

WESTGATE PRIMARY SCHOOL GOVERNING BODY

MINUTES OF THE MEETING HELD ON THURSDAY 29 JUNE 2017 AT 6.00PM

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

IN ATTENDANCE: Joan Matthews, Clerk

49.00	APOLOGIES	ACTION
49.01	Apologies were received and accepted from Anne Hodgson.	
50.00	GOVERNOR DEVELOPMENT AND MEMBERSHIP MATTERS	
50.01	The Chair circulated training summaries for all governors to check and update, before returning to him. The training record for 2016/17 would then be updated.	All
50.02	The Chair reported that a potential governor had been approached who had a project management background. It was agreed that the Chair should meet with him before the end of the academic year.	Chair
50.03	There had been no applications for the recently advertised parent governor vacancy: however, one potential parent governor had been identified and details passed to Andrew Ross to contact them.	A Ross
50.04	It was noted that the terms of office of the Chair and Andrew Ross would finish in October and the vacancies would be advertised in the new term.	Headteacher
51.00	MINUTES OF THE LAST MEETING	
	Resolved:	
51.01	<ul style="list-style-type: none"> that the minutes of the meeting held on 11 May 2017 were agreed as a correct record subject to some minor typographical errors, and the Chair was authorised to sign them. 	
52.00	MATTERS ARISING	
52.01	<u>Skills audit (minute 41.01)</u> The Chair reported that only three completed skills audits had been passed to him, and paper copies were circulated to those governors who had not completed it. The NGA template and matrix were being used to complete the audit although it was agreed that the governing body already had a good understanding of where skills gaps were.	
52.02	<u>Crisis management plan (minute 41.04)</u> The Headteacher reported that the crisis management plan would be uploaded for discussion at the next meeting of the	Headteacher

governing body. The Finance and Personnel Committee had approved the plan and work had also taken place on preparing and training staff in school.

52.03 Governor induction pack (minute 41.05)

Andrew Ross reported that he had added information on the committees to the governor induction pack.

52.04 Parent governor election (minute 41.06)

It was noted that there had been no applications in response to the recent parent governor vacancy which had been advertised.

52.05 DBS checks (minute 41.07)

It was noted that all DBS checks had now been completed and were up to date.

52.06 E-safety (minute 41.09)

It was reported that the working party on the e-safety policy had met again and the policy would be presented in September.

Headteacher

52.06 WOOSH budget (minute 43.04)

The Headteacher reported that the WOOSH budget was available although was not yet on the system.

53.00 REPORTS FROM COMMITTEES

53.01 Finance and Personnel

The minutes of the meeting of the Finance and Personnel Committee held on 27 June had been circulated and the following points were highlighted:

- 53.02
- The committee had decided that it would, in future, review month 13 figures separately.
 - The school fund would also be looked at on a regular basis in future, in addition to the annual audit.
 - Benchmarking data had been looked at although recent DfE data had not been particularly useful. This would be looked at again next year, in the hope more up-to-date figures would be available from the DfE.
 - There was now an improved system for tracking costs of educational visits as well as Westgate Windfall.
 - The updated whistleblowing policy had been approved.
 - Thanks were expressed to the committee and those governors involved in staff recruitment during the year.

53.03 The Headteacher reported on the situation regarding the 30 hours early education entitlement. It was noted that information received relating to the required qualifications for staff had caused some confusion as to whether the before and after school provision could be offered. This had now been resolved and more staff had relevant qualifications than were actually required. All families affected had confirmed that they were satisfied with the arrangements and had

attended the induction day recently. The Headteacher confirmed that work was now taking place in school to ensure that all qualifications were accurately recorded in staff personnel files in school and on SIMS.net.

53.04

Pupil Support

It was noted that a meeting of the Pupil Support Committee had taken place on 13 June and the following points were noted:

- Policies on Science, PSHE, and Behaviour had been considered and approved.
- The model policy and protocols for governor visits had been reviewed.
- There had been an update on Safeguarding, SEND and Prevent.
- PE and Pupil Premium funding was discussed.
- The SIP priorities were reviewed, as was the quality of teaching.
- The committee had evaluated its work and a yearly plan was to be prepared for the next academic year.

53.05

Property Management and Health and Safety Committee

The Property Management and Health and Safety Committee had met on 16 Jun and the following points were highlighted:

- The fire alarm panel in KS1 was being replaced in the holidays, but there was no risk to any staff or pupils at the present time.
- There had been discussion about site security and use of the school as a polling station. A question was asked about whether there had been any feedback from parents and it was confirmed that there had not, and that there had not been any pupil absence as a result. Governors agreed that it would be preferable to use another venue if possible.
- Sarah Mumford reported that she had asked Sarah Shore for the minutes of the previous meeting and the recent audit report. The Chair agreed to follow it up.

Chair

54.00

FORMAL BUDGET FOR EXTENDED SCHOOLS 2017/18

54.01

The governing body **resolved** to approve the budget for extended schools with a forecast surplus for 2017/18 of £9,020. There was a carry forward surplus of £7,520 from 2016/17 and an in year surplus of £1,500.

54.02

Governors noted that more accurate/ detailed/ specific records were now being kept which improved efficiency and provided a clearer idea of costs and income associated with educational visits.

55.00

HEADTEACHER'S REPORT

55.01

The Headteacher's report had been circulated and it was noted that an appointment had now been made to the level 1

teaching assistant position.

55.02	It was noted that the school had offered greater flexibility in relation to early education extended hours and would provide as full as entitlement as possible, although not every child would be able to access every learning activity across a week in Nursery. A question was asked about whether there would be any difficulties in January 2018 when there would be a further intake, and the Headteacher reported that there were no longer any vacancies in mornings. The school was able to provide a maximum of 16 full day places each day, alongside 10 morning and 10 afternoon places.	
55.03	The Headteacher reported that attendance at nursery had been emphasised at induction and from September she would also report separately to governors on pupil premium attendance.	
55.04	The new SEF and SIP had been circulated and governors agreed that the SEF clearly highlighted the improvements made with clear evidence available. The SIP addressed the key issues including pupil premium and writing, whilst continuing to strengthen subject leadership. A question was asked about whether something should be included regarding inclusion and the Headteacher reported that the SENCo would like to look at Communication Friendly Schools but that it was important not to try to include too much in the SIP. Governors agreed that if items were included in the SIP, it was necessary to demonstrate capacity to fulfil the actions. It was agreed that Communication Friendly School Award should be included as a priority in the SENCo action plan, but with a view to it becoming a SIP priority action in subsequent years.	Headteacher
55.05	Governors noted the work with head teachers from York in developing mastery in maths. The Head teacher agreed to share the promotional film by Yorkshire Ridings Maths Hub once it was available.	Headteacher
55.06	It was reported that there had been a dip in KS2 writing this year and that the expectations of moderators in relation to punctuation and grammar had been high, with rigorous and accurate use being consistently expected. Significant progress had, however, been made. KS1, EYFS and Phonics results were good and those pupils not meeting the standard in KS1 were much closer than in previous years.	
55.07	Governors were pleased to note the range of extra-curricular opportunities available to pupils and the success achieved outside school in relation to sport.	
55.08	Governors were pleased to note that the school had won the Otley Carnival and the Headteacher reported that, following a complaint regarding the Otley Zombie Apocalypse entry	

which she lodged on behalf of the Family of Schools, an apology had been received from the Otley Zombie Apocalypse. The Carnival Committee had also confirmed that the group would not participate in the Carnival in 2018.

56.00

ACTION PLANS

56.01

The Headteacher reported that she would forward the EYFS action plan once it was available. The English plan had three main points and collaborative work took place in the same way as with maths. Work was taking place to identify areas which needed to be built on lower down the school so that there was continuity throughout the school. A question was asked about plans for 2017/18 and it was noted that the plans circulated were reviews of 2016/17. Plans for 2017/18 would be available in the new academic year. Governors were invited to contact the Chair of the Pupil Support Committee if they had any other queries or points after the meeting.

Headteacher

All

57.00

MAT UPDATE

57.01

The Chair reported that Prince Henry's Grammar School has applied to establish itself as a sponsor school for a MAT and that as governors had decided not to continue with discussions about joining the MAT, there would be no involvement from Westgate in the set up process. If the school decided to change its course, it would be obliged to accept the MAT as it was, or seek an alternative. A question was asked about whether any other schools had made a commitment yet, and it was confirmed not, although Pool C of E Primary had also decided to withdraw from discussions.

57.02

Governors discussed recent media reporting and it was agreed not to make a public statement about Westgate's position with regard to MAT formation, but that the decision should be conveyed honestly in response to any direct questions. The governing body minutes were available publicly on the website for any interested parties to access and the Headteacher would ensure that all up to date minutes were uploaded. Should parents raise any concerns or queries about the governing body's decision then it may be necessary to review the position.

Headteacher

58.00

CHAIR'S BUSINESS

58.01

The Chair requested that all governors use their school e-mail addresses for data protection purposes, and that all correspondence for him only be sent to his Westgate e-mail address.

All

59.00

ANY OTHER BUSINESS

Data collection sheets

59.01

All governors were asked to complete and return data collection sheets so that up to date information was held on the SIMS system.

All

60.00 SCHEDULE OF MEETINGS FOR THE YEAR

60.01 Resolved: that governing body meetings would be held on the following dates in 2017/18:

**Wednesday 4 October 2017 at 6pm
Thursday 30 November 2017 at 6pm
Tuesday 20 February (4pm after Governors Day in School)
Thursday 10 May 2018
Thursday 28 June 2018**