

# WESTGATE PRIMARY SCHOOL GOVERNING BODY

## MINUTES OF THE MEETING HELD ON THURSDAY 23 FEBRUARY 2017 AT 4.00PM

<b>PRESENT</b>	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

<b>28.00</b>	<b>APOLOGIES</b>	<b>ACTION</b>
28.01	Apologies were received and accepted from Sarah Shore and Anne Hodgson.	
<b>29.00</b>	<b>GOVERNOR DEVELOPMENT AND MEMBERSHIP MATTERS</b>	
29.01	It was reported that a number of governors had attended recent training on school visits held at All Saints Primary School. Sarah Mumford had attended modules 1 and 2 of the induction training in January 2017. All governors were encouraged to re-register for the GEL training.	<b>All</b>
<b>30.00</b>	<b>REVIEW OF GOVERNORS DAY IN SCHOOL</b>	
30.01	Governors discussed the day which they had spent in school and individual highlights. During the course of the day, Sex and Relationships Education had been discussed with a group of pupils and those governors involved confirmed that they were satisfied that the school was meeting its obligations in relation to SRE. It was also clear that there were innovative teaching techniques in school making good use of teaching tools, and reinforcing the strength of teaching and learning. 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 had been both enjoyable and informative and thanks were expressed to all staff and pupils involved in the day.	<b>All</b>
<b>31.00</b>	<b>MINUTES OF THE LAST MEETING</b>	
31.01	<b>Resolved:</b> <ul style="list-style-type: none"><li>that the minutes of the meeting held on 1 December 2016 were agreed as a correct record and the Chair was authorised to sign them.</li></ul>	
<b>32.00</b>	<b>MATTERS ARISING</b>	
32.01	<u>Skills audit (minute 18.02)</u> There were a number of skills audit forms outstanding and governors were asked to complete and return them to the Chair by the end of term.	<b>All</b>

32.02	<u>Training (minute 18.03)</u> The Chair agreed to update Anne Hodgson with information on governor training.	<b>Chair</b>
32.03	<u>Website (minute 20.01)</u> All governors' school e-mail addresses had been added to the website and governors were reminded to ensure they monitored their school email.	
32.04	<u>NGA (minute 20.05)</u> It was confirmed that the school had subscribed to the National Governors Association (NGA) and governors were encouraged to make use of the website.	
32.05	<u>School lunches (minute 21.04)</u> It was confirmed that cereal bars were amber food not green and that an article was to be included in the next school newsletter regarding the success of the Packed Lunch Policy. The Headteacher reported that the school kitchen was to provide samples of school meals for parents.	<b>Headteacher</b>
32.06	<u>Traffic outside school (minute 21.06)</u> The Headteacher confirmed that the School Council had not yet looked at the traffic outside the school although the situation had improved. The Headteacher had written to parents and had patrolled outside school.	
32.07	<u>Crisis Management planning (minute 21.06)</u> It was confirmed that the Headteacher and Susan Carson had worked on the Crisis Management Plan and that Jonathan Kirkland had been invited but had not be able to attend.	
32.08	<u>Governor induction pack (minute 24.00)</u> It was noted that a folder had been added to the VLE with some of the information added. Governors were asked to let the Chair know if there were any amendments or updates to A Year in the Life of a governor. Andrew Ross confirmed that he was continuing to work on the structures and functions document. It was agreed that the policy on visits should be discussed by the Pupil Support Committee.	<b>JO'K</b>
32.09	<u>Parent governor election (minute 24.02)</u> The Headteacher confirmed that she would arrange the parent governor election the following week.	<b>Headteacher</b>
32.10	<u>DBS checks (minute 24.02)</u> All DBS checks had been completed and Cathy Liddicott agreed to check the status of her DBS with Alison Finlay.	<b>CL</b>
32.11	<u>Governor visits (minute 26.01)</u> It was reported that the visit to meet Maths and DT subject leaders had taken place and had been written up and discussed. Visits to discuss English and RE would take	

place in March.

### **33.00 REPORTS FROM COMMITTEES**

#### **33.01 Finance and Personnel**

The minutes of the meeting of the Finance and Personnel Committee held on 6 February had been circulated and the following points were highlighted:

- 33.02
- the school was likely to have a reduction of around £10k in funding in 2017/18 which was less than originally anticipated.
  - A number of vacant posts had not been filled and where possible, staff would not be appointed to replace staff leaving.
  - Governors discussed whether it was possible to raise funds from other sources and it was noted that a number of measures had been put in place, such as reducing subsidies, changes to lighting in school and shared training. All possible steps had been taken to maintain a healthy budget. In terms of generating income, it was noted that WOOSH made a profit, and it was suggested that there may be opportunities to apply for funding for areas such as sports and arts.
  - The Continuity and Crisis Management Plan was to be looked at at the next meeting. The Headteacher would undertake the necessary training and a trial would then be run in school with the help of Susan Carson.
  - Governors recorded their thanks to Alison Finlay for all her work for the school and the Chair agreed to organise a card for her. It was noted that interviews for a replacement would take place the following week and that some good applications had been received.

#### **Pupil Support**

- 33.03
- It was noted that a meeting of the Pupil Support Committee had taken place on 21 February and the following points were noted:

- 33.04
- Policies on Behaviour Management, Curriculum and E-safety had been reviewed. A working party on the E-Safety policy was to be established and the Headteacher would approach a possible parent representative. The Headteacher was also participating in a group looking at making Otley an e-Safety town. The Complaints Policy was to be referred to the Finance and Personnel Committee.
  - Andrew Ross and Sarah Mumford had reported on their recent governor visit. The visit to meet English and RE subject leaders would take place on 24 March.
  - An update on SEND, Child Protection and Safeguarding had been received.
  - Mid-year progress reviews had been reported and looked positive.
  - The School Development Plan had been reviewed.

**Headteacher**

33.05	<b>Premises, Health and Safety Committee</b> Cathy Liddicott shared a report from Sarah Shore on the work of the Premises, Health and Safety Committee and it was reported that a Health and Safety inspection had taken place and no major issues had been identified.	
34.00	<b>HEADTEACHER'S REPORT</b>	
34.01	The Headteacher's report had been circulated and governors noted that nursery attendance figures had impacted on the whole school figures.	
34.02	A half year evaluation of the SIP had taken place and much had been achieved with clear impact. Fortnightly briefings were now taking place for teaching assistants and were also carrying out peer observations, with a clear purpose to them following the training on teaching independence. A lot of progress had been made on being a good learner and benchmarking work had taken place to compare what pupils thought compared to two years' previously.	
34.03	The transition play for parents would take place on 7 March and it was suggested that the Headteacher request permission to film the play for use in future years.	Headteacher
34.04	In relation to Inclusion and Safeguarding, it was noted that there was a concern in school about the secondary school allocated to a pupil for September. It was reported that the school had a high number of children with pragmatic difficulties, which was particularly marked for a school of its size. By September, it was possible that there might be 10 children in school who had been adopted from care. The assessment for a Mindmate Friendly School would be taking place the following week and it was hoped that, should the school be successful in being accredited, it would be the first in Leeds, and the school may then be able to become a Mindmate Champion. A question was asked about whether accreditation might attract more pupils with social and emotional needs and it was recognised that this might be the case, but that there were already high numbers.	
34.05	The Headteacher reported on the recent e-safety incident and it was noted that there had been one incident before half term and one in the current week. Governors recognised that these incidents had clearly demonstrated that the e-safety education provided in school was effective and that pupils had been clear about what to do in the situation. The Chair confirmed that the Headteacher's letter to parents had been in line with the governing body's wishes and they fully supported her approach. The Headteacher had maintained close contact with Cathy Liddicott at all times.	
34.06	In relation to extended services, it was reported that the cluster had managed to secure subsidised places on holiday	

activities from the providers and these had been allocated to schools for use. The school had received four or five places a day for use by its pupils and the Headteacher had managed to ensure most were filled. The cluster had confirmed its commitment to continuing and had agreed a funding formula. Services would be reduced under the new arrangements and following suggestions from each school, a collective decision would be made about the priorities moving forward.

## **35.00 CHAIR'S BUSINESS**

### **35.01 *Parental email***

The Chair reported that he had received an email from a parent requesting that arrangements be made for working parents to have the opportunity to meet with governors in an evening. It was agreed that governors would not wish to increase the workload for school staff and discussed a number of options. It was agreed that the Chair should respond to the email indicating that contact could be made by email, or an appointment made. In addition, governors would be available at the Easter Fair, as they had been on previous occasions.

**Chair**

### ***Funding cuts***

35.02 The Chair reported that he had contacted Greg Mulholland, MP, in relation to school funding cuts, and had received a positive response, with Mr Mulholland indicating that he would follow the matter up. The BBC had released a questionnaire on school finances, and the Chair agreed to email the link to governors. The DfE consultation on the funding formula had also been shared with the Finance and Personnel Committee.

**Chair**

### ***Governor training***

35.03 The Chair reported that he had been contacted by the Chair of Pool Primary School offering shared training. It had been agreed that financial training would be most useful and she was looking at possible dates.

## **36.00 MULTI-ACADEMY TRUST**

36.01 It was reported that there had been a meeting about the multi-academy trust and it had been agreed that each governing body would consider its non-negotiable elements. It was agreed that governors would wish any MAT to lead to wider partnerships with external organisations. The school would like to retain control of its curriculum and its ethos, staffing and pedagogy. Joint training and policy making, as currently available in the cluster would also be desirable. A meeting was due to take place on 27<sup>th</sup> February to discuss the legal aspects of a MAT.

## **37.00 SCHEDULE OF MEETINGS FOR THE YEAR**

37.01 **Resolved:** that the next governing body meeting would be

held on **Thursday 11 May 2017 at 6pm**  
Remaining meetings in 2016/17 were to be held on

**Thursday 29 June 2017 at 6pm**