

WESTGATE PRIMARY SCHOOL GOVERNING BODY

MINUTES OF THE MEETING HELD ON THURSDAY 25 FEBRUARY 2016 AT 4.00PM

PRESENT	Rob Wilks (Chair)	Helen Carpenter (Headteacher)
	Susan Carson	Jonathan Kirkland
	Daniel Hackney	Pippa McPherson
	Anne Hodgson	Jane O'Kane
	Alice Joughin	Andrew Ross
		Sarah Shore

IN ATTENDANCE: Joan Matthews, Clerk

27.00	APOLOGIES	ACTION
27.01	Apologies were received and accepted from Cathy Liddicott.	
28.00	MEMBERSHIP MATTERS AND GOVERNOR DEVELOPMENT	
28.01	Governors were asked to e-mail the Chair with details of any training they had completed. It was noted that the GEL training was very accessible. The Headteacher had arranged child protection training and governors had confirmed their attendance.	
29.00	REVIEW OF GOVERNORS DAY IN SCHOOL	
29.01	Governors discussed the day which they had spent in school and individual highlights. It was agreed that individual members would write a short section for the newsletter and that Rob Wilks would write the introduction. Governors agreed that the day was worthwhile and all those involved benefitted from the exercise. Actions had been identified relating to the blinds in the Year 2 classroom and sharing of information with parents about the Shanghai project although both had already been identified by the Senior Leadership Team and plans were in place. Thanks were expressed to all staff and pupils involved in the day.	
30.00	MINUTES OF THE LAST MEETING	
30.01	Resolved: <ul style="list-style-type: none"> that the minutes of the meeting held on 3 December 2015 were agreed as a correct record and the Chair was authorised to sign them. 	
31.00	MATTERS ARISING	
31.01	<u>GEL training (minute 18.03)</u> Andrew Ross had sent details of GEL training completed to the Chair.	
31.02	<u>Securing of bicycles (minute 20.04)</u> The Headteacher reported that a chain would be purchased to secure bicycles in the school playground before the next bikeability training. The Headteacher agreed to include an update on this in her next Headteacher's report.	Headteacher

31.03 Governor development programme (minute 20.05)
The Chair reported that other shared training within the family of schools was being explored.

31.04 Attendance (minute 23.01)
The Headteacher reported that there had been some issues relating to the coding of children who were not required to be in school in the autumn term and this had impacted on attendance figures. The figures had been updated and were now accurate.

32.00 REPORTS FROM COMMITTEES

32.01 Finance and Personnel

A meeting of the Finance and Personnel Committee had taken place on 4 February and the following points were highlighted:

- Some coding issues remained which were being discussed with the Leeds Finance Officer;
- The budget was on track;
- All applications for High Needs Funding had been successful and funds in excess of £20k had been received to provide support for those children;
- Reception should be full in September 2016 although there were other Otley schools which would not be full;
- In relation to the Lighting in Schools scheme, the bulbs were guaranteed only for 2 years so some risk remained. The payback per year was fixed based on estimated savings and should less than expected be saved, the school would be committed to making the required payback. If savings exceeded the estimate, the school would retain those savings. The contract did not include anything additional discovered whilst carrying out the work and there could therefore be additional unexpected costs. A question was asked as to whether the school could afford to fund this, and it was confirmed that savings from the lighting were expected to be made without taking into account any savings or income from the solar panels and the Headteacher was satisfied that there was no reason why it would put the school at risk. There was a cost of £17k to replace most of the lighting and it had been made clear why some lighting could not be replaced. In addition to providing energy savings, there would also be a better quality of lighting and less maintenance required. It was recognised that governors had raised a number of questions around this scheme and had sought answers before feeling able to make a decision. The governing body agreed unanimously to proceed with the Salix application for £17,000 for the Lighting in Schools Scheme.
- The SFVS had been reviewed and responses provided to the questions;
- An Equality Governor was sought to join the Equalities

Headteacher

Working Party which holds the school to account on equalities. Susan Carson agreed to join that working party. It was requested that the next review of the Equalities Policy should be brought to the governing body for approval and that it should be added to the policy schedule for the full governing body;

Headteacher

- The Charging Policy and Work and Families Policy had been reviewed and adopted;

32.02

Pupil Support

It was noted that a meeting of the Pupil Support Committee had taken place on 10 February and the following points were noted:

- There had been a presentation on Maths in school;
- The School Improvement Adviser only made one standards visit per year as a result of the school's Good Ofsted grading;
- The format of Learning and Progress meetings was discussed and it was noted that a more holistic approach was being taken;
- The Care and Control Policy, Healthy Eating Policy and Intimate Care Policy were all approved;
- The committee received an update on SEN funding.

32.03

It was noted that the Health and Safety inspection had taken place and documents had been circulated setting out the findings from that inspection. All routine elements, such as fire safety, had been checked and no concerns identified. The priorities for future investment had been discussed and the Site Manager was to conduct a full survey of the windows as some frames were rotten.

32.03

A question was asked about the co-ordinator for the Evolve educational visits system, and the Headteacher reported that Helen Hooper had assumed that role.

32.04

Governors questioned whether there were any issues relating to damp in the school buildings, and it was reported that any damp tended to relate to roofwork and guttering and that this was being monitored and addressed. There was not a general problem with damp in the school.

32.05

Key issues identified through the inspection were highlighted:

- There were some potholes in the playground and the Site Manager was addressing these;
- The climbing frame had a broken element and this was being repaired;
- The sheds had been replaced with new wooden sheds, complete with bases, installed in the Nursery playground. There was very positive feedback on the Learning Landscapes facilities in Nursery;
- There had been one injury resulting from climbing on the rocks outside the Year 2 classroom when wet and

one injury when a Year 5 child who was running, fell onto the rocks. In response to a question, the Headteacher confirmed that she had consulted the Health and Safety Team at Leeds and the parents had requested a risk assessment for the playground. Children were no longer allowed to climb on anything which was not designed for climbing and the Headteacher confirmed that she was satisfied that the right control measures were in place. The Chair reported that the advice received was that provided control measures were in place and were being applied, that was sufficient and the governing body agreed that it was satisfied that this was a reasonable approach. A question was asked as to whether there were any other areas for which no risk assessment was in place and the Headteacher reported that she had requested that Leeds complete a Health and Safety audit as one had not been carried out by them since 2004. A date was still awaited.

33.00 HEADTEACHER'S REPORT

33.01 The Headteacher's report had been circulated and governors noted that the school was full from Reception upwards. Sharon Hall had received an offer to undertake a PGCE course and recruitment was therefore taking place for a Level 2 teaching assistant for Reception for September 2016. Ruth Bleasdale was retiring from her post after 30 years' service and the governing body formally recorded its thanks to her. The Chair agreed to write to her. It was noted that interviews for a replacement would take place on 4 March and Andrew Ross agreed to assist with those. Pam Smith who worked with some of the very vulnerable pupils was also retiring and the vacancy would be advertised in the summer.

Chair

33.02 30 first preference applications had been received for Reception for September 2016 and it was expected that the Reception class would be full.

33.03 In relation to attendance, the Headteacher reported that previously, Nursery children had not been included on the SIMS system but that possible safeguarding issues had been identified should children not attend. A text was now sent to Nursery parents should their child not attend and it was hoped to reinforce the message that Nursery was part of the school and a reason was required if children did not attend. It was noted that five children in Nursery had attendance of 90% or below.

33.04 The school improvement plan update had been circulated after an update on the Leadership Day. The Restorative Practice training day had taken place and would be followed with more specific peer mediation training in the summer term. The CPD report would be uploaded to the VLE.

Headteacher

Joanne Hattersley was leading Maths CPD and a Teacher Research Group had taken place with a second one starting the following term involving different teachers. The Headteacher had led a session on teaching for mastery in maths at the family of schools training day in January.

- 33.05 Governors congratulated the Headteacher on the number of extra-curricular and enrichment activities taking place.

- 33.06 Two children were involved in a Children in Need Plan and one subject to a Child Protection Plan. An Early Help Plan had been established for a child who had not attended school regularly since February 2015. The Plan was helping to increase the child's time in school but the situation was complex.

- 33.07 There had been on racist incident in Year 3 which had been addressed by the Headteacher and there had been no repeat.

- 33.08 Scooter training had been completed and pedestrian training and water training would also be taking place. There was currently a focus on the safety elements of safeguarding in school.

- 33.09 Due to changes in funding some decisions would be required around the future of the Children's Centre. A transition working party had been established in the cluster to develop a common transition format for movement between different settings and this was currently being trialled. Westgate was leading on the cluster packed lunch policy and it was planned to involve pupils from throughout the cluster. Schools in the cluster had been asked to consider whether it should be a policy or guidelines and this was being discussed within individual schools.

- 33.10 The Headteacher reminded governors of the need to demonstrate in all minutes that questions were asked and any actions taken as a result of questioning or challenge were recorded.

- 33.11 It was requested that Alison Finlay follow up with any governors who did not have DBS checks in place.

Headteacher

34.00 CHAIR'S BUSINESS

- 34.01 The Chair reported that he was involved in correspondence with governors of other schools in the Otley family regarding shared training opportunities.

35.00 LOCAL PARTNERSHIP WORKING

- 35.01 The Chair reported that the Headteacher and Vice-Chair were attending a meeting of local schools regarding options for the future. There were a number of different models and options and it was agreed that it was important to understand

all those fully. The Headteacher confirmed that there were a number of factors both within the national education landscape and the local context and, whilst the family of schools worked well in an informal way, it was agreed that it was valuable to look at whether there would be any benefits from a more formal arrangement. It was noted that funding for the cluster model was only available until 2017. Information from that meeting would be fed into the governing body and committee meetings as appropriate.

36.00 SCHEDULE OF MEETINGS FOR THE YEAR

36.01 **Resolved:** that the next governing body meeting would be held on **Thursday 12 May 2016 at 6pm.**

Remaining meetings in 2015/16 were to be held on **Thursday 30 June 2016 at 6pm.**