel plans. Rebecca felt that it had been a positive experience and useful process for the school.

A governor queried whether activities had been increased in order to achieve the Award. Rebecca responded that Reception pupils already participated in a daily run and other pupils would now take part in a daily mile. Two hours of PE per week was timetabled for each year group. Rebecca noted that pupils had raised the content of packed lunches and that guidance for parents would be issued. Healthy Schools Action Plan and PE would be added to the agenda of the Inclusion Committee.

Action: Jill Maddison / Rebecca McVittie

Quality of Teaching

Reviews of teaching by the Achievement Partner in 2018 and 2019 continued to support the Ofsted judgement of outstanding made in 2015. Summer term data was indicative of outstanding teaching.

Budget

The Executive Headteacher advised that the school was well placed to manage financially without the Teaching School.

Pupil Numbers and Admissions

Pupil mobility was broadly in line with previous years. There were 618 pupils currently on the school roll and it was anticipated that the school would reach 620 in the near future.

Report from Achievement Partner

Margaret Armstrong, the school's Achievement Partner, had visited the school on 10 July 2019 and would present her report at a meeting of the Curriculum Committee on 3 October 2019. All governors were invited to attend this meeting.

Action: Governors

School Improvement Plan (SIP) 2019 – 2020

Discussion of the Plan at the GB meeting held in May and by some committees had led to further additions to the Plan.

Governors were invited to attend the first part of a staff training day to be held on 2 September from 8.30am until 11am; the Executive Headteacher would issue an agenda to governors.

Action: Executive Headteacher and governors

Governors were also invited to attend Safeguarding training on 3 September from 9am until 10am.

Action: Governors

Paul Simpson advised that staff should undertake General Data Protection Regulation (GDPR) training and would establish whether governors should also undertake this training.

Action: Paul Simpson

For Information

11. Safeguarding / health and safety / risk management / data protection items

It was confirmed that there had not been any data protection breaches.

12. Ouseburn Learning Trust (OLT) Update

The Chair provided the following update:

- Changes to the structure of the Trust may result in fewer Trust Board meetings each year.
- The status of partners of the Trust would be reviewed.
- Networks of Headteachers, Deputy Headteachers, School Business Managers, Special Educational Needs Co-ordinators and Early Years staff had been regarded as the most valuable aspect of Trust work.
- A Chairs of Governors network would be formed and may meet on a termly basis. This group could provide support for any Trust school in difficulties and assistance for any GB which required help.

13. Chair's Update

The Chair informed governors that Heaton Manor School may become an academy on 1 August 2019 whereupon it would become known as Jesmond Park Academy. A small number of complaints had been received about the change of name and new uniform.

Laura Robb informed the GB that as part of her Chairs' training course she would undertake a project to consider how Ofsted would judge the school under the new Ofsted Framework, the school's ability to be scrutinised from an external point of view and triangulation of knowledge. The Chair regarded this as a very useful piece of work. Laura advised governors that as part of her training, she had found it interesting to attend GB meetings at other schools. She noted that one school had used a 'Constant Cohort' column to track data of pupils who had attended the school from Reception through to Year 6. The Executive Headteacher commented that this echoed Margaret Armstrong's recommendation to filter down data. He also commented that his intention, stated earlier in the meeting, to compare results of Year 6 pupils who had attended the school since Reception with those who had not would be interesting.

A governor queried what Laura would receive at the end of the Chairs training.

The Chair replied that whilst there was no formal accreditation, the process was about growing leaders and a good background for anyone planning to become a Chair. There were two funded places available should another governor be interested.

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, 16 May and 27 June 2019
- Personnel Committee meeting minutes, 10 June 2019
- Curriculum Committee meeting minutes, 23 May 2019

Finance and Premises Committee meeting minutes, 27 June 2019

The process for handling In-Year admissions had been recorded in the minutes. The Executive Headteacher would attend appeals from parents for places in Reception 2019 even though Reception classes had reached their maximum number of 30 pupils. **A governor queried the purpose of an appeal given this situation** and was informed that appeals had to be heard as it may be that exceptional circumstances apply or that the Admissions code has been misapplied. **The Chair advised that this was why adherence to the Admissions Policy was so important. Another governor queried why the Executive Headteacher should be subject to such questioning given the prescriptive nature of the process** and was informed that the limit of 30 places only applied to Key Stage 1 classes and that there was no limit for Key Stage 2 classes. Paul Simpson volunteered to attend the appeals panel meeting as useful background for his role as a member of the Admissions Committee.

Action: Paul Simpson

The Chair praised minutes written by Nikki Corbett.

Governors' Report on the monitoring visit of 6 June 2019 to review Pupil Premium and the progress of disadvantaged pupils would be circulated ahead of the next GB meeting.

Action: Chair and Governor Services

15. Reminder of governing body meetings and committee meetings 2019 – 2020

A timetable of Committee and GB meetings had been circulated in advance of the meeting. GB meetings would take place at 6pm on the following dates:

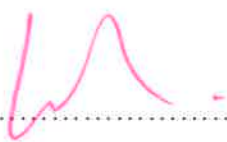
- 15 October 2019
- 3 December 2019
- 28 January 2020
- 24 March 2020
- 19 May 2020
- 14 July 2020

16. Reminder of Chair and Vice-Chair election arrangements

Governors had been reminded of the procedure for the election of Chair and Vice-Chair in the agenda for the meeting.

There was no further business; the Chair thanked everyone for attending and closed the meeting at 7.45pm.

Signed
Chair of Governors



Date

15-10-19