

WESTGATE PRIMARY SCHOOL GOVERNING BODY

MINUTES OF THE MEETING HELD ON THURSDAY 11 MAY 2017 AT 6.00PM

PRESENT	Rob Wilks (Chair)	Helen Carpenter (Headteacher)
	Susan Carson	Cathy Liddicott
	Daniel Hackney	Jane O’Kane
	Anne Hodgson	Sarah Mumford
	Alice Joughin	Andrew Ross
	Jonathan Kirkland	.

IN ATTENDANCE: Joan Matthews, Clerk

38.00	APOLOGIES	ACTION
38.01	Apologies were received and accepted from Sarah Shore.	
39.00	GOVERNOR DEVELOPMENT AND MEMBERSHIP MATTERS	
39.01	It was reported that Cathy Liddicott was leaving the governing body in the summer and thanks were expressed to her for all her work for the school. It was noted that a governor would be required to fulfil her responsibilities relating to child protection and safeguarding and these would need to be in place by September 2017. Governors were encouraged to give consideration to those.	All
39.02	The Chair reported that changes to Sarah Shore’s work arrangements might cause some issues for her although she had not resigned as a governor. She had indicated that she would be willing to act as a co-optee if she did not continue as a full governor.	
39.03	It was reported that there had been no interest expressed in the parent governor position and members discussed the skills they might particularly wish to have. Governors identified child protection, safeguarding, health and safety, project management, finance, property and experience of the police or fire service as useful skills to target. The Clerk highlighted the Inspiring Governance website on which the school could register any vacancies.	
39.04	Governors noted any training undertaken and the Chair agreed to update the spreadsheet.	Chair
40.00	MINUTES OF THE LAST MEETING	
40.01	Resolved: <ul style="list-style-type: none"> that the minutes of the meeting held on 23 February 2017 were agreed as a correct record and the Chair was authorised to sign them. 	
41.00	MATTERS ARISING	
41.01	<u>Skills audit (minute 32.01)</u> There were a number of skills audit forms outstanding and governors were asked to complete them as soon as	

	possible. The skills audit form was available on the learning platform.	
41.02	<u>Training (minute 18.03)</u> The Chair was still working on the update on governor training for Anne Hodgson.	Chair
41.03	<u>School lunches (minute 32.05)</u> The Headteacher confirmed that an article was included in the next school newsletter regarding the success of the Packed Lunch Policy.	
41.04	<u>Crisis Management planning (minute 32.07)</u> It was confirmed that the Crisis Management Plan had been completed and the Headteacher agreed to upload it to the VLE so that governors could read it before ratification at the next meeting. Governors were reminded not to download the document as it contained confidential personal information. A question was asked about whether there was a paper copy maintained and it was confirmed that there would be.	Headteacher
41.05	<u>Governor induction pack (minute 32.08)</u> It was noted that work on the governor induction pack was ongoing. The policy on visits had been deferred until the next meeting of the Pupil Support Committee.	
41.06	<u>Parent governor election (minute 32.09)</u> It was agreed that the parent governor vacancy should be readvertised.	Headteacher
41.07	<u>DBS checks (minute 32.10)</u> It was noted that all DBS checks had been completed although the Headteacher agreed to check the status of Jonathan Kirkland's.	Headteacher
41.08	<u>Governor visits (minute 26.01)</u> It was reported that the visit to English had taken place.	
41.09	<u>E-safety (minute 33.04)</u> It was reported that the working party on the e-safety policy had been established.	
41.10	<u>Transition play (minute 34.03)</u> The Headteacher reported that the transition play had not been filmed but the company could be invited back to repeat it in future, although there would be a cost.	
41.11	<u>Governor training (minute 35.03)</u> Governor training on finance had taken place at Pool Primary School.	
42.00	REPORTS FROM COMMITTEES	
42.01	Finance and Personnel The minutes of the meeting of the Finance and Personnel	

Committee held on 4 May had been circulated and the following points were highlighted:

42.02

- the current budget had been reviewed and was in line with expectations.
- The Headteacher had agreed to source a report on local authority services for the next meeting.
- The committee had discussed the 2017/18 budget and it was noted that the investment on the solar panels had paid off, with the electricity bill significantly reduced and payment also being received.
- The curriculum budget for 2017/18 had been reduced by £5k following significant investment in recent years. A question was asked about whether resources required were now in place and the Headteacher confirmed they were although there remained savings which could be made in stationery.
- Peripatetic music teaching had been subsidised by around £2.5k in the past but there was now a system in place for monitoring this.
- Questions had been asked about the costs and income associated with the nursery and had reviewed outline figures. Should all those offered places for September 2017 accept, the nursery would be 75% full.
- £15k had been saved in the current year by being careful and it now looked like one teaching assistant could be replaced which had not been previously thought possible.
- A question was asked about whether there was a discount on insurance costs, and it was reported that the policy had been changed from a 2-day excess to a 5-day excess. The school had been able to cover absences itself but most absences were either only one day or long term.
- A question was asked about whether there were any concerns in the Property Committee about the reduction in the buildings budget and it was reported that £11k had been budgeted for major one-off maintenance costs.
- A question was asked about the £3k reduction in education visits and the changes which had led to that. It was reported that only £6.9k had been spent and so the budget had been brought in line with that. Changes had been made to the residential trip in 2017/18 to reduce the subsidy required from the school. The school had tried to balance the offer to pupils with the need to balance the school's budget. The residential visit would now be to Herd Farm which would reduce transport costs but be equally valuable.
- The Continuity and Crisis Management Plan had been discussed at the training day and the final plan would be approved at the next meeting of the governing body.
- The vacant teaching assistant post would be filled and an internal application had been received which, if successful, would lead to a Level 1 teaching assistant post to be advertised. There were two lunchtime

supervisor posts vacant although the nursery lunchtime supervisor post had been filled internally. One of the lunchtime supervisions would be carried out by a teaching assistant in school and the other would be part of the level 1 teaching assistant post to be advertised.

Pupil Support

42.03 It was noted that a meeting of the Pupil Support Committee had taken place on 2 May and the following points were noted:

- 42.04
- Policies on Safeguarding, the Home School Agreement and the School Nursery Admissions had been reviewed and approved.
 - The prospectus had been reviewed
 - There had been updated on SEND and Child Protection. There were nine Children Looked After on roll and the school was still happy with the Speech and Language Therapist services.
 - The Headteacher would send out a letter the following week about Sex and Relationships Education and would also include it in the newsletter.
 - A date had still to be set for the DT visit and it was agreed that this would be carried out by Jane O'Kane and Cathy Liddicott on 13 June for Year 1 and by Andrew Ross and Sarah Mumford on 30h June.

42.05 Governors were asked to send hard copies of their reports from Governors' Day in School to the Headteacher for recording.

All

42.06 It was noted that there had not been a meeting of the Property Management Committee but that a meeting should take place before the next governing body meeting. A date was set for 16 June at 9.15am.

42.07 Governors were asked to ensure that all minutes from committees were typed up in school to ensure consistency.

All

43.00 FORMAL BUDGET FOR 2017/18

43.01 The governing body **resolved** to approve the budget with a forecast surplus for 2017/18 of £105,730. There was a carry forward surplus of £71,750 from 2016/17 and an in year surplus of £33,980.

43.02 Governors **resolved** to approve the changes of signatory following staffing changes, as follows:
Orders: Headteacher, Mr Hackney and Amy Bleasdale
Invoices: Headteacher, Mr Hackney, Amy Bleasdale and Victoria Fuller.

43.03 It was confirmed that segregation would be ensures so that the same person could not sign for the order and corresponding invoice.

43.04 Governors thanked the Headteacher for management of the budget and it was agreed that the WOOSH budget would be brought to the next meeting of the governing body for approval. It was recognised that funding from Friends of Westgate made a significant difference to the school.

44.00 HEADTEACHER'S REPORT

44.01 The Headteacher's report had been circulated and governors noted that nursery figures for September 2017 were significantly better than in the current academic year. In relation to attendance, 13 pupils in Nursery had persistent absence, many of whom had older siblings in school with poor attendance. Those with poor attendance in Nursery were likely to cause attendance issues in Reception.

44.02 The new SIP would be available for the next meeting of the governing body.

44.03 Staff development activities were highlighted and governors noted that Enthuse Bursaries had provided four days of DT training at no cost to the school. Three subject leaders had also attended conferences at no cost to the school.

44.04 Susan Carson had attended the Equalities and Diversity Committee in school.

44.05 The school remained the only school in Leeds which had achieved the Mindmate Friendly standard.

44.06 Governors were reminded that they were welcome to attend any events in school. It was noted that there were a number of sports clubs after school and it was reported that the new Level 1 teaching assistant job description would include a requirement to help with sports clubs.

45.00 FUTURE PARTNERSHIPS

45.01 The Chair reported that the school's position in relation to academy status had been made clear to the Family of Schools. Contact had been made with the local authority and the Headteacher had met with Andrew Eastwood who had provided reassurance regarding support from the council. Subsequently, Pool Church of England Primary School had also made the same decision. The Chair had written to all other Chairs and Headteachers to share the governing body's view, and the Headteacher had contacted fellow headteachers separately. The school had indicated its commitment to continuing to work with other schools in the Family of Schools and emphasised that not joining the multi-academy trust did not affect its partnership working. The Chair reported on the latest correspondence which had been received from Prince Henrys Grammar School in relation to the multi-academy trust, and it was noted that they had submitted an application to be a sponsor academy.

45.02	Members agreed that it was helpful to be included in continuing communications about the multi-academy trust and agreed that it remained an option for the school to join the trust at a later date if it wished. It was hoped that the Family of Schools would continue to work together regardless of the multi-academy trust position.	
45.03	It was agreed that this item should be retained as a standing agenda item.	Clerk/Chair
46.00	CHAIR'S BUSINESS	
46.01	There was no Chair's business.	
47.00	ANY OTHER BUSINESS	
	<i>Interviews</i>	
47.01	It was agreed that Cathy Liddicott would support the Headteacher in interviews for the teaching assistant post on Monday 15 th May. Interviews for the Level 1 teaching assistant post would take place on 13 June and Susan Carson would assist with those.	
	<i>Committee co-option</i>	
47.02	It was agreed that Amy Bleasdale should be co-opted to the Finance and Personnel Committee.	
47.00	SCHEDULE OF MEETINGS FOR THE YEAR	
48.01	Resolved: that the next governing body meeting would be held on Thursday 29 June 2017 at 6pm	