

WESTGATE PRIMARY SCHOOL GOVERNING BODY

MINUTES OF THE MEETING HELD ON THURSDAY 30 NOVEMBER 2017 AT 6.00PM

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| PRESENT | Rob Wilks (Chair) | Helen Carpenter (Headteacher) |
| | Susan Carson | Jonathan Kirkland |
| | James Gould | Victoria Mirfield |
| | Daniel Hackney | Jane O’Kane |
| | Anne Hodgson | Sarah Mumford |
| | Alice Joughin | Andrew Ross |
| | Jonathan Kirkland | . |
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IN ATTENDANCE: Joan Matthews, Clerk

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| 20.00 | APOLOGIES | ACTION |
| 20.01 | Apologies were received from James Millson. | |
| | GOVERNOR DEVELOPMENT AND MEMBERSHIP MATTERS | |
| 21.00 | | |
| 21.01 | It was reported that safer recruitment training had been booked for March 2018 through the family of schools. Susan Carson, Andrew Ross and the Headteacher were attending. The Headteacher reported that she was investigating what training was available through Carnegie in relation to pupil premium. Pool Primary had agreed to organise induction training for the family of school and the Headteacher agreed to follow this up. It was reported that the Headteacher, Andrew Ross and Amy Bleasdale had attended anti-fraud training. | Headteacher |
| 22.00 | MINUTES OF THE LAST MEETING | |
| 22.01 | Resolved: <ul style="list-style-type: none">that the minutes of the meeting held on 4 October 2017 were agreed as a correct record and the Chair was authorised to sign them. | |
| 23.00 | MATTERS ARISING | |
| 23.01 | <u>Letter to former governors (minute 2.02)</u> The Headteacher confirmed that she had written to Cathy Liddicott and Sarah Shore. | |
| 23.02 | <u>New governor appointments (minute 2.03)</u> The Clerk confirmed that she had written to Leeds with new governor details. The Headteacher confirmed that all governors should have access to Leeds for Learning which had useful information for governors. | |
| 23.03 | <u>Skills audit (minute 5.01)</u> The Chair reported that work was ongoing on the skills audit. | |
| 23.04 | <u>DBS checks (minute 5.03)</u> It was confirmed that all DBS checks had now been completed. | |

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| 23.04 | <u>E-mail addresses (minute 5.06)</u> It was confirmed that school email addresses were now being used for all email circulations. |
| 23.05 | <u>Governors with specific responsibilities (minute 11.01)</u> It was reported that Victoria Mirfield had met with the Headteacher on 10 October to discuss child protection and Andrew Ross had met with the Headteacher on 27 November to look at pupil premium. |
| 23.06 | <u>SEF (minute 16.03)</u> It was confirmed that an addition would be made to the SEF relating to stretch for those children already exceeding expectations. |
| 23.07 | <u>Packed lunch policy (minute 18.01)</u> It was noted that the packed lunch policy had been discussed in the Pupil Support Committee meeting. A question was asked about whether there had been any further comments from parents, and the Headteacher confirmed there had not. |
| 24.00 | REPORTS FROM COMMITTEES |
| 24.01 | Finance and Personnel |
| | The minutes of the meeting of the Finance and Personnel Committee held on 20 November had been circulated and the following points were highlighted: |
| 24.02 | <ul style="list-style-type: none"> • Helen Hooper had been appointed to the temporary PE and Sport TLR. • The budget and school fund had been reviewed. The historical issue with the school fund had related to bookkeeping rather than a discrepancy and had been written off although it would show in the current year. • Work was taking place to establish what the actual cost was of activities paid for through the school fund. • A number of policies had been reviewed and approved, including Capability, Leave of Absence, Safer Recruitment, Child Protection, Nursery Charging and Data Protection. • In relation to the data protection, the committee was looking at GDPR and it was noted that the Headteacher had attended a recent event at which feedback had been provided to the local authority about what was required by schools. Work was taking place to investigate the options regarding a data protection officer and other support, and it was noted that there may be some financial implications. A question was asked about a contingency fund for incidental and unanticipated costs and it was confirmed that there was no specific fund but it might be worthwhile to put some funding aside. It was agreed that it would be helpful to audit what data the school held and why and that this exercise would be particularly helpful when GDPR first came into effect. Governors recognised |

that there were significant implications of GDPR and that there would be a need for some staff training.

- Training had been undertaken on fraud prevention and it had been agreed that procedures relating to cash handling would benefit from some improvements. The school would investigate cashless systems to see if that was worth pursuing.

Pupil Support

24.03 It was noted that a meeting of the Pupil Support Committee had taken place on 22 November and the following points were noted:

- 24.04
- Policies on Attendance and Packed Lunches had been reviewed. Four parents had provided feedback on the packed lunches and those had been addressed in a letter to parents. The policy was now on a three-year review cycle in line with other policies.
 - The Policy on Medicines and Medical Conditions had been reviewed and the school was now following the new guidance issued by the local authority.

Premises, Health and Safety Committee

24.05 Sarah Mumford reported on the meeting of the Premises, Health and Safety Committee held on 24 November. James Millson was to take over the Chair shortly. The following points were noted:

- Lettings would be increased as and when they could and the Headteacher was collecting data on charging information from the family of schools.
- A fire alarm incident had raised the issue of the two school buildings not being linked and it was noted that as children and staff moved between the two buildings, it was necessary to evacuate both.
- The Headteacher reported that the school gates would be locked 20 minutes after the end of school to ensure that pupils were not remaining in the yard, unsupervised.

25.00

SCHOOL DATA UPDATE

25.01

Summaries of the most recent school data had been circulated and it was noted that following moderation of KS2 writing, marks had been adjusted down. The school had been disappointed with the writing results however the progress of pupils had been noted during the moderation. Particular attention had been paid to matters such as the accuracy of punctuation which had judged to have not always met the required standard on technical use. As a result, the data on Reading, Writing and Maths had been impacted. The school was above floor standard according to the second definition but the school did not pass the coasting standard for writing progress. The Headteacher reported that the DfE had been clear that no school would be targeted for intervention if it was only below the coasting standard in writing.

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| 25.02 | In response to a question, Daniel Hackney reported that this matter related to external data but internal data showed that this cohort had been working at a lower level than other cohorts. Guidance from the DfE in writing moderation had now been updated to take more account of composition with less of a focus on technical accuracy. The school had focussed staff training to address writing. |
| 25.03 | In relation to KS2 progress of disadvantaged pupils, the majority of issues related to middle or low prior attainment pupils. Boys had significantly underperformed compared to national average but it was recognised that every year there was a different cohort. A question was asked about whether it was possible to identify classes lower down the school where there were high numbers of low prior attainment so that concerns in those cohorts could be addressed to prevent a recurrence. |
| 25.04 | Data in KS1 had been particularly good and pupils who had failed to achieve a good level of development in Early Years had managed to reached age related expectations by the end of Year 2. SEN pupils had performed above national average. |
| 25.05 | There had been a 90% pass rate in Year 1 phonics whilst those who had not passed had achieved a good score and should pass the following year. |
| 25.06 | The Headteacher highlighted the need for governors to be aware of the issues related to writing in Year 6 and that outcomes in reading and maths indicated that the school was not coasting. The writing results had impacted on overall results. The school was not complacent about the data and writing had been identified as a priority in the current year and had been included in the School Improvement Plan. There was a two-year plan to improve writing with rigorous checking in place in every year group. It was recognised that the school would be seeking to continue to build on the success in KS1. |
| 25.07 | A question was asked about how the writing outcomes compared to others in the family of schools and it was reported that no other schools had been moderated but had had adjusted results in the past. A question was asked about whether other schools in the family of schools were agreed on marking and it was reported that there was a joint moderating day scheduled for January 2018. It was noted that governors had carried out a writing visit and a reading visit when comprehension had been observed. |
| 26.00 | HEADTEACHER'S REPORT |
| 26.01 | The Headteacher's report had been circulated and governors noted that pupil premium attendance figures had been |

separated out and showed lower attendance. There was an increase in persistent absence due to illnesses such as chickenpox. A lot of children had been ill for prolonged periods but absence should reduce as the year progressed. Pupil premium pupils were more likely to have absence due to illness and the Learning Mentor had a particular focus on those pupils. The Headteacher and Andrew Ross had met to look at the pupil premium strategy and the evidence of how the funding was being spent.

26.02 Governors noted that one pupil would be attending the Orchard Centre from January 2018 and it was hoped that the child would be able to understand their feelings and the consequences of their actions better as a result. A question was asked about family involvement and the Headteacher confirmed that they had been fully involved.

26.03 The Headteacher reported that one Year 6 child had been removed from school to be home educated. Although the parents had not raised any concerns with either the SENCo, the classteacher or the Headteacher school prior to removing the child, it appeared that the parents did not feel the school had addressed the child's sensory needs although the school had not observed any.

26.04 Congratulations were expressed to the school and its staff on achieving Healthy Schools reaccreditation.

27.00 CHAIR'S BUSINESS

Headteacher's performance management

27.01 The Chair reported that, along with Andrew Ross, and with support from Trish Lowson, School Improvement Adviser, he had carried out the Headteacher's performance management. There was evidence showing achievement of all targets and challenging targets had been set for the current year. Governors expressed thanks to the Headteacher and her staff for another good year and the Headteacher acknowledged the work of the whole school team.

28.00 SCHEDULE OF MEETINGS FOR THE YEAR

28.01 **Resolved:** that the next governing body meeting would be held on **Tuesday 20 February 2018 at 4pm after the Governors day in school.** The Headteacher agreed to provide a timetable for the day.

Headteacher

28.02 Remaining meetings in 2017/18 were to be held on

Thursday 10 May 2018 at 6pm
Thursday 28 June 2018 at 6pm