

# WESTGATE PRIMARY SCHOOL GOVERNING BODY

## MINUTES OF THE MEETING HELD ON WEDNESDAY 7 OCTOBER 2015 AT 6.00PM

<b>PRESENT</b>	Rob Wilks (Chair)	Helen Carpenter (Headteacher)
	Susan Carson	Cathy Liddicott
	Daniel Hackney	Pippa McPherson
	Anne Hodgson	Jane O'Kane
	Jonathan Kirkland	Sarah Shore

**IN ATTENDANCE:** Joan Matthews, Clerk

<b>1.00</b>	<b>APOLOGIES AND MEMBERSHIP ISSUES</b>	<b>ACTION</b>
1.1	Apologies were received and accepted from Sarah Shore. The Chair welcomed Susan Carson to her first meeting since election as a parent governor and those present introduced themselves. It was noted that one parent governor vacancy remained and this would be advertised again.	
1.2	It was noted that there were vacancies for two co-opted governors and skills gaps in business, law and HR were identified. It was agreed to register with School Governors One Stop Shop (SGOSS) and the Headteacher agreed to put an article in the local newspaper seeking governors with those particular skills. Cathy Liddicott agreed to approach a contact in Gordon's law firm.	<b>Headteacher</b> <b>C Liddicott</b>
1.3	Any governors who had completed training were reminded to notify the Chair.	<b>All</b>
<b>2.0</b>	<b>ELECTION OF VICE-CHAIR AND AGREEMENT OF TERMS OF OFFICE</b>	
2.1	Jane O'Kane was nominated for the position of Vice-Chair	
	<b>Resolved:</b> <ul style="list-style-type: none"><li>• that the term of office of the Vice-Chair be one year</li><li>• that Jane O'Kane be elected Vice-Chair of the governing body</li></ul>	
<b>3.00</b>	<b>MINUTES OF THE LAST MEETING</b>	
3.1	<b>Resolved:</b> <ul style="list-style-type: none"><li>• that the minutes of the meeting held on 30 June 2015 were agreed as a correct record and the Chair was authorised to sign them.</li></ul>	
<b>4.00</b>	<b>MATTERS ARISING</b>	
4.01	<u>Dishwasher (minute 50.01)</u> <p>The Headteacher reported that it had been difficult to get the company responsible to address the matter of the dishwasher with poor customer service. A discount of £300 had been secured on the labour although the school had needed to chase the invoice from them.</p>	

- 4.02 Zigzags (minute 53.01)  
The signs were now up regarding the zigzags outside school.
- 4.03 Farnley Primary School (minute 54.01)  
Governors noted with sadness that Farnley Primary School would be closing at the end of the calendar year.
- 5.00 ALTERNATIVE METHODS FOR PARTICIPATION IN GOVERNING BODY MEETINGS**
- 5.01 It was agreed that no alternative methods would be used for members to participate and vote in meetings of the governing body at this stage.
- 6.00 CONFIRMATION OF COMMITTEES AND COMMITTEE MEMBERSHIP**
- 6.1 Governors reviewed the committee structure and committee membership.
- 6.2 **Resolved:**
- that the following committee structure and memberships be confirmed
  - that arrangements for clerking the meetings would be agreed at each meeting
  - that the Chair of each committee would be elected by the committee.
- 6.3
- Pupil support committee**  
Andrew Ross, Jane O’Kane, Rob Wilks, Anne Hodgson, Daniel Hackney and the Headteacher
- 6.4 **Property Management committee**  
Sarah Shore, Cathy Liddicott, Jonathan Kirkland and the Headteacher. Patrick Wardman would also attend those meetings.
- 6.5 **Finance and personnel committee**  
Andrew Ross, Cathy Liddicott , Pippa McPherson, Susan Carson and the Headteacher. Alison Finlay would continue to attend those meetings.
- 6.6 **Performance Management Committee**  
Jane O’Kane (reserve), Andrew Ross and Pippa McPherson. It was agreed that only two members would attend at any one meeting.
- 6.7 Governors reviewed the terms of reference for each committee and delegated powers.
- Resolved:**
- 6.8
- that terms of reference be re-adopted and all powers be delegated to each committee pending a review by the committees at their first meeting

	<ul style="list-style-type: none"> <li>that any amendments recommended by committees would be brought back to the full governing body for ratification.</li> </ul>	
6.9	The Headteacher agreed to put the terms of reference onto the governors VLE. It was also agreed that the annual budget would still be ratified by the full governing body.	Headteacher
6.10	It was agreed that there were no associate members of committees and that Alison Finlay and Patrick Wardman were attendees only.	
	<i>Jane O’Kane left the meeting at this point.</i>	
7.00	<b>DELEGATION TO THE HEADTEACHER</b>	
7.01	It was <b>resolved</b> that the appointment of staff other than the Headteacher and Deputy Headteacher be delegated to the Headteacher.	
8.0	<b>DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS</b>	
	<b>Resolved:</b>	
8.1	<ul style="list-style-type: none"> <li>that authority be delegated to the Head teacher to vire sums of up to £5,000 and to enter into contracts up to the value of £5,000.</li> </ul>	
8.2	<ul style="list-style-type: none"> <li>that signatories for authorisation of orders and invoices be approved as follows: Orders: Helen Carpenter and Daniel Hackney (and Alison Finlay for purchasing card orders) Invoices: Alison Finlay, Vicki Fuller, Helen Carpenter and Daniel Hackney</li> </ul>	
8.3	<ul style="list-style-type: none"> <li>that the local authority’s financial regulations and standing orders and contract procurement regulations be adopted.</li> </ul>	
8.4	<ul style="list-style-type: none"> <li>that the Chair, on behalf of the governing body, be authorised to sign the relevant form to register any unofficial funds, e.g. school fund. It was noted that Mr Wardman (senior) had audited the school fund accounts recently.</li> </ul>	
9.00	<b>JOINT COLLABORATIVE COMMITTEE</b>	
9.01	The governing body confirmed the terms of reference and delegated powers of the joint collaborative committee and agreed that Pippa McPherson would continue as their representative.	

<b>10.00</b>	<b>CONFIRMATION OF GOVERNORS WITH SPECIFIC RESPONSIBILITIES</b>
10.01	<p><b>Resolved:</b></p> <ul style="list-style-type: none"> <li>that governors take specific responsibility for the following areas:</li> </ul> <p>SEN – Jane O’Kane  Child Protection /Looked After children/e-safety – Cathy Liddicott  Training – Rob Wilks  Complaints – Rob Wilks</p>
<b>11.00</b>	<b>HEADTEACHER’S PERFORMANCE MANAGEMENT</b>
11.01	Governors agreed to appoint Trish Lowson, School Improvement Adviser, as the external adviser for the Headteacher’s performance management.
11.02	It was agreed the objectives should not be shared with the whole governing body although the performance management governors would ensure that they reported back to the full governing body through a specific agenda item. The performance management meeting would take place in November with a mid-year review then taking place.
<b>12.00</b>	<b>REGISTER OF GOVERNORS’ INTERESTS</b>
12.01	Governors were reminded to complete the Governors’ register of interests form and return it to the Headteacher.
<b>13.00</b>	<b>CONFIRMATION OF CODE OF CONDUCT FOR GOVERNING BODIES</b>
13.01	<p><b>Resolved:</b></p> <ul style="list-style-type: none"> <li>that the governors code of conduct be re-adopted without amendment.</li> </ul>
<b>14.00</b>	<b>REPORTS FROM COMMITTEES</b>
14.01	<p><b>Property Management Committee</b></p> <p>It was noted that a meeting of the Property Management Committee had taken place and the following key points were highlighted:</p> <ul style="list-style-type: none"> <li>The solar panels had been discussed and appeared to be working well.</li> <li>The committee’s terms of reference had been reviewed and readopted</li> <li>No educational visits were planned at present but the committee had reviewed and readopted the Educational Visits policy. Following the secondment of Gill Mullins, a question was raised regarding the implementation of the policy, as it would be preferable to have two staff trained in this area. The Headteacher agreed to review the situation and explore external training options.</li> <li>It was noted that there had been an intruder in the school</li> </ul>

**Headteacher**

grounds over the summer and that there had been tile damage and theft of copper clips. The damage had been repaired by a roofer and governors discussed the viability of CCTV or anti vandal paint.

- Following investigations, it appeared that a metal shed for KS1 was not suitable, and the school was now exploring a wooden shed with a better base.
- The zigzags were now in place and although some parking and dropping off continued, there had been a significant reduction.

### **Finance and Personnel**

14.02

A meeting of the Finance and Personnel Committee had taken place on 30 September and the following points were highlighted:

- Benchmarking data had been reviewed and the Headteacher was going to discuss some issues arising with the Finance staff at Leeds City Council.
- The budget was on track although supply costs had been high due to long term illness
- There had been significant recruitments costs due to staff changes.
- The appraisal policy and procedures and pay policy had been reviewed and updated
- It was proposed to establish a temporary TLR to enable a focus on curriculum. Following discussions with HR in Leeds, it was proposed that this be an internal appointment at TLR2 as it was anticipated that it would be an ongoing post. After discussion the governing body approved the proposal and the Headteacher agreed to advertise the post.
- The staff conduct, grievance and disciplinary procedures had been reviewed and approved
- There were some teaching assistants in school who were working above their grade and the Headteacher was due to meet with HR to discuss the teaching assistant structure. It was hoped to support these staff to work at level 2 if it was affordable.

**Headteacher**

### **Pupil Support**

14.03

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

- New PE resources were now in place
- Y1 Maths textbooks were being used extensively
- KS1 results had been reviewed and some complex needs noted. There was an upward trend in relation to Year 6 SATs
- All pupil premium pupils had made good progress or there were satisfactory explanations provided
- It had been agreed that Jane O'Kane would attend a maths lesson using the new system
- The school had bought into Durham InCAS to provide

**Jane O'Kane**

age related diagnostic information on reading and maths and standardised outcomes would be available for a number of areas. It was hoped to finish all assessment by October half term so that the results could be analysed.

- The committee had reviewed and adopted the Leeds Admissions Policy which was a requirement for maintained schools. The Child Protection policy and homework policy had been approved along with the Nursery admissions policy.

## 15.00

### HEADTEACHER'S REPORT

15.01

The Headteacher's report had been circulated and governors noted that the school was almost full with the exception of nursery. All new staff had started well and attendance was currently above target at 97.2%. There was currently one persistent absentee who had complex needs.

15.02

Good progress had been made with the three items on the SIP: peer mentoring, assessment and Maths.

15.03

The Headteacher undertook to upload the CPD record onto the governors' VLE. A question was asked about whether there were any staff training needs which had not been addressed and the Headteacher confirmed that she was not aware of any.

15.04

KS1 and KS2 data had been circulated and it was noted that the school would be judged on progress and attainment of a secure level 4 in Reading, Writing and Maths. A number of pupils had not achieved a level 4 in all three subjects and those pupil cases had been reviewed. The Headteacher and Deputy Headteacher had attended training on this and whilst the school was above floor standards, it would be deemed to be coasting. In response to a question, the Headteacher confirmed that there was no trend in any one subject but that where there was a dip in performance one year, it had improved the following year. Members noted that the current Year 3 had a number of pupils with strong high needs which would present some challenges in Year 6. A full analysis would be conducted once the Raise online data was available. Governors suggested that it would be helpful to have some headline data and three year trends, and that this matter should be returned to at the next meeting.

**Headteacher**

15.05

A question was asked regarding the securing of bikes during the bikeability sessions, and the Headteacher reported that the playground was always locked. Concern was expressed that the bikes would not be covered by the insurance if not locked up and the Headteacher agreed to explore this.

**Headteacher**

15.06

It was noted that there were seven children in Years 1- 6 (8 including Nursery) who were adopted from care and staff

training had taken place to ensure provision met their needs.

15.07 The Chevin Learning Partnership Plan had been circulated and the shared governor training was noted. The schools were working together in a more planned way and complemented the work in the cluster. The Extended Services also had a cluster action plan which had been updated since the last meeting of the JCC.

15.08 It was noted that there was a Year 6 pupil who had not attended school since February and a question was asked as to whether they would take the Year 6 SATs assessments. The Headteacher confirmed that they received 40 minutes teaching per week in each of the three core subjects and could potentially sit the SATs in May. She also confirmed that they had access to e-schools.

15.09 Governors thanked the school for the work which had taken place since the last meeting and congratulated staff on the KS1 and KS2 data. Governors were reassured that the Headteacher and Deputy Headteacher demonstrated a detailed understanding of the reasons for any dips in performance.

#### **16.00 GOVERNOR TRAINING**

16.01 It was noted there no significant training had taken place recently although it was noted that GEL training was available to complement face to face training. The Chair agreed to circulate the governor development programme and the Headteacher agreed to explore the possibility of induction training together for schools in the family. It was agreed that refresher child protection training was required for the whole governing body.

**Chair**

**Headteacher**

16.02 Jane O'Kane reported that she would attend the Governors' Conference and attended Governor Network meetings.

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

17.01 **Resolved:** that the next governing body meeting would be held on **Thursday 3 December 2015 at 6pm.**

Remaining meetings in 2015/16 were to be held on

**Thursday 25 February 2016 at 4pm (after Governors Day in School)**

**Thursday 12 May 2016 at 6pm**

**Thursday 30 June 2016 at 6pm**