

WESTGATE PRIMARY SCHOOL GOVERNING BODY

MINUTES OF THE MEETING HELD ON THURSDAY 23 MAY 2019 AT 6.00PM

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| PRESENT | Rob Wilks (Chair) | James Millson |
| | Susan Carson | Victoria Mirfield |
| | James Gould | Sharon Mistry |
| | Daniel Hackney | Sarah Mumford |
| | Anne Hodgson | Jane O'Kane |
| | Alice Joughin | Neil Richardson |
| | | Andrew Ross |

IN ATTENDANCE: Joan Matthews, Clerk

| | | ACTION |
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| 38.00 | APOLOGIES | |
| 38.01 | There were apologies for absence from the Headteacher. | |
| | GOVERNOR DEVELOPMENT AND MEMBERSHIP MATTERS | |
| 39.00 | Sharon Mistry left the meeting while governors considered her appointment, and the governing board resolved to appoint Sharon Mistry as a governor with immediate effect. | |
| 39.01 | It was noted that all governors with the exception of James Millson had completed safeguarding training on 29 April. The Chair suggested that it would be worth seeing if James Millson could join another school in the cluster's training. | |
| 40.00 | MINUTES OF THE LAST MEETING | |
| 40.01 | Resolved: <ul style="list-style-type: none">that the minutes of the meeting held on 28 February 2019 were agreed as a correct record subject to minor typographical errors and the Chair was authorised to sign them. | |
| 41.00 | MATTERS ARISING | |
| 41.01 | <u>Full site inspection (minute 33.03)</u> <p>It was noted that the full site inspection had been reported in the minutes of the Premises, Health and Safety Committee.</p> | |
| 42.00 | REPORTS FROM COMMITTEES | |
| 42.01 | Curriculum committee <p>The minutes of the meeting held on 15 May had been circulated and Jane O'Kane highlighted the main points. It was noted that there were some concerns about the Year 5 class but that it was cohort dependent and measures had been put in place.</p> | |
| 42.02 | Governors were due to visit School shortly to look at the classroom environment. | |
| 42.03 | Thanks were expressed to staff for the quality of the data | |

provided to the meeting.

Pupil support committee

- 42.04 The minutes of the Pupil Support committee meeting held on 28 March had been circulated and Jane O’Kane highlighted the key points.
- 42.05 Andrew Ross had met with the Headteacher to review Pupil Premium, and his report had been uploaded to the VLE.
- 42.06 A safeguarding visit had taken place on 18 April.
- 42.07 Local councillors had agreed to meet with the Headteacher and a couple of other governors to discuss concerns relating to polling days. It was noted that they had not wished to attend a governors meeting. The School was in an unusual situation as the whole school had needed to close, and members agreed that there were more suitable places in terms of accessibility and parking.
- 42.08 *A question was asked about measures to prevent people parking on the zig zags* and the Chair reported that the Headteacher was regularly in contact with the PCSOs. It was suggested that the School Council may have some ideas and that the Headteacher might be able to explore that. *A question was asked about whether it might be possible to have a zebra crossing there* and it was reported that the road was too short to have a clear line of sight.

Finance and personnel committee

- 42.09 The minutes of the Finance and Personnel committee meeting held on 8 May had been circulated and Andrew Ross highlighted the main items. All income and expenditure for the financial year 2018/19 had now been received. The budget setting process for 2019/20 had been more accurate than previously, based on known costs.
- 42.10 *A question was asked about the PE budget* and it was reported that the PE contract with Prince Henrys Grammar School had cost a lot more than expected and there was a one off cost of £3k which would cover the 3-year period.
- 42.11 Governors noted that the online payment system introduced had been very successful.
- 42.12 It was reported that there had been two KS2 trips where fewer parent payments had been made and this would require careful monitoring as it may impact on future trips.

Property Management, Health and Safety

- 42.13 The minutes of the Property Management, Health and Safety Committee had been circulated and it was noted that two meetings had taken place since the last governing body meeting.

- 42.14 It was reported that there had been a noticeable improvement in storage in the classrooms.
- 42.15 Governors discussed the possibility of increased lettings and it was noted that there were some safeguarding issues that would need to be overcome. It was also noted that due to a lack of appropriate facilities, there would be a limit to what could be offered. Lettings rates were being maintained at the same level as the previous year and were being benchmarked against Prince Henrys Grammar School.
- 42.16 The Committee had discussed the kitchen area in KS1 and the need to consider replacement in the longer term. It was noted that WOOSH used the facilities extensively and there might be a possibility to use some funding from WOOSH. Costings for the kitchen were to be obtained before giving further consideration as to how to fund it.
- 42.17 Governors noted that it was planned to move the bike store to the area outside the Headteacher's office in order to release more playground space. Some concern was expressed that the area was visible from the road and whether it would be secured and it was agreed that would need to be looked at further.
- 42.18 It was noted that all staff were completing first aid training later that month.
- 43.00 APPROVAL OF SCHOOL BUDGET**
- 43.01 *A question was asked about why staffing costs in 2018/19 had been higher than in 2019/20* and it was reported that it had been due to additional costs such as covering for absence. Changes in the teaching assistant posts would save £9k in 2019/20 and the costs going forward assumed the same staffing structure. SEN income did not assume any additional SEN funding but had maintained the same teaching assistant staffing, and should SEN funding reduce, it would be necessary to reduce the teaching assistant staffing.
- 43.02 *A question was asked about the reason for the £2k increase in admin and clerical costs* and it was reported that it was due to items such as increments and inflation.
- 43.03 *A question was asked about why building and repairs costs had increased by £7k* and it was reported that this was due to a number of one-off costs that had been planned for.
- 43.04 *Governors challenged the reason for a doubling of security costs and the fact that these then recurred the following year.* It was agreed that since she had been unable to attend the meeting, the Headteacher would be asked to confirm the reasons for this additional cost.

Headteacher

- 43.05 *A question was asked about the reason for the reduction in the other services costs, and it was reported that the School had contracted outside the local authority for some services.*
- 43.06 A concern was expressed about the fact that Reception was not full for September 2019 and it was confirmed that the Headteacher felt this was a one-off year.
- 43.07 Governors recognised that there had been an in-year deficit in 2018/19 which was not sustainable. The School had high staff costs since they were experienced teachers, however it was recognised that this was a key factor in the School's success.
- 43.08 The governing body **resolved** to approve the budget with a forecast contingency for 2019/20 of £46,210. There was a carry forward surplus of £49,620 from 2018/19 and an in year deficit of £3,410 for 2019/20.
- 43.09 Governors received the budget for WOOSH for 2019/20 and **resolved** to approve it with a forecast contingency of £14,910 in 2019/20. There was a carry forward balance of £8,960 and an in year surplus of £5,950 for 2019/20.
- 43.10 *A question was asked about WOOSH uptake in 2019/20 and it was reported that it looked good, and costs would be adjusted depending on the demand. The budget incorporated a transfer of £10k into the school budget but still left a surplus of over £5k.*

44.00 HEADTEACHER'S REPORT

- 44.01 Governors had received copies of the Headteacher's report and the following points were discussed:
- 12 children in school had attendance below 90% of which 6 were in nursery, where attendance was not compulsory. *A question was asked about what 90% attendance equated to, and it was reported that it amounted to one day off per fortnight. A question was asked about whether the absence related to bereavements and it was confirmed that one did. A question was asked about whether the length of absence was tracked and it was confirmed that it was, and in some cases there had been significant illness. A question was asked about whether the absence was in blocks of time or single days and it was confirmed that it related to both, but the school did investigate patterns of absence.*
 - There had been six hate incidents and *a question was asked about whether those were charted over time to monitor trends.* It was confirmed that it was and that some of the incidents related to the same child. A governor suggested that they would like to have a better picture of the patterns.
 - The number of restrictive physical interventions (RPIs)

had risen to 38, of which 32 related to one child. Additional training had been provided for those staff working with that pupil.

- In relation to the e-safety incident, *a question was asked about whether parents were shown how to restrict internet access*. It was reported that the incident had not occurred in school and that changes in the law would place greater requirements on internet service providers to block inappropriate content. *A question was asked about how the school became aware of the incident* and it was reported that incidents at home were often reported by other children or parents.
- 76.7% of Reception pupils were expected to reach GLD and two moderating visits had already taken place, giving confidence in the predictions.
- There had been discussions about putting more curriculum time into English and Maths for the Year 5 cohort as they moved into Year 6. There was a clear division between Years 5 and 6 and the rest of the school, with a significant SEND cohort in Year 6. Years 5 and 6 were the only two years in the school that had not benefitted from Mastery in Maths from the outset. Although attainment in Year 6 was likely to be lower than the previous years, progress indicators were still expected to be positive.
- Curtains were now in place between Nursery and Reception, as identified during the Governors Day in School.
- The School Improvement Plan was on track and would be updated after half term. It was likely that writing would be continuing as a focus in the new academic year. *A question was asked about whether the staff consultation on British Values had taken place yet* and it was confirmed that it would be taking place in one of the staff meetings.
- Governors noted that the Headteacher was undertaking an MA in Education (Research) from September 2019 although it would have a limited impact on the school day but would be invaluable to her personally as well as the school.
- The continuing work of Friends of Westgate was highlighted and it was noted that a number of new parents had become involved.

45.00
45.01

MAT

Governors reviewed the position in relation to the Collaborative Learning Trust MAT and members agreed that unless there was any significantly different information, the school would not gain anything from pursuing it again at this stage.

46.00
46.01

CHAIR'S BUSINESS

It was noted that there was no Chair's business to report.

47.00 SCHEDULE OF MEETINGS FOR THE YEAR

47.01 **Resolved:** that the next governing body meeting would be held on **Tuesday 16 July 2019 at 6pm**