

WESTGATE PRIMARY SCHOOL GOVERNING BODY

MINUTES OF THE MEETING HELD ON THURSDAY 30 JUNE 2016 AT 6.00PM

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

IN ATTENDANCE: Joan Matthews, Clerk

47.00	APOLOGIES	ACTION
47.01	Apologies were received and accepted from Sarah Shore and Anne Hodgson	
48.00	MEMBERSHIP MATTERS AND GOVERNOR DEVELOPMENT	
48.01	The Chair reported that there was one vacancy on the governing body and outlined the experience of a possible candidate, Sarah Mumford. The governing body approved the appointment of Sarah Mumford as a co-opted member with immediate effect. She joined the meeting at this point.	
48.02	The Chair reported that Pippa McPherson had resigned and thanks were expressed to her for all her work for the school and governing body. He also reported that he had received correspondence from Sarah Shore regarding her work commitments and that he would discuss the matter further with her.	Chair
48.03	It was agreed that a skills audit should be conducted before the governing body discussed the appointment of new governors to fill outstanding vacancies.	Chair
49.00	SEN PRESENTATION	
49.01	<p>The Chair welcomed Marie Colannino, SENCO, who gave a presentation on SEN. The following points were noted:</p> <ul style="list-style-type: none"> • There were 26 children on the SEN register which represented 10% of the school roll. This was less than the Leeds and national averages. There were 17 boys and 9 girls on the register • 25% of the children on the register received funding which was above national average of funded children. • The largest number of pupils were in Year 3 and there was a lot of outside agency support directed at Year 3. The lowest SEN need was in Year 2. • The area of need for 46% of children on the register was Communication and Interaction. • The cluster of schools bought into additional speech and language therapy input which provided more than the statutory requirement and was invaluable to pupils. • 35% of children on the register were meeting their end of 	

year expectations but this judgment was not the most useful for these children. Learning Passport outcomes had been looked at and B-squared was being considered. This allowed the year's objectives to be broken into smaller units to monitor progress.

- The progress tracker for SEN children had been completed in a more narrative way.
- There was no significant difference between the attendance of SEN and non-SEN pupils
- The SEN policy would be reviewed the following year and consideration was being given to how to involve parents and pupils.
- There had been some disruption in the service from both the Educational Psychologist and the Speech and Language Therapist with little continuity. The cluster was exploring use of a private company.
- Priorities for 2016/17 were noted and the possibility of pursuing the Communication Friendly Schools standard.

Governors thanked Marie Colannino for her thorough and informative presentation and for her first year in post.

50.00 MINUTES OF THE LAST MEETING

50.01 Resolved:

- that the minutes of the meeting held on 12 May 2016 were agreed as a correct record and the Chair was authorised to sign them.

51.00 MATTERS ARISING

51.01 Shared family of schools training (minute 40.01)

It was reported that Cathy Liddicott had attended the training on Pupil voice which had taken place at The Whartons.

51.02 Local partnership working (minute 44.00)

It was noted that national policy on academisation had changed since the last meeting and there was no urgency at present.

Data presentation (minute 45.00)

51.03 Although the presentation on data had been postponed, Daniel Hackney would prepare a summary document and share it on the governors VLE.

D Hackney

52.00 REPORTS FROM COMMITTEES

52.01 Pupil Support

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

- The WOOSH budget was healthy;
- Two child protection cases had been de-escalated from social care involvement through Child in Need to an Early Help Plan;
- Most governors had completed child protection training.
- Prevent training was booked for November;
- Jane O'Kane and Andrew Ross had completed a learning

walk in relation to Maths. Year 1 and Year 4 books had been looked at and they had discussed their maths work with pupils. Jane O'Kane had completed a report which would be uploaded to the governor visits folder;

- The learning walk had been useful and had been a targeted visit linked to the SIP;
- Jane O'Kane had observed a guided reading session and would complete a report;
- Admissions had been discussed and all arrangements were in place for September;
- The anti-bullying policy had been reviewed and the committee had been reassured that the policy was embedded in school;
- The main points of the School Improvement Plan had been reviewed;
- The committee had evaluated its work and had agreed it would like to increase its membership for the following year.

52.02

Finance and Personnel

A meeting of the Finance and Personnel Committee had taken place on 14 June and the following points were noted:

- The SFVS had been approved;
- The whistleblowing policy had been reviewed and approved;
- The Extended Schools budget had been reviewed and the governing body **approved** the budget, with an in-year surplus of £3750 for 2016/17 and a carry forward balance from 2015/16 of £12,020. The forecast contingency for 2016/17 was £15,770;
- The level 2 teaching assistant post had been offered to a candidate but had been declined for financial reasons although the actual salary had been made clear in the advert. The post had been readvertised and the actual pro rata salary made explicit both in the advert and in the letters inviting candidates for interview;
- A number of candidates had withdrawn from recent interviews for teaching assistant and learning mentor posts;

52.03

It was noted that there had been no meeting of the Property Management Committee since February 2016. The Chair reported that a full Health and Safety audit had been conducted and action points identified.

52.04

The Chair requested that the Pay policy be reviewed and it was agreed that the Finance and Personnel Committee should review the policy in the autumn to ensure it reflected best practice.

52.05

It was agreed that Zoe Romaine should be appointed on a permanent basis and the Headteacher agreed to make the necessary arrangements.

A Ross

Headteacher

53.00	HEADTEACHER'S REPORT	
53.01	The Headteacher's report had been circulated and governors noted that there was a lower than predicted intake for nursery in September although it would increase in January 2017.	
53.02	There had been an increase in the number of requests for absence which were unauthorised and in particular there were a lot of pupils with significant absence in nursery. The Headteacher would address this through induction.	
53.03	The Headteacher would circulate the SIP and SEF before the end of term.	Headteacher
53.04	A significant amount of training had taken place, with some training involving the family of schools hosted by the school. This had helped reduce the cost and increase the accessibility of training.	
53.05	A learning enquiry visit would be taking place the following morning with a focus on resilience. The family of schools had looked at common themes and sharing of best practice. It was agreed that this approach made good use of school improvement adviser time.	
53.06	Congratulations were expressed to the school for the EU Referendum activities which had taken place in school.	
53.07	The Headteacher updated governors on a recent e-safety incident in school and it was noted that she had taken advice from the safeguarding team at Leeds. She confirmed that she was confident nothing untoward has occurred as a result and all parents concerned had been contacted. In response to a question regarding future work experience, the Headteacher confirmed that this would impact on future work experience induction.	
53.08	Governors were pleased to learn that Patrick Wardman's work had been highlighted for praise during the Health and Safety audit and the Chair had written to him on behalf of governors.	
53.09	Consultation on the cluster packed lunch policy had been completed and 335 responses had been received across the cluster. The policy would be rolled out in September.	
53.10	A question was asked whether the recent court case regarding holidays in term time would have any impact and the Headteacher reported that the advice which had been received was to continue with the current approach.	
54.00	UPDATE ON CLUSTER FUNDING MECHANISMS	
54.01	The Headteacher reported that from April 2017 the local	

authority would no longer be able to top-slice money from schools to fund the cluster activities. The money would go directly to schools in future and any continued funding of the cluster would have to come via contributions from schools. A representative of the local authority had attended a meeting to set out the likely contributions based on a number of factors. If the cluster model was to continue, schools would need to contribute from their own budgets and a methodology which was fair and equitable agreed. Following a question, the Headteacher reported that the majority of funding was for work with vulnerable families. A question was asked about whether it was likely that all the schools concerned would wish the cluster to continue and the Headteacher confirmed that although they were supportive, it would depend on the funding in April 2017. A question was asked as to how the school would access some of the services provided through the cluster should it cease to operate. The Headteacher reported that the cluster worked increasingly strategically and that there were significant benefits. The governing body was supportive of continuation of the cluster, in principle, and it was agreed that the Headteacher would keep the governing body updated.

Headteacher

54.02 Rob Wilks agreed to attend JCC meetings in place of Pippa McPherson.

55.00 REQUEST FOR FLEXIBLE WORKING

55.01 Members noted that a request had been received for flexible working on a temporary basis from September 2016. It was noted that a previous request had been denied due to circumstances at the time, but that school circumstances in September would be different. Members noted the arrangements proposed by the Headteacher. It was agreed that a temporary reduction to 0.8 FTE for one year would be granted and the Chair would write to the member of staff concerned.

Chair

56.00 SCHEDULE OF MEETINGS FOR THE YEAR

56.01 **Resolved:** that the next governing body meeting would be held on **Thursday 29 September 2016 at 6pm.**

56.02 There was some discussion about the Governors Day in School and it was agreed that it should take place in the same week as previously and that all governors should indicate their availability at the next meeting.

56.03 A question was asked about preparation for Ofsted and it was agreed that there should be a governors training afternoon in the autumn term.

56.04 The Chair requested that all papers for meetings be circulated no less than 5 days beforehand.

Remaining meetings would be held on

Thursday 1 December 2016 at 6pm
w/b 20 February 2017 at 4pm– to be confirmed
Thursday 11 May 2017 at 6pm
Thursday 29 June 2017 at 6pm