

WESTGATE PRIMARY SCHOOL GOVERNING BODY

MINUTES OF THE MEETING HELD ON THURSDAY 3 DECEMBER 2020 AT 6.00PM

PRESENT	Rob Wilks (Chair) Laura Boddy Sally Clough Gaynor Cross Daniel Hackney Anne Hodgson	Helen Carpenter (Headteacher) James Millson Victoria Mirfield Sarah Mumford (from 26.05) Neil Richardson Andrew Ross Louise Shackleton
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IN ATTENDANCE: Joan Matthews, Clerk

		ACTION
21.00	APOLOGIES	
21.01	There were apologies for absence from Sharon Mistry.	
22.00	DECLARATION OF INTERESTS AND REGISTER OF INTERESTS	
22.02	The Chair reminded members to complete their register of interests form, which was available online.	
23.00	GOVERNOR DEVELOPMENT AND MEMBERSHIP MATTERS	
23.01	Governors were reminded to complete the skills audit and the Chair agreed to resend the link.	Chair
23.02	It was agreed to upgrade to NGA Gold membership to access online learning. Governor buddies for new governors were discussed and Neil Richardson agreed to buddy with Sally Clough and Laura Boddy agreed to buddy with Gaynor Cross.	Headteacher
24.00	MINUTES OF THE LAST MEETING	
24.01	Resolved: <ul style="list-style-type: none">that the minutes of the meeting held on 5 October 2020 were agreed as a correct record and the Chair was authorised to sign them.	
25.00	MATTERS ARISING	
25.01	<u>Parent governor (minute 3.01)</u> It was noted that a parent governor had now been appointed.	
25.02	<u>Headteacher's performance management (minute 8.07)</u> It was noted that the Headteacher's performance management had been completed.	

26.00	REPORTS FROM COMMITTEES
	<i>Teaching, Learning and Assessment Committee</i>
26.01	The minutes of the meeting held on 5 November 2020 were presented and Laura Boddy highlighted the key points. The Committee had discussed the recovery curriculum and catch up arrangements, and it was noted that not as much ground had been lost as feared.
26.02	<i>A question was asked about whether there was a master list of policies and the review cycle for those.</i> The Headteacher confirmed that there was and would be uploaded to Teams so that governors could access it in real time. All committee chairs had a copy for agenda planning purposes.
	<i>Finance and Personnel Committee</i>
26.03	Andrew Ross presented the minutes of the meeting held on 17 November 2020 and highlighted the key points. It was noted that the Appraisal and Pay Policies would be reviewed at the next meeting as Leeds City Council had released the models that day.
26.04	The Committee discussed the request to have a media contact for the Emergency Plan and Gaynor Cross agreed to take that role.
	<i>Property, Health and Safety Committee</i>
26.05	The minutes of the meeting of 27 November 2020 had been circulated and Sarah Mumford highlighted the key points. <i>A question was asked about whether the fire alarms were now linked between buildings</i> and it was confirmed that they were.
	<i>Pupil Support Committee</i>
26.06	Vicky Mirfield presented the minutes of the meeting held on 19 October 2020 and the key points were highlighted.
27.00	RISK ASSESSMENT
27.01	The latest risk assessment had been circulated and it was noted that it had been updated to reflect that singing was now allowed under certain conditions.
28.00	HEADTEACHER'S REPORT
28.01	The Headteacher's report had been circulated, including an update on curriculum and remote learning, behaviour and attendance. It was noted that the report had been formatted to be consistent with the Ofsted framework. Key points were highlighted and the following queries were raised:
28.02	<i>How did the staffing days lost compare to other years?</i> The Headteacher confirmed that they were higher, with one member of staff on long-term absence. There had been particular absences amongst the teaching assistants with a number being extremely clinically vulnerable.

28.03	<i>Why did school leaders have to be on call until Christmas Eve?</i> Although no direction had been received from the local authority, it was expected as there may be delays in test results or a need for retesting.	
28.04	<i>When would extra-curricular activities be able to resume?</i> There was no clear direction on that yet.	
28.05	<i>What is Tapestry?</i> It is a platform allowing management of observations and assessments over the foundation stage and could be shared with parents online. Parents were also able to share learning from home and had been very positive about it.	
28.06	Thanks were expressed to Friends of Westgate for all the funds raised which had made a significant contribution to the outside area for Early Years and Foundation. It was reported that there had been some donations of Sainsburys food vouchers from parents and the School had provided food deliveries over half term. The School continued to work with Otley 2030 and Otley Food Bank and staff were providing food items for vulnerable families over Christmas.	
28.07	A governor commented that the online learning during the bubble collapse had been very positive and the daily contact had been appreciated. The Headteacher confirmed that the whole School was now set up on Teams should another bubble have to collapse. Two laptops had been received and data sim cards had also been received from Vodafone to support families without access.	
29.00	TEACHERS PAY POLICY	
29.01	The Headteacher reported that the model policy had been received that day and it was agreed to include it on the agenda for the next meeting.	Clerk/ Headteacher
30.00	CHAIRS BUSINESS	
30.01	The Chair reported that the Clerk was stepping down from her role and thanks were expressed for her support. The School was working with other schools in the Family of Schools to appoint a replacement.	
30.02	It was noted that the next meeting was normally after the Governors Day in School and it was agreed that committees should discuss their preferences for meetings with children and staff.	Committee Chairs
30.03	Louise Shackleton agreed to join the Property, Health and Safety Committee.	
31.00	ANY OTHER BUSINESS	
31.01	The Headteacher thanked the governing body for its support during recent months.	

32.00

SCHEDULE OF MEETINGS FOR THE YEAR

32.01

Resolved: that the next governing body meeting would be held on **Thursday 25th February 2021 (Governors' day in school)**

Remaining meetings in 2020/21 were to be held on

Wednesday 19th May 2021 at 6pm

Thursday 15th July 2021 at 6pm