

WESTGATE PRIMARY SCHOOL GOVERNING BODY

MINUTES OF THE MEETING HELD ON THURSDAY 10 MAY 2018 AT 6.00PM

PRESENT	Rob Wilks (Chair)	Helen Carpenter (Headteacher)
	Susan Carson	James Millson
	James Gould	Victoria Mirfield
	Daniel Hackney	Sarah Mumford
	Anne Hodgson	Andrew Ross
	Alice Joughin	.

IN ATTENDANCE: J Matthews, Clerk

39.00	APOLOGIES	ACTION
39.01	Apologies were received and accepted from Jane O’Kane.	
40.00	GOVERNOR DEVELOPMENT AND MEMBERSHIP MATTERS	
40.01	The Chair reported that there were opportunities for funding for training and that he would explore that further. Safeguarding training had been organised for the whole governing body on 29 April 2019. Safeguarding lead training was taking place on 22 September.	Chair
40.02	<i>A question was asked about whether governor induction training had been arranged in the family of schools and the Headteacher reported that she had contacted Pool Primary School but it had not been possible to arrange any cost effective training to date. Governors were advised to access GEL training and the Chair agreed to send out the link. Governors were also reminded of the NGA emails and website information.</i>	Chair
40.03	Governors stated that training on data would be useful and it was agreed to provide a briefing using school’s current data.	Chair/ Headteacher
41.00	MINUTES OF THE LAST MEETING	
41.01	Resolved: <ul style="list-style-type: none"> that the minutes of the meeting held on 20 February 2018 were agreed as a correct record and the Chair was authorised to sign them. 	
42.00	MATTERS ARISING	
42.01	<u>Actions from Governor Day in School (minute 31.01)</u> The Headteacher reported that the furniture in the Reception classroom would be looked at in the summer. All classes were implementing a policy of less clutter and Year 1 folders would be included in that work. Time with teachers would be included in the next governors’ day at the end of the day. All governors had completed their report and the governors’ newsletter had been sent out.	
42.02	<u>Governor induction (minute 33.01)</u> The Headteacher agreed to follow up governor induction	Headteacher

training in the family of schools.

Pupil Support meeting (minute 36.02)

42.03 Governors noted that an additional meeting of the Pupil Support Committee had taken place which had been very productive.

Book looks and learning walks (minute 36.04)

42.04 It was reported that the Pupil Support Committee had discussed book looks and learning walks at its last meeting.

Post Ofsted action plan (minute 36.05)

42.05 The post Ofsted action plan had been discussed by the Pupil Support Committee.

MAT (minute 37.01)

42.06 It was reported that Bramhope Primary had agreed to join the MAT with Prince Henry's Grammar School. There had been a number of reports in the press but no approaches had been made to the school.

43.00 REPORTS FROM COMMITTEES

43.01 Finance and Personnel

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

- The end of year budgets had been reviewed
- The income and expenditure for music lessons had been reviewed. The school had been subsidising lessons to date.
- *A question was asked about why pupils were dropping out of music lessons.* The Headteacher reported that there were issues relating to one particular instrument and if pupils dropped out mid-year, the school lost money. Contracts were being changed so that pupils signed up for the whole year although there would be no change in prices.
- WOOSH was not as financially profitable as the previous year.
- *A question was asked about the reason for that* and it was reported that the likely income had been overestimated. Data was now being collated so that more accurate predictions of income could be made. Consideration might need to be given to increasing costs in future as fees had not increased for 6 years.
- *A question was asked about whether WOOSH costs had increased* and it was confirmed that staffing costs had increased, in particular.
- A lot of time had been devoted to discussing GDPR and the school had arranged a named data protection officer and annual visit through the DPO Centre at a cost of £450 per annum. There was also a start-up cost to help put all the necessary policies and procedures in place.

Andrew Ross and Susan Carson had come into school to discuss the different data held in school with the Headteacher.

- In relation to staffing, a forthcoming maternity cover was being covered internally. Recruitment would be taking place in the current term for teaching assistants and a new HLTA.
- Discussion had taken place about the SENCo role and it was noted that the Reception class was currently being taught by four different teachers although it was not a class share so one teacher, who was also SENCo, took lead responsibility. Increasing numbers of pupils with SEND funding were also having an impact on the SENCo workload and therefore contract changes had been agreed to allow a full day for SENCo work. This would provide a more sustainable position and would be better for teaching and learning in Reception. The Committee had been satisfied about the budgetary implications.
- *A question was asked about what checks were now being carried out on the school fund.* It was reported that it was being monitored in the same way as the school budget. the Headteacher reported that a full audit of the school fund had been carried out by Leeds City Council.
- *A question was asked about whether the school had requested the school fund audit* and the Headteacher confirmed it had. The Headteacher agreed to circulate copies of the audit report which showed improvements in the school's systems.

44.00 APPROVAL OF FORMAL BUDGET

44.01 Governors noted that a more thorough breakdown of figures had been provided so that the budget was as accurate as possible. A careful budget had been set but there were no significant budget changes.

44.02 The governing body **resolved** to approve the budget with a forecast surplus for 2018/19 of £84,380. There was a carry forward surplus of £91,550 from 2017/18 and an in year deficit of £7,170 for 2018/19.

44.03 It was noted that there had been an in year surplus of £19,795 in 2017/18.

44.04 *A question was asked about what the reason was for the difference between the in-year surplus in 2017/18 and the in-year deficit in 2018/19.* It was reported that the cost of teaching assistants had increased by £22k but that income had also increased. Electricity costs had increased and there were also some planned building works included. There were no single significant costs but a number of smaller elements.

44.05 *A question was asked about why there was not so much*

investment in curriculum resources this year. The Headteacher reported that there had been a lot of investment a few years' ago and that replacement was not therefore required yet. There had also been a lot of expenditure on IT recently which would need to be replaced in a few years' time.

45.00

Pupil Support

It was noted that a meeting of the Pupil Support Committee had taken place on 24 April and the following points were noted:

- *A question was asked about whether the minutes from the extra meeting of the Pupil Support Committee had been circulated* and the Headteacher agreed to ensure they had.
- The post-Ofsted action plan had been discussed. It was noted that this had been prepared within two weeks of the Ofsted inspection.
- A wide range of governor visits were taking place targeting the different areas on the action plan. The overall picture showed rapid progress in writing. A small number of inconsistencies had been identified and the Headteacher confirmed that those had been addressed.
- Daniel Hackney had undertaken a number of activities including work with external consultants, training and collection of data. He was compiling an in depth data summary for governors.
- The Headteacher had reviewed the data to date and identified every child who was not on track including those who had been on track but were no longer.
- Some children had complex needs and clear information would be available about those cases.
- The detailed questions asked were recorded within the minutes
- Progress across the whole cohort was being looked at and challenging discussions were taking place with staff.
- Interventions currently being used were being evaluated for effectiveness.
- The Committee had reviewed a number of policies and minor amendments made.

Headteacher

45.01

Premises, Health and Safety Committee

James Millson reported on the meeting of the Premises, Health and Safety Committee held on 27 April. Governors noted the following points:

- The Committee was looking at the fire alarm system to ensure it was linked between buildings. Some capital investment would be required but the Committee would establish the most cost effective option.
- Some actions had been identified in relation to the Accessibility Plan; the plan would be made available on the website and the Committee would maintain a separate version with a progress column which could be

monitored at each meeting.

- The rates for lettings did not reflect the costs and the Committee decided to align those with other local schools. These were included in the updated policy which was available on the school website.
- The main issue in relation to Health and Safety had been the boundary wall but this had now been addressed.

Sarah Mumford left the meeting at this point.

- A follow up health and safety inspection would be taking place on 6 July so that any works could be carried out in the summer.
- Local councillors had been contacted regarding the disabled parking allocation.

46.00 POST OFSTED ACTION PLAN

46.01 The post-Ofsted action plan had been circulated with a column included for RAG-rating progress. Those items still coloured red were planned for the academic year 2018-19. The RAG rating was reviewed at the end of each half term and good progress had been made to date. The plan had been shared with all staff.

46.02 *A question was asked about whether there were any areas of concern that were not progressing as quickly as hoped.* The Headteacher reported that there were children who were not on track but that the school would be able to explain the reasons why. Both headline and detailed data were available.

46.03 The Headteacher reported that not all actions on the plan would be completed due to the timescales. Governors recognised that the changes being put in place were sustainable not just short term.

47.00 HEADTEACHER'S REPORT

47.01 The Headteacher's report had been circulated and governors noted that lower numbers were expected in nursery than the current year and that this reflected the picture across all schools.

47.02 There had been an increase in unauthorised absence although figures remained low.

47.03 *A question was asked about why the number of persistent absences was so high.* The Headteacher reported that 17 of those were pupils in nursery where there had been a lot of illness, although attendance was not compulsory.

47.04 *A question was asked about whether any correspondence was sent to parents about persistent absence.* The Headteacher reported that there was no specific

correspondence for pre-school age children however the importance of attendance was highlighted at induction and an attendance breakdown was provided in their school report.

47.05 *A question was asked about the reason for Pupil Premium absence remaining high.* The Headteacher reported that some Pupil Premium children were more susceptible to illness and that in some cases, attendance was less of a priority. It was emphasised that it was important to ensure continued close monitoring of Pupil Premium children.

47.06 Governors congratulated Joanne Hattersley on being appointed as a Primary Maths Leader.

47.07 *A question was asked about whether there were any implications of this for the school.* The Headteacher reported that any time required would come from the additional half a day per week which the school provided for Maths, but there was also funding available to allow the school to release her.

47.08 It was noted that there had been a big increase in sport participation. This provided evidence of the benefit of the additional investment in time to lead on PE.

47.09 The work on sustainability had reduced refuse use significantly in the past 3 months.

47.10 Governors congratulated the school on its involvement in the Chevin Learning Partnership Music Extravaganza and in the music day at Harrogate Ladies College.

48.00 GOVERNOR COMMITTEES AND DATES OF MEETINGS

48.01 A proposed schedule of meeting dates along with a proposal for an updated committee structure to split the work of the current Pupil Support Committee into two committees. The workload of the Pupil Support Committee was significant and an additional committee would allow closer scrutiny of the curriculum.

48.02 A concern was raised about whether governors would be spread too thinly by having four committees. It was agreed that four governors on each committee would be sufficient and that meetings should be shorter.

48.03 *A question was asked about whether there was any way of rationalising the reports made to committees.* The Headteacher confirmed that the proposed restructure of the committees and meeting schedule would help with that.

48.04 The Chair reported that one approach had been received for a governor position but that the candidate did not have a suitable skill set. A skills matrix was in place to help identify any skills gaps.

48.05 Governors were invited to share any comments with the Chair prior to final consideration at the next meeting.

49.00 CHAIR'S BUSINESS

Headteacher's Performance Management

49.01 The Chair reported that the Headteacher's mid-year review had taken place with the Chair and Andrew Ross. It was noted that much work was taking place to maintain momentum.

50.00 SCHEDULE OF MEETINGS FOR THE YEAR

50.01 **Resolved:** that the next governing body meeting would be held on **Thursday 28 June 2018 at 6pm.**