



Westbrook Primary School

Full Governing Board Meeting, 27th November 2023 6pm – 8pm

At the School

Present: Paul Bepey, Chair of Governors (PB)
Manpreet Babbra (MB)
Carly Benton (CB)
Julie Lamirel (JL)
Helen Kean (HK)
Earl Collins (EC) from 18.24h
Hardeep Dhillon (HD)
Priti Singh (PS)
Mariam Asghar (MA)
Dr Melvyn Tatters, Head Teacher (HT)

In Attendance: Gurmeet Virdee, School Business Manager (SBM)
Carly Benton, Deputy Headteacher, SENCO (CB)
Amarin Hans, [Job Title??] (for Item 9)

Clerk: Samantha Rennie

The meeting started at 18.09

Ahead of the formal Agenda, the Clerk took the chair.

PB's term of office as a Governor had come to an end. HT nominated him for a further 4-year term and this was unanimously **agreed** by all present. PB was duly re-elected as a Governor.

Item 4 of the Agenda was then taken at this point. HT nominated PB as Chair of Governors and MB as Vice-Chair. Governors unanimously **agreed** and both were elected for a further year.

PB then took the chair.

1: Apologies for absence

Apologies were received and accepted from Angela Khungar

2: Declaration of personal interests

HT declared that his partner was employed at the school; he was also Chair of Governors at Oaklands School.

HT explained that Governors need to update their profiles on Trust Governor and demonstrated how to do this. Governors also need to confirm having read and understood statutory documents:

- Code of conduct
- Safeguarding
- Keeping children safe
- Prevent
- Register of interests
- Disqualification form

In addition, Governors should declare potential conflicts – financial or otherwise – in any Agenda items at the start of meetings.

ACTION: Governors to update Trust Governor with declarations and confirmations.

ACTION: School to collate Governor details and update School website

3: Membership

- A paper on current members and their roles was attached to the meeting Agenda.
- Governor elections were dealt with at the start of this meeting.
- With the retirement of Mr Leggett, there was a Governor vacancy on the Executive Committee. School already meets the minimum requirement of three Governors on the EC, although more can be appointed and HT invited volunteers. None immediately came forward.

ACTION: MA to consider volunteering for the Executive Committee

ACTION: School to delete Mr Bari from Trust Governor as he is no longer a Governor

- In response to a Governor query, HT confirmed that the Literacy and Communications leads had been combined.

18.24h – EC joined the meeting

The following roles were agreed by each nominated person and unanimously **agreed** by the FGB:

Governor Committees or Roles for 2023-2024

Committee or Role	Current Members
Executive	Mr Babbra (Chair) Mr Bepey, Dr Tatters, Mrs Benton, Mrs Lamirel, (1 vacancy)
Health & Safety	Mr Bepey

Head Teachers Performance Management	Mr Babbra, Mr Bepey, Mrs Dhillon
Senior Appointment Panel	Dr Tatters, Mr Bepey
Complaints, exclusions, disciplinary and appeals	As the need arises
Governor for LAC	Mrs Khungar
Child Protection Governor	Mrs Khungar, Mrs Dhillon
Pupil Premium Governor	Mrs Lamirel
Safeguarding	Mrs Khungar
SEND Governors	Mr Collins, Mrs Asghar
VI link Governor	Mr Bepey
Wellbeing	Mrs Lamirel
Cyber crime, filtering & online safety	Mr Bepey

- The HT performance management meeting will be held on the **18th December at 5:30pm** with the same external expert appointed last year. Governors **agreed** that PB, MB and HD to form the assessment panel.

4: Election of Chair and Vice Chair

This item was covered at the start of the meeting

5: Minutes of the last meeting and matters arising: Paul Bepey [10 min]

- The minutes of the meeting of Monday 26th June were **approved** as a true and accurate record of the meeting
- Matters arising:

Agenda Item	Action	Lead	Deadline
3(b) 3(c)	Inform Governor Services of appointments of Mr Collins and Ms Asghar as Governors (<i>completed</i>)	Clerk	asap
3(b)	Add Mr Collins to GIAS as Trustee, wef 26 June 2023 (<i>completed</i>)	SBM	Asap
4(c)	Check Single Central Record (<i>completed</i>)	Ms Smith	1 st Week of July 2023
5	Complete skills audit on Trust Governor (<i>Not yet completed</i>) (ACTION: MA to complete by end of Term)	Mr Collins Ms Asghar	By 27 Nov 2023

5	Ensure that all items are completed on Trust-Governor for: <ul style="list-style-type: none"> - Skills Audit - Self-Assessment - 'Your Transparency' <i>(Not yet complete)</i> ACTION: All Govs to update Trust Governor by End of Term	ALL GOVS	By 27 th Nov 2023
6	Consider joining the Exec Committee <i>(Covered on this Agenda)</i>	ALL GOVS	Sept 2023
7(a)	Assist with Deep Dive in French <i>(Not yet completed)</i> ACTION: To be completed by March	Ms Lamirel	Autumn 2023
7((a)	Assist with Deep Dive in Art <i>(No yet completed)</i> ACTION: Deep dive in Art to be completed when required	Chair	When appropriate
7(c)	Check number of absence days for support staff and update Governors <i>(not yet completed)</i> ACTION: HT to ask Jasmine to complete asap	SBM	asap
7(e)	Head to ask Jasmine to contact Governors who had not completed Safeguarding training. All Governors contacted to complete training asap. <i>(completed)</i>	Head ALL GOVS	asap
9	Send any suggestions for SEF phrases etc to HT <i>(completed)</i>	ALL GOVS	Ongoing
10(a)	Visit the school for Deep Dive in Music <i>(Not yet completed)</i> ACTION: PB to visit School for Deep Dive into Music	Chair	When convenient
11	Confirm Agreement to abide by the Gov Code of Conduct electronically on Trust Governor <i>(Covered on his Agenda)</i>	ALL GOVS	By end of summer term 2023
13(b)	Circulate final audit report to Governors <i>(covered on this Agenda)</i>	SBM	When received
13(e)	Arrange to meet with NatWest Relationships Manager <i>(completed and covered on this Agenda)</i>	SBM, Mrs Lamirel	Sept 2023
14(b)	Sign investment approval form, as per the investment policy <i>(completed)</i>	Chair +1	Asap

Website: HT referred to the report circulated with the Agenda: What Academies and Free Schools must publish online”, published by Primariesite website builders, asking Governors to

note the key requirements and stressing the importance of Governors updating their details on Trust Governor as this was the source of much information required for the website.

6: Terms of reference for the Full Governing Body

HD noted an error in the FGB ToRs circulated with the Agenda which said Governors would meet six times a year. This was **corrected** to three times a year and the ToRs were unanimously **adopted** by Governors.

7: Executive Committee - Terms of reference: Paul Bepey [1 min]

No changes were made to the EC ToRs circulated with the Agenda and these were unanimously **adopted** by Governors.

8: Executive Committee Minutes: Mr Babbra [5 min]

The draft minutes of the meeting on 16th October were circulated with this Agenda. As Chair of the EC, MB highlighted key points from the meeting, including the teacher pay increase of 6.5%, which was in line with the government pay review body award. The EC had also discussed the budget and investment opportunities with NatWest in detail, which were on this FGB for decision under Item 17.

The position of Assistant HT had also been discussed.

MB invited questions and there were none.

9: Thinking skills – End of Unit Reflections: Amarin Hans [10 min]

This item was taken earlier in the meeting at 18.06h.

AH presented her end-of-year reflections report previously circulated with the Agenda. It focussed on use of a tool based on Edward de Bono's 'Thinking Hats' to encourage pupils to reflect, consolidate and record their learning. She believed that as a 'Thinking School', this tool was a good fit with Westbrook. Her reflections covered how pupils felt about the tool and provided evidence of what pupils thought of their learning and how much they could recall of their learning experience. AH's presentation also provided actual examples from different children of how this is recorded.

She noted that the tool enables highly visual records to be made – for example, using mind maps, or illustrations, thus not relying entirely on language skills. It is child-led and enquiry-based, providing a qualitative assessment of knowledge gained.

Q: PS asked how the tool had been received by pupils?

A: AH said pupils enjoyed completing it, and this came through in the examples shown in the meeting. HT added that it will be useful as part of Ofsted evidence as it will help children recall their learning in their own terms when asked. Ofsted tend to choose children with SEN

who can be less able to use language. This tool can therefore make them feel more comfortable about being 'interrogated'.

Q: Governor asked whether the results were reviewed for individual pupils or across the class?

A: AH replied that both applied. The tool was helpful to assess gaps in individual learning, and across the class.

A: Governor asked how many times AH would use the tool with each child?

A: HK, Staff Governors replied that it will be used throughout the year. Children 'own' their books. If asked, they're able to take out their books and use them to facilitate a conversation.

AH added that the tool is useful across the whole curriculum even, for example, in PE, because it helps children correlate their thoughts, feelings and learning, with language. They are also able to create links across subjects and an anonymous teacher feedback survey had endorsed the cross-school benefits.

HT said it had helped children become 'Wesbrook meta-learners'

10: SIP Priorities 2023-2024:

HT provided updates on progress towards the ten key SIP priorities, clarifying Governor queries as they arose:

1. *To embed, consolidate and reflect on learning through the use of end of unit reflections.*
 - HT noted that Item 9 on this Agenda fell under this priority
2. *To improve the attainment and progress of identified groups so that gaps narrow. (Low attainers, White)*
3. *Curriculum teams build on the success of pupils' writing outcomes by changing curriculum writing tasks to orientate extended writing towards important subject questions.*
 - This is currently a focus for the school.
4. *To facilitate the development of a shared vision for staff well-being.*
5. *To review the French, Art & DT curriculum through a deep dive in order to inform best practices and policy.*
 - School is currently doing deep dive in French to review and refine the curriculum.
 - Governor queried what is happening regarding English? HT responded that the school needs to make more time to go deeper into the subject so is looking at what else could be reduced to enable this.
6. *To further develop reading for pleasure*
 - HT referred to the school's participation in Get Hounslow Reading, where three Westbrook staff featured in their PR film discussing its success in the school.
 - A more detailed discussion on school libraries took place:

- HK clarified that an earlier fire in the library only affected the central library, and that the library was now being spruced up. She added that a harder line on late or non-returned books was needed so the school can maintain stock. As so many books were being borrowed at any one time, the library appeared sparser than was actually the case.
- HD suggested a book drive and in response, HK said in the past, parents had been generous with non-fiction books, although more fiction was needed.
 - In addition to the central library, each classroom was also building up a library area, with soft seating and bright colours, books facing outwards and other visual material, to provide a calm and inviting space for children.
 - CB said that the School has been adopted by Moto, which had donated a lot of Fiction books, although these tend to go into the classroom libraries rather than the central one.

7. *Subject teams review curriculum plans against their vision and adjust accordingly*

8. *To identify gaps in attendance and produce or strengthen strategies to support families*

- HT noted that Ofsted now require schools to publish attendance data and analysis – so the school needs to produce a plan as part of the Ofsted framework. Governors may be asked what the school is doing about this so may need to bring the data with them to any Ofsted meetings. The School is preparing the data so it is available to Governors should this need arise.

9. *To introduce a new system wide performance management system (BlueSky) which incorporates the GROW coaching model.*

- Coaching has progressed well. All staff now have mentors and coaches.

10. *Governors, in consultation with SLT and staff, develop a wellbeing strategy and monitor its implementation and impact.*

- The School is taking part in a national pilot programme to scale up its work on wellbeing.
- HT noted that Governors have responsibility for staff wellbeing and that Ofsted will likely ask what is being done to support staff wellbeing in the school. He noted the school is currently making improvements to how it supports staff wellbeing. A team is pulling together a plan and the Wellbeing Governor will be involved. A staff survey will be carried out.
- The school also needs to educate staff as to what Wellbeing means – to ensure that staff are doing what they can themselves to ensure their own wellbeing.
- MB asked for the plan to be shared with Governors and HT responded that it was still at its early stages.

ACTION: HT to share Wellbeing plan with Governors when finalised.

There were no other questions on the SIP.

11: PPG Report

CB went through the PPG report which was circulated with the Agenda. The premium applies to 142 of Westbrook's 580 pupils. Whilst PP pupils are not a homogenous group, the backgrounds of and challenges faced by PP children coming into the school remain broadly the same: Many are minority ethnic, SEN, from underdeveloped background and with language difficulties. Phonics and language comprehension are the main challenges. The report shows what the issues are, what 'good' looks like and how the school aims to get them there – focussing on the core subjects.

CB drew Governors' attention to an error in the report. Westbrook is no longer 'working towards' being an accredited school – it now is an accredited school.

She noted that Life Skills are especially valued at Westbrook (swimming, bikeability) and compared to the previous academic year, these results were positive, with the gap between PP and non-PP children narrowing.

Q: HB asked what were considered PP criteria.

A: CB responded that this was pupils who have been eligible for free school meals in the past 6 years, adding that a lot of high-achieving children are on FSM/PP.

Q: PB asked Paul whether young carers were covered by PP? Or children whose parents are in the Services:

A: CB confirmed yes, but that Westbrook does not have any such children currently on-roll.

Q: HD asked how free school meals affect PP, particularly with the Mayor's FSM initiative?

A: CB: Parents now have to apply for PP, even though their children get FSM without it. The School now has to specifically ask parents to apply for the PP as there is no incentive. Some families had one child with a PP but a younger sibling without, because parents didn't apply. This is the case with nine Westbrook Families, and it has a significant financial impact on the school. CB has sought to address this by raising it with parents at the end of curriculum meetings with parents.

CB went on to say that Y2 has the widest group of PP children (now Y3) as well as Y5 (current Y6) – 1-2-1 tuition has now been prioritised for Y6. Extra support has also been provided for Y5 and school continues to monitor this.

Q: MB commented that it was good to see in the report the wide number of programmes addressing the support needs. HE asked whether CB could say which are working best?

A: HT said some programmes are recommended by DfE as being evidence-based for improvement, such as EEF, Nellie, Lexia.

However, the impact of the of the post-Covid National Tutoring Programme is not possible to assess. As well as this, DfE has clawed funding back this year and last year, despite a lot of time spent by school calculating the results data. There appeared to be no rationale for clawbacks HT added that the school would not apply for this again, not least because school has to part-fund it.

MA, who is also Head of a Primary School, endorsed how much time was wasted in submitting information requested by DfE, and there is no explanation for the clawback. With her school, the allocation was different from the actual amount received – with no explanation. They were told to ‘just contact the LA’ – who couldn’t help.

Further discussion followed about how failures in the Tutoring Programme with Helplines and the Website not working.

12: Deep Dives, Governor visits or reports

HT presented the Religious Education Position Paper 2022-23 (Deep Dive report) circulated with the Agenda, noting that Black bullet points were general school outcomes and Blue are RE-specific. Discover RE was new last year and the Deep Dive also looked at incidental RE including festivals celebrated in the school, assemblies.

HT noted that Westbrook is aligned with the LA on RE and that Ofsted do not inspect RE. All Deep Dives involve looking at a lot of diff sources of information including pupil and staff surveys.

‘What Went Well’ concluded that Pupils likes the fact that RE covers different religions and that lots of children want to contribute. There were also a lot of opportunities to re-cap on previous knowledge.

RE would be ‘Even Better If’ Knowledge Organisers were created for each Unit

Q: MB asked why the last graph in the Teacher Survey was negative?

A: This question related to the volume of learning resources provided for RE. The school has recently changed from Jigsaw for RE teaching and that did not provide a lot of materials. Staff had to draw on their own experience and resources. However, the school also reviewed what it had across the school and found quite a lot of artifacts in different locations, which required teachers to go and get them, rather than rely on computer resources.

At this point, HT noted that the school aims to produce similar deep dive reports across the school and all subjects, so this would provide consistent evidence for Ofsted. He noted that in a recent inspection elsewhere, that a school was given no choice in what subjects were inspected, which he had previously thought would be possible to negotiate. Inspectors at the other school had also looked at 5 or 6 subjects, rather than the 3 or 4 HT had previously expected.

13: Policies

The following policies were circulated with the Agenda:

- **Safeguarding & Child Protection**
 - This was unanimously **adopted**.

- **Admission Policy – 2025-2026**

- HT clarified that School was required to publish three years of Admission Policies on their website and noted that next Year, Westbrook was required to consult all schools in Hounslow before adopting an admissions policy with any changes.
- The 2025-26 policy was unanimously **adopted**.
- **Pay**
 - HT said the only change this year was the amount of pay, in line with the 6.5% pay award adopted by the recent EC.
 - The Policy was unanimously **adopted**.
- **Charging and Remissions**
 - In response to a Governor query, HT said the policy covered help to families with trips but that without contributions from parents, all trips would cease so families not on benefits are required to pay.
 - HK noted that the cost of coaches have gone up 100% this year, so classes are being merged to allow trips to go ahead.
 - The Policy was unanimously **adopted**.

ACTION: School to publish adopted policies on the website.

14: Headteacher Report

- **SATs results:**
 - HT highlighted that Westbrook was above national averages in all areas, significantly so in progress and attainment. He noted that even if they don't currently ask for data, the new Chief Inspector at Ofsted had a keen interest in data so this may change.
 - Q: Governor asked how Westbrook compares with other Hounslow schools?
 - A: HT said Hounslow have not published other school results yet.
 - A discussion followed on the current testing regime for different Year groups, where Governors noted that no testing at Y2 was a positive step, but that Reception tests 6 weeks after children start school simply diverted valuable teacher time with little benefit. In response to Governor queries, HT clarified:
 - DfE required teachers, not support staff, to perform the tests which seemed unnecessarily time-consuming.
 - White ethnic groups were, all together, a minority in the school and more analysis on this group may be needed.
 - Next year, SAT results are likely to be less positive as the school has had an increasing intake of refugees, asylum seekers, EHCPs and SEND children related to its high level of vacancies. Governors commented that this placed an additional burden on teachers and HT replied that this could potentially be managed through future admissions policies.
- HT drew Governors' attention to the following reports circulated with the Agenda:
 - IDSR
 - FFT dashboard results
 - Attendance - Data and plan

- PM

There were no queries or further comments on these reports.

- **House Fire:**

HT then spoke about the recent house fire that led to the tragic death of three adults and three children who had been pupils at Westbrook. He told Governors how the aftermath of the incident had been handled by the school, including unprecedented media interest. He talked about the impact this had had on pupils and teachers and the support made available to them.

Governors were asked not to add to social media speculation and reminded them that any media enquiries should be directed to the HT.

The school was hoping to open its doors to the community on the day of the funerals, providing refreshments in the Hall, ahead of any formal memorial the school might organise.

Governors asked the school to avoid taking children on outings along the street where the fire took place.

Governors **agreed** the school to be closed on the day of the funerals and an open-door event held for pupils, staff and the community in the school hall.

Governors expressed their sincere condolences to HT and school members who knew the family and thanked HT for his sensitive handling of its aftermath for the school.

ACTION: Governors to refer any media enquiries regarding the house-fire to HT.

ACTION: Governors to attend the school when funerals are taking place to welcome community members.

- **Staffing:**

HT outlined the current absence of Site Managers and the challenges facing the school with an excessively complex computerised heating system. He said the school was working with an agency to seek cover.

15: Safeguarding Audits + update to KCSIE 2023

- **Keeping Children Safe in Education 2023**

HT drew Governors' attention to the main changes in the 2023 KCSIE which related to online safety. He noted that an annual filter of cyber issues was now required.

ACTION: Lead Governors for Cyber (PB) and Safeguarding (AK) to produce a report on cyber safety for the school

- HT drew Governors attention to the HSCP audit submission and the NSPCC Audit/action plan circulated with the Agenda.

There were no further queries or comments

16: Governor Training – OFSTED

HT drew Governors' attention to the papers circulated with the Agenda aimed at supporting them with an Ofsted inspection as these would help familiarise themselves with the questions and areas that Ofsted would likely cover. Further support and training would be provided in due course.

Governors would also be asked to complete Cyber security training course.

ACTION: School to circulate a link for Governors to sign up to relevant training

17: Financial items

o Finance report

GV introduced her report and highlighted key points:

- o The forecast position of the school at the end of 2023/24 to be £327K deficit (as at the end of October). This is £28k better than the budgeted deficit of £355,404.
- o The audit is currently underway and School awaits questions from the auditors.
- o Funding from the ESFA and Local Authority continues to represent the largest percentage of our income and have both come in as budgeted.
- o Income relating to bank interest has overachieved by £14k based on interest to date in 23/24.
- o There are two support staff vacancies and an apprentice, hence a staffing underspend.

In response to Governor questions, GV clarified:

- o The 6.5% teacher pay award will be paid out in November, backdated to September.
 - o The £60k increase in supply services costs is due to the additional catering costs of provide FSMs under the Mayor's initiative.
 - o Payment for the National College website is condition of the school's insurance.
- The **Natwest 95-day account** had been opened
 - The **Cyber Response Plan** was approved [??]
 - **Joskos IT Roadmap** [deferred??]
 - Governors noted the **Support Staff Pay award** 2023 of 3.88%

18: Curriculum Teams

The following were agreed as Lead Governors:

Area of the curriculum	Governors
Communication and language + Literacy (MFL)	Mrs Khungar, Mrs Dhillon
Physical development	Mr Babra

Personal, social and emotional development	Mrs Singh
Literacy	Mrs Pabari Mrs Dhillon
Mathematics & Computing	Mrs Lamirel
Understanding the world	Mr Collins Mrs Asghar
Expressive Arts and Design	Mr Bepey

19: Confidential Business:

This was dealt with under a separate confidential minute.

20: Meeting Overview

PB noted the full Agenda for this meeting and thanked Governors for attending.

21: AOB

At the next meeting, the auditor will be present to go through the finances.

ACTION: Clerk to include Audited accounts on the next FGB Agenda

The meeting closed at 20.23h

SUMMARY OF ACTIONS FROM THE MEETING

Agenda Item	ACTION	Lead	Deadline
2	Governors to update Trust Governor with declarations and confirmations	ALL GOVS	asap
2	Collate Governor details and update School website	School	Asap after action 1
3	MA to consider volunteering for the Executive Committee	MA	Asap
3	Delete Mr Bari from Trust Governor as he is no longer a Governor	School	asap
5	Complete skills audit on Trust Governor	MA	By end of Term
5	Update details on Trust Governor	ALL GOVS	By end of Term
5	Assist with Deep Diver in French	JL	March 2024
5	Assist with Deep Dive in Art	PB	When required

5	Check number of absence days for support staff and update Governors	Jasmine via HT	asap
5	Visit School for Deep Dive into Music	PB	When convenient
10	Share Wellbeing plan with Governors when finalised.	HT	When finalised
13	Adopted policies to be published on school website.	School	Asap
14	Governors to refer any media enquiries regarding the house-fire to HT.	ALL GOVS HT	As required
14	Governors to attend the school when funerals are taking place to welcome community members.	ALL GOVS	When notified
15	Lead Governors for Cyber and Safeguarding to produce a report on cyber safety for the school	PB and AK	??
16	Circulate a link for Governors to sign up to relevant training	School ALL GOVS	Ongoing
21	Include audited accounts on the next FGB Agenda	Clerk	By 11 th March 2024



Signed:

Date: 04/12/2023