

WESTGATE PRIMARY SCHOOL FULL GOVERNING BODY

Minutes of the virtual meeting held on Thursday 15 July 2021 at 6.00 pm

Present; Rob Wilks (Chair)	Helen Carpenter (Headteacher)
Laura Boddy	Sarah Mumford
Sally Clough	Neil Richardson
Gaynor Cross	Andrew Ross
Daniel Hackney	Louise Shackelton
Anne Hodgson	Ray Smith

IN ATTENDANCE: Anita Wood (Clerk, Governor Support Services)

1.00 APOLOGIES FOR ABSENCE

1.01 Apologies received and accepted for S. Mistry, J. Milson and V. Mirfield.

2.00 DECLARATION OF INTERESTS AND REGISTER OF GOVERNORS' INTERESTS

2.01 There were no changes to the declaration of interest for this agenda.
S. Mumford confirmed her new role as Director of Otley 2030.

3.00 MEMBERSHIP MATTERS

3.01 The Chair confirmed that he is happy to continue as a Co-opted Governor Representative when reaching the end of his term of office 4 October 2021.

The FGB will hold an election for the role of Chair at the Autumn term meeting and R. Wilks indicated that he is happy to stand for re-election.

3.02 Two parent governor representatives Andrew Ross and Victoria Mirfield will come to the end of their term of office in October 2021 and school will need to hold a parent governor election in the Autumn term. The election process will note that A. Ross and V. Mirfield wish to continue as parent governor representatives.

3.03 The Chair welcomed R. Smith prospective LA governor representative to the meeting and gave the FGB information on the meeting with R. Smith, the Headteacher and Chair.

Resolved;

all governors approved R. Smith as the LA governor representative.

4.00 MINUTES OF THE LAST MEETING

4.01 **Resolved;**

that the minutes of the FGB meeting held on Wednesday 26 May 2021 as an accurate record with the following amendment;
The FGB to elect a Chair at the Autumn meeting and R. Wilks is happy to stand for election as Chair at the September meeting.
The Chair to sign to be kept in school records.

5.00 REVIEW ACTIONS AND MATTERS ARISING-

5.01 **Items 3.01, 3.02 and 3.04 refer –Membership Matters**

To amend the wording to- The FGB to elect a Chair at the Autumn meeting and R. Wilks is happy to stand for election as Chair at the

	September meeting. Two parent governor elections to be held in the autumn term as detailed above.	
5.02	Item 4.01 refers – Minutes Minutes approved with the amendment detailed above.	
5.03	Item 5.01 refers – NGA Membership The Chair confirmed that The NGA membership is completed by school and governors can now log on to the training link, there is a safeguarding and Child Protection training module available. The new KCSIE document has been circulated to governors.	
5.04	Item 9.01 refers – IT equipment The Chair confirmed that details of the IT provider has been sent to the Headteacher.	
5.05	Items 10.00 and 11.00 refer – School budget The Chair confirmed that the budget was approved at the Last meeting and the SFVS approved and submitted.	
5.06	Item 12.01 refers –Safeguarding/Child Protection Meeting to be arranged Headteacher and V. Mirfield.	Head/ V Mirfield
5.07	Item 13.00 refers – policy review As detailed on this agenda.	
5.08	Item 14.02 refers- Succession planning Governors to review for the September meeting what governor role they would like and which priority items on the School Improvement plan and which subjects governors to monitor.	All governors
5.09	Item 14.03 refers – Annual governance statement The Chair has begun populating the template from the Governor Support Services and will update governors at the next meeting.	FGB agenda
6.00	CURRICULUM DEVELOPMENT UPDATE	
6.01	As detailed in the minutes from the curriculum update meeting and also in the Headteacher report circulated to all governors prior to this meeting. Subject leads had given updates on the curriculum to the Committees including details of the new EYFS framework.	
7.00	GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PLAN	
7.01	The School Improvement plan was reviewed at the Curriculum committee meeting and is also detailed in the Headteacher report.	
8.00	QUESTIONS ABOUT THE HEADTEACHER’S REPORT	
8.01	The Headteacher report had been circulated to all governors prior to the meeting and is available on Teams for governors, the Headteacher also shared the report on screen. The Headteacher highlighted the following;	
8.02	The numbers on roll from September -changes in year 3 and 6 with siblings admitted.	

- 8.03 Pupil premium and Free School Meals (FSM) - there is a slight increase in the number of children eligible for FSM in September. G. Cross asked about Pupil Premium spending. The Headteacher confirmed this had been reported at the Finance meeting and is in the minutes.
- 8.04 A Ross asked about an update to an ongoing staffing issue. The Headteacher would like two governors to meet to discuss future plans.
- 8.05 Staffing – Liz Jagger has agreed to be the lead teacher in Early Years Foundation Stage (EYFS). G. Cross asked if there is any other staff movement. The Headteacher confirmed that there is no further staff movement. The Chair reported that there could be an Ofsted inspection in the next 18 months but that Ofsted are currently running 4 terms behind which could mean two years before inspection at Westgate Primary.
- 8.06 Workload and wellbeing – the curfew on emails has had a positive impact on staff.
- 8.07 Parent and Staff consultation – The summary of survey responses over the last few months is available on Teams for governors. The Chair reported that overall the responses are extremely positive with just one person that disagreed that things are dealt with in school.
- 8.08 Virtual summer concert – A. Ross has watched this and can recommend it to governors.
- 8.09 Assessment, Target Setting and Impact – the End of KS1 & KS2 outcomes compare with previous years' data, due in part to both cohorts being higher attaining. Both sets of results are therefore below FFT 50 estimates for each cohort. G. Cross asked about the tutoring. The Headteacher confirmed that 23 children have accessed the National Tuition Programme this term but it is too early to assess longer term impact.
- 8.10 The Chair asked does school have to provide remote learning next year and are staff ok with this workload. The Headteacher confirmed that it will depend on children self-isolating, the system is manageable however it does add to the workload for staff. The Chair confirmed that Ofsted will want to know what school will do but that the Westgate model does work well and a member of staff taught online when self-isolating.
- 8.11 Attendance – the Chair said that attendance is very good to say that it has been a Covid year. The Headteacher reported that there are no Covid absences taken into account in the numbers and that school has just had a bubble collapsed.
- 8.12 G. Cross asked about Safeguarding training.

The Headteacher confirmed that Safeguarding training is booked for governors for next year and will be on 26 April 2022 on Zoom. A. Ross asked about a child's absconson the Headteacher confirmed that this has never happened before and there was no trigger, the incident happened whilst on pedestrian training.

- 8.13 Esafety -two Esafety incidents involving inappropriate use of YouTube. Parents have been provided with detailed advice about how to ensure children use YouTube safely and children have also received guidance on the matter.
G. Cross asked if Esafety guidance could be included in the Pupil charter?
The Headteacher confirmed that all children are taught about Esafety and that children and parents sign the agreement and this will be sent out again in September to sign for the next year.
- 8.14 G. Cross asked how school track the remote learning.
The Headteacher confirmed that teachers monitor the work that the children have completed.
- 8.15 A. Ross asked about speech and language therapy (SALT) and has this been carried out remotely.
The Headteacher confirmed that SALT has taken place face to face in school and that school had the DAHIT team in yesterday, Two Nursery staff are attending Makaton training in preparation to support a child with Down Syndrome who is joining Westgate primary in September and school plan for all the children to use Makaton.
- 8.16 Sports day – went very well and parents were able to attend and the virtual Maypole Dancing morning for parents was very entertaining.
The yoga did not go ahead as planned due to the member of staff self- isolating.
G. Cross asked if swimming has been able to go ahead.
The Headteacher confirmed that there had only been two days of swimming due to self- isolating and plan to have more intensive swimming next week, it has been very difficult to complete the required swimming due to Covid restrictions.
The Chair suggested giving feedback to Prince Henrys that there may be some non -confident swimmers and that there is a summer school with specialist swimming lessons.
G. Cross asked if the swimming lessons are paid for in advance.
The Headteacher confirmed that they are but does not know if this is refundable.
- 8.17 EYFS – a long term plan to focus on the new EYFS framework which will be put into practice in September, there is more child to adult interaction.
- 8.18 Learning & Progress (Impact) -Overall, outcomes at the end of Nursery are slightly lower than usual, reflecting the impact of COVID-19.
Outcomes at the end of Reception have recovered well and are in line with expectations, with the exception of writing, which has been

significantly impacted by lockdown in the spring term.
The Chair noted the details of the three I's in the Headteacher report – Intent, Implementation and Impact.

- 8.19 Building work
Plans for the summer include upgrade to the staffroom kitchen; KS2 windows; installation of water boilers to replace staff kettles.
- 8.20 Climate Crisis - School has received its first Eco-Schools Green Flag award for its work on sustainability and is also the drop off point for a charity recycling crisp packets to make survival items such as blankets/ bivvy bags for the homeless.
- 8.21 G. Cross asked about Parent readers in school and when will this re-start and have non home readers been picked up.
The Headteacher hopes this will start again in September and yes school are aware of children that haven't read at home.
D. Hackney reported that the Reading Challenge has events planned at Otley Library and the biggest interest has been from children at Westgate.
The Headteacher said that children due to start in Reception at Westgate and Ashfield have an information pack and can attend the library at specific time slots to be ready for school in September the reading challenge is for 14 schools across Leeds.
- 8.22 G. Cross asked about the new starter children in September and how will it be managed.
The Headteacher confirmed that children are split into groups with staggered times in school to reach full time.
The Chair wanted to thank the Headteacher and all the staff and said a massive well done to everyone.
There were no further questions.

9.00 COMMITTEE REPORTS

9.01 Pupil Support meeting;

Google analytics report from the Headteacher
Action-signpost policies and other content in the newsletter.
SEND update from M. Collanino, the annual SEND report will be presented to governors at the Autumn term FGB meeting.
new innovative ways to use ICT to support pupils and enhance provision.
Child protection training was discussed and further details including the equalities update are included in the Headteacher report.
The following policies have been reviewed and minor changes made;

- Home-school agreement
- Children looked after
- Hate incident reporting procedure
- Transition cluster policy
- Anti- racism policy
- Whistleblowing Policy (Resources) **was reviewed 11/05/2021**
- Equalities (Pupil Support) **due for review in March 2022**

- Sex and relationships education (SRE) (Pupil Support) **due for review in October 2023**
- Safeguarding – completion of annual return (Pupil Support) **Completed**

9.02 Finance and Personnel meeting

A. Ross highlighted the following;

The school budget- a couple of outstanding items from the last budget – LCC Finance had moved a payment in error.

Education Visits – reduced cost as no residential visits.

The committee went through the questions on the SFVS which has been agreed and submitted.

Policy review;

- Data protection and GDPR
- Freedom of information
- Voluntary helps
- Equalities action plan- deferred
- Emergency plan -reviewed annually and approved with the addition of a Media role governor- G Cross.
- Price of school meals (Resources) **reviewed 11/05/2021**
- Health and safety (Resources) **in committee 02/07/2021**
- Mid-year performance manage reviews (Resources)
- Whistleblowing Policy (Resources) **was reviewed 11/05/2021**

School Business Manager to check on the grab bags etc for summer.

A. Ross thanked the SBM for doing the additional hours in school and governors approved overtime pay.

The staff survey was reviewed and there were very constructive comments on wellbeing for example the curfew on emails.

9.03 Premises

The Chair suggested that one governor could follow up and be responsible for an action plan for example the storage for EYFS. The cellar currently holds furniture to ensure social distancing in school, the paperwork has been shredded and due to the Easter fayre being cancelled school had to store the resources in the cellar.

L. Shackelton has carried out a walk round to review the premises with the school superintendent and the work to be carried out over the summer.

9.04 Teaching and Learning

L. Boddy highlighted the following;

The NGA learning link has been actioned

The music presentation was very good and showed how it fits with the model curriculum (which is non statutory).

Policy review and the action plan;

- Creative arts
- PE
- Eco school action plan
- Annual report to parents (T&L) **reviewed on 04/05/2021**

The data was reviewed as detailed in the Headteacher report and

an update on progress and the support for students including tutoring detailed.
 The SEND report will be updated for the autumn term meeting.
 EYFS update on the implementation of the new framework.
 School has gained the Silver Modeshift STARS Travel Award and is awaiting news about the Gold application.
 There is no news on the safe streets.

9.05 The Chair thanked all the committees as it has been a difficult year with meetings held virtually but this enabled committee meetings to take place. The Chair also thanked the staff for the presentations given to governors and for their time after school to present at meetings.

10.00 SAFEGUARDING/CHILD PROTECTION

10.01 V. Mirfield Safeguarding governor has sent apologies for this meeting and is to arrange a meeting with the Headteacher. The Headteacher confirmed that there is Child Protection training for all governors booked for April 2022.

11.00 POLICY REVIEW

- 11.01
- Staff Disciplinary Policy **Due for review October 2021**
 - Staff grievance policy **Due for review January 2024**
 - Staff code of conduct - **GfSWP renewed with staff every September.**

12.00 EVALUATION OF GOVERNING BOARD EFFECTIVENESS

12.01 The Chair will summarise the strengths and weaknesses from the information from the governor skills audit for the September meeting.
 Regarding Succession planning as discussed above and the Chair reminded governors to consider if they are interested in becoming Chair of the FGB.

13.00 ARRANGEMENTS FOR THE PERFORMANCE MANAGEMENT OF THE HEADTEACHER

13.01 The Chair confirmed that the Headteacher Performance Management meeting will take place in November 2021 with K. Porter External Advisor and governors A. Ross G. Cross and the Chair.

14.00 GOVERNOR DEVELOPMENT

14.01 The Chair recommended the NGA link to the Child Protection Module, there is also some very useful training for governors wishing to refresh.
 S. Clough asked if there is a form to log governor training completed and the Chair is planning to set up a log with the School office to record training to also keep a record of the FGB minutes.

14.02 A. Ross asked about the governor action plan detailed on the agenda – the Clerk to check with GSS and inform the Chair and Headteacher.

14.03 The Chair reported that the School Improvement Plan is on the system and will send out to all governors.

**Clerk
completed**

14.04 Effective governance is shown throughout the committee and FGB meetings when governors challenge and ask questions and this was shown in the last inspection report as effective.

14.05 New governors will need to book on to the new governor induction training modules 1 and 2.
The Clerk to send out the induction pack email.
School to set up R. Smith new governor with a user account on Leeds for Learning and inform the Clerk.

**Clerk
completed**

15.00 CHAIR'S BUSINESS

15.01 The Chair had received an email regarding training days for next year for governors to approve;
Training days;
6 September 2021
4 January 2022
13 May 2022
25 and 26 July 2022
27 July 2022 is now a holiday

Resolved;

The Full Governing Board approved the above dates.

15.02 The Chair confirmed that he will be emailing staff on behalf of the FGB, to thank them for all they have done in this very difficult year and would also email Friends of Westgate Primary to thank them for all their fundraising and a massive well done to everyone.

15.03 The Keeping Children Safe in Education (KCSIE) document is in the DfE document folder on the system, governors asked to read the document and confirm that it has been read.

16.00 CLERK'S BUSINESS

16.01 None

17.00 ANY OTHER URGENT BUSINESS

17.01 The Headteacher has emailed to governors the Statutory Duties annual submission form 2021 this is also available on Teams.
The Headteacher confirmed that all checks are done or dates booked to be completed.
S. Mumford recommended that J. Milson review the form prior to submission, all governors agreed to send to J Milson as soon as possible to review.
The Chair confirmed that everything is a yes or is not applicable to school.

J Milson

17.02 The PAT testing is up to date and testing will again be carried out over the summer.

17.03 S. Clough commented that the NOVAC report that the Headteacher shared with all governors was a really nice report and good to read.

18.00 SET MEETING DATES FOR THE NEXT ACADEMIC YEAR

18.01 **FGB meetings;**
Tuesday 28 September 2021 at 6.00 pm.

Wednesday 24 November 2021 at 6.00 pm
Tuesday 1 March 2022 in school at 4.00 pm
Wednesday 25 May 2022 at 6.00 pm
Wednesday 13 July 2022 at 6.00 pm

The meeting closed at 8.00 pm.