

# WESTGATE PRIMARY SCHOOL GOVERNING BODY

## MINUTES OF THE MEETING HELD ON THURSDAY 12 MAY 2016 AT 6.00PM

<b>PRESENT</b>	Rob Wilks (Chair)	Helen Carpenter (Headteacher)
	Susan Carson	Cathy Liddicott
	Daniel Hackney	Pippa McPherson
	Anne Hodgson	Jane O'Kane
	Alice Joughin	Andrew Ross
	Jonathan Kirkland	

**IN ATTENDANCE:** Joan Matthews, Clerk

<b>37.00</b>	<b>APOLOGIES</b>	<b>ACTION</b>
37.01	Apologies were received and accepted from Sarah Shore.	
<b>38.00</b>	<b>MEMBERSHIP MATTERS AND GOVERNOR DEVELOPMENT</b>	
38.01	The Headteacher agreed to e-mail the Chair with details of those governors who had attended the recent child protection training. It was noted that Cathy Liddicott had attended family of schools training on Pupil Voice.	<b>Headteacher</b>
38.02	The Chair reported that one vacancy remained on the governing body and it was noted that there was one candidate, Sarah Mumford, an ex-parent who currently worked with the Arts Council through Cape UK and had been Head of Education at the Media Museum. She was due to meet with the Headteacher shortly.	
<b>39.00</b>	<b>MINUTES OF THE LAST MEETING</b>	
39.01	<b>Resolved:</b> <ul style="list-style-type: none"> <li>that the minutes of the meeting held on 25 February 2016 were agreed as a correct record and the Chair was authorised to sign them.</li> </ul>	
<b>40.00</b>	<b>MATTERS ARISING</b>	
40.01	<u>Shared family of schools training (minute 34.01)</u> The Chair reported that there had been no recent correspondence regarding shared training in the family of schools although Cathy Liddicott had attended training on pupil voice at The Whartons. She agreed to share some follow up material with the Chair.	<b>C Liddicott</b>
<b>41.00</b>	<b>REPORTS FROM COMMITTEES</b>	
41.01	<b>Pupil Support</b> It was noted that a meeting of the Pupil Support Committee had taken place and the following points were noted: <ul style="list-style-type: none"> <li>The Intimate Care policy had been approved;</li> <li>Efforts were still being made to arrange a restorative practice session;</li> <li>The SENCo was to attend the next meeting to update the committee. Jane O'Kane had already been in contact with her and a lot of good work had already taken place;</li> </ul>	

	<ul style="list-style-type: none"> <li>• The Home School Agreement had been approved;</li> <li>• The Sports Funding update had been reviewed and there had also been a discussion about Pupil Premium;</li> <li>• The committee had confirmed that all needs were being met in relation to sex and relationships education;</li> <li>• The committee had asked about transition, both within school and on to secondary school. The process was much improved;</li> </ul>	
41.02	In relation to the Literacy presentation received by the Committee, it was reported that external reading helpers sometimes found it challenging to find appropriate books and had brought their own books in on occasion. Daniel Hackney agreed to review the books in the library.	<b>D Hackney</b>
41.03	It was agreed that there should be a focus group on the governors day in school to discuss sex and relationship education with pupils and ensure that statutory requirements were met. Any concerns could then be fed back to the Headteacher.	
	<b>Finance and Personnel</b>	
41.04	<p>A meeting of the Finance and Personnel Committee had taken place on 25 April and the following points were noted:</p> <ul style="list-style-type: none"> <li>• All staff were to be asked to complete a register of interests form;</li> <li>• The LED installation was now complete;</li> <li>• The budget at month 12 was on track and the extended schools budget was also healthy;</li> <li>• The budget for 2016/17 had been discussed in detail and it was noted there were a number of increases including national insurance, pension contributions and uplift to the living wage. The cost of school meals had been increased as the school had been subsidising them, and the subsidy on peripatetic music lessons was also being reduced in order to ensure that a few children were not benefitting at the expense of others. Should pupils who currently received additional funding stay at the school, then staffing would stay the same. Any reduction in the number of children with additional funding would require changes to staffing.</li> <li>• The curriculum budget for 2016/17 was quite generous and could be reduced if necessary. The budget was also cautious about energy savings.</li> <li>• The nursery looked like it would be full in January 2017 and WOOSH numbers were healthy. It was agreed to retain the surplus within the WOOSH budget but it could be accessed if necessary. There was no clawback on those funds.</li> <li>• The capital reserve was good</li> </ul>	
41.05	A question was asked about whether the payback for the lighting loan was included and the Headteacher confirmed	

	that it was.	
41.06	It was noted that the school was one of only two in Otley that would be full in September 2016.	
41.07	The school would adapt the Leeds model Equality policy to be more practical for its purposes.	
41.08	The areas of expenditure in relation to Pupil Premium and PE funding were discussed and the range of activities on which funds were spent had been reviewed. The appointment of a PE administrative assistant and teaching assistants paid to help with after school clubs had made a big impact. PE funding had also been used to support swimming lessons for the whole year in Year 4. The details of the PE and Pupil Premium funding spend would be added to the website.	
41.09	Members noted that Gill Mullens had formally notified the governing body of her resignation. Helen Hooper's TLR would continue for one further year before review.	
<b>42.00</b>	<b>FORMAL BUDGET FOR 2015/16</b>	
42.01	The governing body <b>resolved</b> to approve the budget with a forecast surplus for 2016/17 of £50,880. There was a carry forward surplus of £68,980 from 2015/16 and an in year deficit of £18,100.	
<b>43.00</b>	<b>HEADTEACHER'S REPORT</b>	
43.01	The Headteacher's report had been circulated and governors noted that an advert had been placed for a dedicated Level 2 teaching assistant for Reception. Interviews would take place on 9 June and Susan Carson agreed to assist with those. Learning Mentor interviews would take place on 10 June and Rob Wilks agreed to assist with Andrew Ross as reserve.	
43.02	Members discussed the working hours of the SENCo and after discussion it was agreed that the Headteacher should inform her that she could formally request reduced working hours on a temporary basis. It was noted that a previous application for reduced working hours had been declined as it had been requested on a permanent basis and there were already a number of class shares in school. Members agreed that the governing body should be clear about its rationale for any reduction.	<b>Headteacher</b>
43.03	Attendance data now included Nursery and there was some discussion about persistent absence. It was noted that there was one persistent absence in Year 6 with a complicated history. There had been a big improvement and that pupil was now participating in 80% of the timetable. In some cases, there were recurrent illnesses but at least half of the	

pupils concerned were pupil premium children. Governors questioned whether there was any use of the pupil premium funding which could be used to directly assist with attendance and the Headteacher confirmed that the new Learning Mentor could look further at this.

43.04 Year 6 SATs had finished with some Year 2 SATs still to be completed.

43.05 The Headteacher reported on the Learning Enquiry which she had participated in through the School Improvement Adviser, which was focussed on how a school promoted resilience. It was noted that the Enquiry had provided a valuable source of information for the school involved and the Headteacher was keen to repeat the exercise at Westgate.

43.06 Information from Helen Hooper on extra-curricular activities had been circulated and the analysis of these in relation to pupil premium pupils. The analysis had been followed by a survey but there were no specific pupil premium barriers identified which prevented pupils from attending extra-curricular activities. Pupil premium pupils had been able to access priority booking for activities over the Easter break and evidence showed that pupils were more likely to attend if some payment was made for the activity. A question was asked as to why clubs tended to finish at May half term, and it was noted that this had been due to the number of other activities taking place in the final half term. Clubs were now more likely to continue until the end of the year due to the involvement of teaching assistants.

43.07 In relation to inclusion, it was noted that a child who had 0% attendance at the beginning of the school year would now have 80% attendance. It was a complicated case and related to the impact of his emotional state on his physical health but the school was very pleased with his progress. A question was asked about any impact on the SATs results and it was confirmed that the child was academically able and had received home tuition, so it was not anticipated that there would be any impact. Work was taking place in relation to his transition to secondary school. Two other pupils with Early Help plans were being de-escalated following good progress although one Early Help plan was starting for issues which had arisen with another pupil that week.

43.08 The Headteacher outlined the Alright Charlie project which was to be delivered to Year 5 pupils later that term. A question was asked regarding reporting of e-safety incidents and it was agreed that the Headteacher would include those in future reports.

43.09 The Headteacher reported on the recent incident of an intruder in school and the resulting actions taken.

**Headteacher**

Identification procedures had been tightened and the kitchen door was no longer able to be kept open. The kitchen staff had been instructed not to open the door to anyone without ID and all visitors or deliveries were to be directed to the main school office. In addition, following the recent child protection training, no pupils were now allowed to be in a classroom on their own and had to be supervised by an adult. It was stressed that there had not been any incidents but it was felt to be an improvement to current practice.

- 43.10 Governors recorded their thanks and appreciation to the Year 6 and Year 2 staff in relation to the SATs and the approach taken to those. Formal thanks were also recorded for the Friends of Westgate who had raised a substantial amount at the recent Easter Fair.

**44.00 LOCAL PARTNERSHIP WORKING**

- 44.01 The Chair reported that the Headteacher and Jane O'Kane had attended some recent events relating to academisation to which a number of external speakers had been invited. It was noted that the Family of Schools already worked closely together and that joining a Multi Academy Trust would involve fundamental changes. The differences between a MAT and a co-operative trust were outlined and it was noted that the latter would not change the legal structure of the school but would allow the school to sign up to those services which were of benefit on co-operative principles.

- 44.02 Members noted that the government policy had changed and that whilst it was important to be diligent and maintain open lines of communication, there was no rush to act. It was recognised that few primary schools had become academies and that primary support was a very different structure at a local authority level in Leeds, compared to secondary school improvement support. A question was asked about the possible benefits of meeting with other governing bodies to discuss it further and members recognised the risks associated with that in terms of the public perception.

**45.00 ANY OTHER BUSINESS**

- 45.01 It was noted that it was proposed to have a special meeting to review this year's data before the end of the academic year. After discussion, it proved difficult to find a convenient date and it was therefore agreed to circulate a presentation in a format suitable as a guide for governors. Members were reminded that it would not be possible to provide trend information due to introduction of the new end of key stage descriptors and changes to how SATs outcomes are to be reported nationally to parents. It was suggested that more use could be made of the e-schools discussion forum in response to the end of year data presentation.

**46.00 SCHEDULE OF MEETINGS FOR THE YEAR**

- 46.01 **Resolved:** that the next governing body meeting would be

**D Hackney/  
Headteacher**

held on **Thursday 30 June 2016 at 6pm.**

|