

WESTGATE PRIMARY SCHOOL GOVERNING BODY

MINUTES OF THE MEETING HELD ON THURSDAY 3 DECEMBER 2015 AT 6.00PM

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

IN ATTENDANCE: Joan Matthews, Clerk

18.00	APOLOGIES AND MEMBERSHIP ISSUES	ACTION
18.01	Apologies were received and accepted from Cathy Liddicott.	
18.02	Alice Joughin introduced herself and explained her role in a law firm in Leeds. She left the meeting whilst the governing body considered her appointment and governors noted that she had already met with the Headteacher. The governing body resolved to appoint Alice Joughin as a co-opted governor for 4 years with immediate effect. Alice Joughin rejoined the meeting. She agreed to join the Finance and Personnel Committee.	
18.03	Andrew Ross reported that he had completed some GEL training and would send details to the Chair. The Headteacher agreed to arrange for a school e-mail address for Susan Carson. Anyone who was interested in attending any training was asked to contact the Headteacher.	A Ross Headteacher All
19.00	MINUTES OF THE LAST MEETING	
19.01	Resolved: <ul style="list-style-type: none"> that the minutes of the meeting held on 7 October 2015 were agreed as a correct record subject to addition of Andrew Ross to the attendance list, and the Chair was authorised to sign them. 	
20.00	MATTERS ARISING	
20.01	<u>Zigzags (minute 4.02)</u> It was noted that people parking on the zigzags outside school were being ticketed. It was suggested that it might be worth publicising that in the newsletter.	
20.02	<u>Signatories for orders and invoices (minute 8.02)</u> The Headteacher confirmed that signatories for orders were the Headteacher, Daniel Hackney and Alison Finlay (for purchasing card orders). Signatories for invoices were the Headteacher, Daniel Hackney, Vicki Fuller and Alison Finlay. It was confirmed that segregation was in place to ensure that an order and corresponding invoice was never signed by the same person.	

20.03	<u>KS1 Shed (minute 14.01)</u> It was noted that metal sheds had not proved a viable option and so wooden sheds with bases had been installed.	
20.04	<u>Securing of bicycles (minute 15.05)</u> The Headteacher agreed to follow up regarding securing bicycles in the school playground during bikeability training and would report to the next meeting of the governing body.	Headteacher
20.05	<u>Governor development programme (minute 16.01)</u> The Chair agreed to circulate the governor development programme.	Chair
21.00	STANDARDS BRIEFING	
21.01	<p>Daniel Hackey gave a presentation on standards and “life after levels”. The following key points were highlighted:</p> <ul style="list-style-type: none"> • INCaS, produced by CEM at Durham University had been adopted by the school and the whole school from Years 1 through to 6 had completed assessments which provided a detailed analysis and identified weaknesses in specific areas. The analysis also provided information on developed ability and attitudes to learning in specific areas. • A summary of Raise online data showed that outcomes were very cohort specific but that the analysis allowed the school to identify any particular trends. The general school context was very stable. • In relation to phonics, the gap between the school and national standards was being narrowed although the previous year’s Year 2 cohort was an unusual group with many learning difficulties and disadvantaged backgrounds. Genuine reasons could be identified in those cases where pupils did not meet national standards. • In KS1, it had been anticipated that there would be a dip in writing although the school was confident this would be reversed with the current cohort. • Autumn children in KS1 had outperformed national standards whilst those pupils with identified SEN had not progressed as well compared to national standards. There were some significant issues for three pupils who were all also from disadvantaged backgrounds. • In KS2, the reading results were the best ever achieved although maths results had dipped. By the end of KS2 girls had not achieved as well as boys and disadvantaged pupils had not achieved as well as others. The latter group included two pupils who had only joined the school in KS2. • National data measured the proportion of pupils achieving either Level 4 or Level 5 in all of Reading, Writing and Maths and where pupils had only achieved the level in two out of the three, this impacted most on the data. • It was noted that two girls who had not achieved Level 4 	

in Maths had received targeted support throughout KS2 although this had not made sufficient impact.

- Since the school was a one form entry, one child could have a significant impact on the data.
- The SMT would review this data in school and look at any CPD requirements for staff.

21.02

Governors thanked Daniel Hackney for the presentation and agreed that it would be interesting for governors to observe the differentiation in class during the governors' day in school.

22.00

REPORTS FROM COMMITTEES

22.01

Finance and Personnel

A meeting of the Finance and Personnel Committee had taken place on 19 November and the following points were highlighted:

- The budget was broadly on track.
- Recruitment costs were high and supply had been required for two half term absences. Supply insurance would cover those costs and income would exceed the costs due to covering some of the teaching within school.
- WOOSH was underspent and was being encouraged to spend. In response to a question, the Headteacher confirmed that the surplus could be transferred but it had been suggested that it be kept within the extended school budget to protect it from any clawback and until such time as the school had something it wished to purchase.
- £15k had been allocated within RCCO for the photovoltaic panels but since only £11k had been required, the remainder had been spent in EYFS to improve the outdoor area.
- The school was awaiting the results of the Lighting in Schools scheme survey and it was noted that the borrowing would be repaid over eight years through energy savings. The Salix initiative had been suggested by the local authority and governors asked a number of questions around the stability of the arrangement. In particular, governors questioned what would happen if the school did not achieve the required savings, or if the scheme was closed in the event of a change of government. It was agreed that all elements would have to be factored in, and that the smallprint would have to be closely reviewed before making any commitment.
- It was hoped all SEN applications would be successful and the Headteacher reported that she felt that the level of funding would be maintained for three pupils, increased for one, and new funding would be received for two pupils. One child in nursery was being assessed for a diagnosis of autism which may trigger a statutory assessment. The Headteacher had discussed with the parents the process for applying for a place in Reception as Westgate was not the nearest school.

	<ul style="list-style-type: none"> • The SFVS had been reviewed and responses included for new questions. • The probationary policy for non-teaching staff had been reviewed and adopted. • Work was continuing on the Equalities Policy. • The Governors allowances policy had been reviewed and a version based on the local authority model had been adopted. A copy had been placed on the VLE. • Restructuring of teaching assistant posts had taken place to create level 2 posts. Eight applications had been received for seven posts, and the Headteacher along with Daniel Hackney would carry out the selection process. • The Headteacher reported that she had met with the local authority finance officer since this meeting and he would be looking into coding issues raised by the Committee. 	Headteacher
22.02	<p>Pupil Support</p> <p>It was noted that a meeting of the Pupil Support Committee had taken place on 25 November and the following points were noted:</p> <ul style="list-style-type: none"> • Jane O’Kane and Andrew Ross were visiting school to observe Maths teaching • Jane O’Kane was to meet with Daniel Hackney to develop a schedule for the committee so that its work was synchronised with activities in school. • The Committee was going to hold an extra meeting in July to discuss results. A record form had been developed for class teachers to complete prior to that. • There had been an update on SEN from the new SENCo who had made a good start. • The Curriculum, Learning and Teaching Policy had been reviewed and adopted, as had the Safeguarding supervision policy. • Joanne Hattersley would be attending the next meeting to discuss Maths in school. 	
22.03	<p>It was noted that no meeting of the Property Management Committee had taken place.</p>	
23.00 23.01	<p>HEADTEACHER’S REPORT</p> <p>The Headteacher’s report had been circulated and governors noted that the school was almost full and would be full from Reception upwards from January 2016. There were eleven children with attendance of 85% or below, eight of which were in Reception due to an outbreak of chickenpox. A question was asked as to whether the Headteacher was concerned about the threshold for persistent absence having been increased to 90% and the Headteacher confirmed that the school already monitored at 92%. Letters are sent to parents in spring term if there are any concerns.</p>	
23.02	<p>Four priorities on the School Improvement Plan had been identified: peer mentoring, assessment, staff structures and</p>	

	<p>Maths. The Headteacher reported that she was leading on peer mentoring and training has been planned to take place with all staff on restorative practice. As part of the second year of the Shanghai Maths project, the school was obliged to undertake work with other schools. The Headteacher had observed all staff teaching maths and was pleased to report that staff were adopting new strategies and pedagogies across the school. Staff structures were high on the school's agenda and impacted on all its work. The Headteacher had managed to arrange training for teaching assistants from a number of schools, to be held at Westgate.</p>	
23.03	A question was asked as to whether what was being learnt in Maths was spreading into other subjects and the Headteacher confirmed that whilst that was the case, there was still much to learn in relation to the Maths teaching.	
23.04	Takeover day had been successful and it was hoped to further expand this into the World of Work.	Headteacher
23.05	Four pupils had been involved in the Strings development day at Bradford Grammar School.	
23.06	The conversion meeting for a pupil with a statement had now taken place and the Education and Health Care (EHC) plan was now being process by the local authority. This meeting had been brought forward as the pupil was likely to transfer to specialist provision in Year 7 and places were already limited.	Headteacher
23.07	One initial child protection conference would be taking place before Christmas and information was awaited on another. The SENCo was to become the third designated person for child protection.	
23.08	The Headteacher outlined the work carried out in EYFS outdoor area with the surplus funding available after purchase of the Photovoltaic panels.	
23.09	There had been a homophobic incident which had been dealt with by the Headteacher and class teachers, although there had subsequently been a repeat incident. The Headteacher had made clear the position in relation to use of homophobic language.	
23.10	An event for early years practitioners had been held at the school and the Headteacher was leading on transition for EYFS in the Family of Schools. A working party had been established to look at common transition processes for the whole Chevin Learning Partnership. The North West Cluster action plan had been circulated and it was noted that two TAMHS workers were now working for the Cluster.	
23.11	Scooter and pedestrian training had been booked for the	

next term following discussions at the Pupil Support Committee. This training would involve the whole school.

23.12 Thanks were expressed to the Headteacher and her staff for all their work in the past term. The Chair agreed to send an e-mail to be displayed in the staff room. **Chair**

24.00 CHAIR'S BUSINESS

24.01 The Chair read out two pieces of correspondence he had received in relation to the Headteacher and Joanne Hattersley's roles in the Shanghai Project and Maths Hub. Governors congratulated both the Headteacher and Joanne Hattersley, along with other staff in the school, for their work in this area.

25.00 HEADTEACHERS' PERFORMANCE MANAGEMENT
25.01 CONFIDENTIAL MINUTE

26.00 SCHEDULE OF MEETINGS FOR THE YEAR

26.01 **Resolved:** that the next governing body meeting would be held on **Thursday 25 February 2016 at 4pm (after Governors Day in School)**. Further information would be sent out before the Governors Day in School.

Remaining meetings in 2015/16 were to be held on

Thursday 12 May 2016 at 6pm
Thursday 30 June 2016 at 6pm

