

WESTGATE PRIMARY SCHOOL GOVERNING BODY

MINUTES OF THE MEETING HELD ON THURSDAY 21 MAY 2020 AT 6.00PM

PRESENT	Rob Wilks (Chair)	Helen Carpenter (Headteacher)
	Laura Boddy	Sarah Mumford
	Daniel Hackney	Jane O’Kane
	Anne Hodgson	Neil Richardson
	Victoria Mirfield	Andrew Ross
	Sharon Mistry	

IN ATTENDANCE: Joan Matthews, Clerk

38.00	APOLOGIES	ACTION
38.01	It was noted that James Gould had resigned as a parent governor with immediate effect.	
39.00	GOVERNOR DEVELOPMENT AND MEMBERSHIP MATTERS	
39.01	It was reported that Jane O’Kane was standing down after 8 years as a governor. Thanks were expressed to her for all her work, and it was noted that two committee chairs would be required for September	
39.02	It was resolved to re-appoint Sarah Mumford for a second 4-year term.	
40.00	MINUTES OF THE LAST MEETING	
40.01	Resolved: <ul style="list-style-type: none">that the minutes of the meeting held on 27 February 2020 were agreed as a correct record and the Chair was authorised to sign them.	
41.00	MATTERS ARISING	
41.01	<u>Skills audit (minute 33.02)</u> The Chair reported that the new pro-forma had been uploaded to e-schools. All governors were asked to complete the form before the next meeting and email it to the Chair.	
41.02	<u>Catering (minute 33.02)</u> The new SLA with Leeds was in place and the capital works would be carried out the following week.	
41.03	<u>Broadband (minute 33.04)</u> The subject of broadband had not been discussed within the family of schools yet and a one-year contract had been signed, which would be reviewed at the end of that.	
41.04	<u>Art show and book look (minute 33.05)</u> Neither the art show nor the book look had taken place.	
41.05	<u>E-safety briefing (minute 33.06)</u> The E-safety briefing had been scheduled for this meeting but	

alternative dates and methods of delivery would be explored.

Climate crisis (minute 34.04)

41.06 The Climate crisis had been added to the standing items for committees.

Date of next meeting (minute 37.01)

41.07 It was agreed that 14 July would be held for a possible informal meeting for governing body members, but it would not be a minuted formal meeting.

42.00 REPORTS FROM COMMITTEES

42.01 Finance and Personnel

The minutes of the Finance and Personnel Committee had been circulated and Andrew Ross highlighted the following key points:

- 42.02
- There had been some underspend on the 2019-20 budget.
 - WOOSH staff were still being paid for hours without the income and this may have an impact on the extended budget in the future. The Headteacher was investigating whether those hours could be furloughed since the staff were on two different contracts.
 - The extended budget was on hold until school started. From 1 June it would be necessary to charge for wrap around care for key worker children.

Teaching and Learning

42.03 The minutes of the Teaching and Learning Committee had been circulated and Jane O’Kane highlighted the main points. It was noted that no further meetings were planned until the autumn term.

Pupil Support

42.04 Jane O’Kane highlighted the main points from the minutes of the Pupil Support Committee. It was noted that the risk assessment pro-forma for pupils with SEND had now been received from Leeds Council and had been completed for all pupils concerned.

42.05 *A question was asked about whether there had been any impact for first aiders as a result of not having their training updated.* The Headteacher reported that the requirement had been waived for a period of 3 months but that all staff had received first aid training at work in May 2019 which provided cover until May 2022.

43.00 APPROVAL OF BUDGET 2020/21

43.01 The budget for 2020/21 had been circulated and *a question was asked about the increase in expenditure on teachers.* The Headteacher confirmed that the budget assumed pay increases and the figure in the budget had been generated

by the finance model. There were no new employees and it was therefore accurate for the current staffing.

43.02 *A question was asked about the reduced insurance costs and the Headteacher reported that the local authority had reduced the cost to be more competitive.*

43.03 The Headteacher highlighted an error in the budget, relating to £14k due for rates. This should have been within the previous year but as it was received too late for inclusion in that year, it had been included in 2021-22, leaving an in year deficit of £17k. She also highlighted that notification had been received that one child was leaving the school, but this was too late to adjust the staffing. As a result, it was possible that some staffing savings may be made.

43.04 *A question was asked about the assumptions for nursery numbers and the Headteacher reported that they were based on the number of offers.*

43.05 The governing body **resolved** to approve the budget with a forecast contingency for 2020/21 of £24,500. There was a carry forward surplus of £55,880 from 2019/20 and an in year deficit of £31,380 for 2020/21.

43.06 Governors expressed their thanks to Amy Bleasdale, and the Headteacher for all their work in preparing the budget.

44.00 HEADTEACHER'S REPORT

44.01 The Headteacher's report had been circulated and the contents noted.

44.02 *A question was asked about how the VLE had coped with the increased demand.* It was reported that there had been some early issues but it had been effective. Parent governors reported that it had tended to be slow at times, and there had been some inconsistencies between year groups. Google classrooms had been more stable, however. *A question was asked about whether its use would be continued* and the Headteacher agreed that it could support homework in future.

44.03 *A governor asked whether consideration should be given to changing the timing of Learning and Teaching Committee and full Governors meetings to avoid covering matters twice.* The Headteacher reported that it would depend on the timing of activities scheduled in school.

44.04 It was noted that Awards for All was now only accepting bids relating to Covid-19 so the school would not now get the funding expected. The Headteacher reported that she had contacted Friends of Westgate and the work would go ahead with PE funding, and any other contributions from Friends of Westgate or other sources.

45.00**RE-OPENING PLANS**

45.01

The Headteacher reported that there was still no certainty that the School would re-open on 1 June, but that it was important to open for key worker children. Sarah Mumford had visited School and reviewed each room as well as the risk assessment in detail. 2m social distancing was not possible in every room. Governors recognised that it might not be possible for all pupils to attend full time and expressed support for the Headteacher's plans. Whilst it was against the DfE guidance, it was agreed that there may be no alternative to a rota arrangement and the final decision rested with the Headteacher.

45.02

A question was asked about key worker provision after the half term and the Headteacher reported that there would only need to be two key worker bubbles and that the current plan was to re-open on 1 June. It was recognised that this might, however, need to change. It was agreed that the letter to parents explaining arrangements should be from both the Headteacher and Governors, demonstrating their support for the plans.

46.00**SAFEGUARDING POLICY ADDENDUM**

46.01

Governors approved the Safeguarding Policy addendum which it was noted was already in place in the Hub and would be incorporated in the School policy.

47.00**CHAIR'S BUSINESS**

47.01

There was some discussion about membership and it was noted that the Property Committee would benefit from some additional members. A SEND governor would also be required as well as committee chairs to replace Jane O'Kane.

48.00**ANY OTHER BUSINESS**

48.01

There was no other business to report.

49.00**SCHEDULE OF MEETINGS FOR THE YEAR**

49.01

Resolved: that an informal governor catch up would be provisionally held in diaries for 14 July at 6pm.