

WESTGATE OTLEY SCHOOL GOVERNING BOARD FULL GOVERNING BODY MEETING

Minutes of the meeting held on Wednesday 24 November 2021 6.00 pm

PRESENT	Rob Wilks (Chair) Laura Boddy Sally Clough Gaynor Cross Daniel Hackney James Millson (from 6.25pm)	Helen Carpenter (Headteacher) Vicky Mirfield Sharon Mistry Andrew Ross Louise Shackleton (from 7.15 pm) Ray Smith
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IN ATTENDANCE: Anita Wood (Clerk, Governor Support Service)

		ACTION
1.00	APOLOGIES FOR ABSENCE	
1.01	Apologies were received and accepted for A Hodgson, S Mumford, and N. Richardson.	
2.00	DECLARATION OF INTERESTS AND REGISTER OF GOVERNORS' INTERESTS	
2.01	<p>The Chair confirmed that all the governors register of interest and the code of conduct forms have been completed and there are no changes for this agenda.</p> <p>It was noted that there are some governors that need to sign the acceptable use of IT equipment form available on Teams for governors.</p>	
3.00	MEMBERSHIP MATTERS	
3.01	<p>A. Hodgson has contacted the Full Governing Board to resign as a Co-opted governor representative and the Chair thanked Anne for the tremendous service to the school and said how knowledgeable Anne has been on EYFS, there will need to be a governor responsible for monitoring EYFS and it was agreed that R. Smith would take on this responsibility.</p> <p>Due to A. Hodgson's resignation as a co-opted governor representative, there was no need to consider re-constituting as the governing body is now complete under the current constitution.</p>	
4.00	MINUTES OF THE LAST MEETING	
4.01	<p>Resolved;</p> <p>The minutes of the last meeting 28 September 2021 are an accurate record and the Chair to sign a copy to be kept in the school records.</p>	
5.00	REVIEW ACTIONS AND MATTERS ARISING	
5.01	<p><u>Item 23.00 refers</u> – Governor development</p> <p>The Chair confirmed this is on the agenda.</p>	

- 5.02 Item 23.01 refers – Governance statement
The Chair confirmed this is updated and is on Teams for Governors to review.
- 5.03 Item 23.02 and 23.02.1 refers – Training spreadsheet detailed later in the meeting.
- 6.00 ASSESSMENT**
- 6.01 The Chair and Headteacher confirmed that the assessment data has been reviewed at the Teaching and Learning Committee meeting with a report later in the meeting.
- 7.00 HEADTEACHER UPDATE ON PLANS TO REVIEW THE CURRENT SELF-EVALUATION FORM WITH THE SCHOOL'S CURRENT STRENGTHS AND WEAKNESSES- Deferred from the last FGB meeting.**
- 7.01 The Headteacher has uploaded the SEF to Teams for governors to review and the SEF was circulated to all governors prior to the meeting from Leeds for Learning.
S. Mistry asked if the SEF is reviewed annually.
The Headteacher explained that the SEF is a working document and is regularly updated.
- 7.02 The Chair asked why there is not much about writing on the SEF as school has a lot to celebrate with regards to writing.
Action- the Headteacher will add writing to the SEF
The Chair commented that overall, the SEF reads well.
- 7.03 G. Cross asked about Leadership and Management and how does this move on.
The Headteacher confirmed that this is through the School Development Plan which shows the development of middle leaders.
The Chair commented that both documents – the SEF and SIP go together.
- 8.00 SCHOOL IMPROVEMENT PLAN deferred from the last FGB meeting**
- 8.01 The School Improvement plan 2021-2022 is available on Teams and circulated to governors prior to the meeting from Leeds for Learning.
The SIP is reviewed by all governors and monitored through the Headteacher report and at committees.
The Headteacher has RAG rated the SIP and included a Key to explain what this means.
S. Mistry asked what does 1-4 mean and the Headteacher confirmed that it refers to each half term.
- 9.00 GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PRIORITIES**
- 9.01

Head

- The Chair referred to the SIP and asked if the details of monitoring the SIP priorities is on the Committee Minutes as to who monitors what.
- The Headteacher confirmed that it is and the minutes of the committee meetings- Item 11, have been circulated to governors. Committees will continue to have subject leads report to governors at the committee meetings.
- There will be updates on SEND and governor monitoring visits in school.
- 9.02 The format of the governor day to be held on Tuesday 1 March 2022 to be confirmed.

Governor visits

SEND governor monitoring visit completed.

Art and design visit to be arranged.

EYFS visit to be arranged and a report on EYFS will go to the committee meeting.

Safeguarding visit – completed

G. Cross new governor to visit school at the beginning of December.

Action – governor monitoring visits to be reviewed and scheduled at the next committee meetings.

**Commit
tees'
agenda**

10.00 QUESTIONS ABOUT THE HEADTEACHERS REPORT

- 10.01 The Headteacher report has been circulated to all governors prior to the meeting.
- The Chair thanked the Headteacher for a very comprehensive report which is in line with Ofsted.
- The Headteacher highlighted the following;
- School context – school will be full, and the Leeds City Council Planning team have indicated that additional places may be needed in Otley.
- 10.02 Staffing – one member of staff is now on maternity leave.
- G. Cross asked about the workload and staff wellbeing.
- The Headteacher confirmed that staff have increased their hours to cover the maternity leave.
- 10.03 Leadership and Management- Foundation subject leaders are continuing to refine knowledge organisers for units in their subject.
- Strong focus at staff meetings and the plan for the year is set out.
- Art design and computing this term, PE next term and Science in the third term.
- There has been good use of the Apprenticeship levy all teachers have completed and is making a positive difference in school.
- 10.04 Quality of education – Subject leads have given a summary on the Maths and English monitoring.
- S. Mistry asked about targets not being displayed in the maths books.

- The Headteacher confirmed that the targets are being updated and will follow shortly.
- 10.05 The Chair referred to 2.5 in the report- traffic survey and asked if governors could chase the with Leeds City Council and local councillors.
- 10.06 Curriculum enrichment – school use Timetables Rockstars and the Maths subject lead monitors the level of engagement in each year group weekly.
- 10.07 Behaviour and attitudes – attendance is not good, due to Covid and Chicken pox.
- 10.08 Personal development – there are a high number of children with SEND top up funding.
- 10.09 RSE – is in full swing and the Headteacher has been teaching in class.
The Harvest festival went well and the Headteacher hopes that the Christmas performance will be streamed live and available to parents on DVD.
- 10.10 The Chair asked about item 5.5 staff survey, it is good to hear that after school clubs have re-started but are staff ok with this as it increases teacher time.
The Headteacher confirmed that staff are ok.
- 10.11 EYFS – a good start in implementing the new framework, the subject lead is good at leading the team.
- 10.12 SIP – Impact - Having a senior teacher leading the development of the new framework is proving effective.
A member of staff is a specialist music teacher and is leading on music in school.
- 10.13 Buildings – the kitchen area of the staff room has been refurbished.
- 10.14 Climate crisis - good progress with two members of staff doing climate champion training.
- 10.15 Partnership and communication – Family of schools,
30 EYFS practitioners in the Family of Schools to receive EYFS Autism level 2 training this month, from the Leeds STARS team.

11.00 COMMITTEE REPORTS

11.01 Property and Resources 18 November 2021

The minutes of the Property and Resources committee were circulated to all governors.

J. Millson Chair highlighted the following;

The Superintendent is on sick leave with Covid and the Deputy Head and Headteacher are covering locking up school, teaching staff are cleaning their classrooms.

The Action plan from the summer term will be reviewed when the Superintendent returns to work.

The Health and Safety policy and School Lettings policy updated and reviewed at this committee and approved.

Procedures checked for when the Superintendent is not in school.

The Covid Risk Assessment reviewed with extra cleaning to minimise risks.

Education visits hope to go ahead next year.

Premises plan – key work has been done over the summer.

Lap tops have been gratefully received in school.

No significant issues from the last meeting, the Headteacher reported on the accident log.

The Chair was surprised that the re-surfacing of the playground has to come out of the school budget and had thought that this should be the responsibility of Leeds City Council.

11.02 Teaching and Learning 18 October 2021

L. Boddy Chair highlighted the following;

A SEND report showed it has been a challenging year due to the pandemic and Covid has had a negative impact on outcomes. In the last term children have made progress on meeting targets set.

There are changes to the tracking and interventions introduced in the summer term.

It had been a very informative meeting with the report from Marie.

Assessment data – details of baseline assessment in EYFS internal assessment has shown issues around social development but overall better than originally thought. There are some gaps but pupils are getting the support they need. There is an impact on Year 5 as they seemed to struggle with the remote learning.

There is a school led tutoring programme with three members of staff on this training.

Policy review-

- Assessment
- Geography
- MSL (Spanish)
- All approved and not due for review until 2024.

Maths, English and Phonics are the main priorities with work on upskilling Teaching Assistants starting next week but is a year long project.

The target setting meeting was successful.

Early Years, Early Reading and Phonics is a focus for the deputy Headteacher.

The Harvest festival was themed around Climate Change and the COP26.

The governor monitoring visit was to monitor SEND as detailed above.

11.03 Pupil Support 14 October 2021

Policy review

- Safeguarding and Child Protection approved at FGB September 2021 review September 2022.
- Acceptable use of IT – approved governors to sign and check filters on the Governors day.
- Admissions policy – adopted the LA admissions policy
- Online safety shared with staff – discussed having a safer IT evening for parents.
- Governors to read the governor visit policy before coming into school
- Safer travel plan- gold and silver award

There were no updates on Child Protection and Safeguarding.

There had been an online quiz regarding Safeguarding and four governors completed it.

The Chair suggested that if governors have time to check the link to the quiz and complete.

Equalities – no incidents reported

Climate change as detailed in the Headteacher report.

The Impact of Covid as detailed in the Headteacher report.

The list of statutory questions have been answered.

The Safeguarding monitoring visit took place 4 November 2021.

11.04 Finance and Personnel

The minutes of the committee meeting held 8 November 2021 circulated to all governors.

A Ross Chair of Finance and Personnel highlighted the following; Matters arising from the last meeting.

The committee reviewed the school budget mid year review which had taken place 2 November 2021 with the LA Finance Officer.

Supply costs over budget due to long term sickness, insurance will cover the cost.

Overall, the budget is in a healthy position and is approved for the Chair to sign.

The numbers in Nursery have increased.

The cost of funded hours is shown as in and out due to the cover needed in Westgate Out of School club.

The School fund is currently being audited.

Governors discussed re-grading the Admin post as the role is more like a School Business Manager role and school hope to retain admin staff.

Education visits – the finance is ok with parents having paid for trips.

The SFVS was reviewed at the committee meeting.

Policies.

- Data Protection and GDPR policy reviewed and approved to be reviewed in 3 years.
- The Equality Action plan is deferred to the next meeting
- Governor allowances policy – approved to be reviewed annually
- Staff Disciplinary policy LA model policy – approved to be reviewed in 3 years.
- Emergency plan – approved to be reviewed annually
- Freedom of Information (from last term) – approved. To be reviewed in 3 years' time.
- Teachers pay policy - approved (model policy with agreed customisation) To be reviewed annually.

The staffing update as detailed in the Headteacher report.

Training for governors discussed.

Numbering the paperwork to correspond to the agenda helped the meetings to run better.

One member of staff has left due to ill health, governors thanked the staff member for all their work over the years.

12.00 HEADTEACHERS REPORT ON PERFORMANCE MANAGEMENT

12.01 As detailed in the Headteacher report at 2.3, new targets set for all staff October/November, and are linked to the SIP.

All staff are currently at the top of their pay scale.

The Headteacher performance management meeting has taken place.

13.00 APPROVE THE BUDGET MID YEAR REVIEW

13.01 As detailed above the budget approved at committee and the Chair to sign.

14.00 POLICY REVIEW

14.01 Governors have approved the Child Protection policy and agreed to adopt the Keeping Children Safe in Education.

The Teacher pay policy has just been received in school and reviewed at the Finance and Personnel Committee.

15.00 GOVERNOR DEVELOPMENT

15.01 The Chair thanked N. Richardson for the spreadsheet he has prepared which is easy to use to record training for governors which is available on Teams and asked governors to record any training courses.

The Chair accessed the NGA Headteacher performance management training as a refresher and would recommend NGA training courses.

16.00 CHAIRS BUSINESS

16.01 The Chair thanked everyone and said it is good to hear that a hybrid meeting does work.

17.00 CLERKS BUSINESS

17.01 The Clerk checked that governors receive the governor newsletter and the governor development information on training.

18.00 ANY OTHER URGENT BUSINESS

18.01 None

19.00 DATE AND TIME OF NEXT MEETING

19.01 Tuesday 1 March 2022 at 4.00 pm following the Governor day