

WESTGATE PRIMARY SCHOOL GOVERNING BODY

MINUTES OF THE MEETING HELD ON THURSDAY 21 NOVEMBER 2019 AT 6.00PM

PRESENT	Rob Wilks (Chair)	Helen Carpenter (Headteacher)
	Laura Boddy	Jane O'Kane
	James Gould	Victoria Mirfield
	Daniel Hackney	Sarah Mumford
	Anne Hodgson	Neil Richardson
	Alice Joughin	Andrew Ross

IN ATTENDANCE: Joan Matthews, Clerk

		ACTION
18.00	APOLOGIES	
18.01	There were apologies for absence from Sharon Mistry and James Millson. Sarah Mumford and Andrew Ross were late joining the meeting.	
18.02	The Chair welcomed Laura Boddy to her first meeting since election as a parent governor. Neil Richardson agreed to act as a buddy.	
18.03	The Headteacher reported that she had circulated logons for ASP and FFT Aspire, and all governors should have logons for the NGA website. The Chair reminded new governors that there was a pack available on e-schools setting out information about the governor role at Westgate primary. Any suggestions for additional information to be included were welcomed.	
19.00	GOVERNOR DEVELOPMENT AND MEMBERSHIP MATTERS	
19.01	It was noted that this was the last meeting for Alice Joughin and the Chair thanked for all her work as a governor and wished her well.	
20.00	MINUTES OF THE LAST MEETING	
20.01	Resolved: <ul style="list-style-type: none">that the minutes of the meeting held on 19 September 2019 were agreed as a correct record and the Chair was authorised to sign them.	
21.00	MATTERS ARISING	
21.01	<u>Child Protection training (minute 2.03)</u> The Headteacher reported that the child protection training would take place at Ashfield Primary School on 4 February for those governors who had not completed it.	
21.02	<u>Headteachers' performance management (minute 7.07)</u> It was confirmed that the Headteacher's performance management had been completed. It was noted that Trish Lowson was retiring at Christmas and a replacement would be	

required. It was noted that would only need to be in place in a year's time since the mid-year review did not involve her.

Contract lengths (minute 9.05)

21.03 It was confirmed that contract lengths had been discussed at the meeting of the Finance and Personnel Committee

22.00 REPORTS FROM COMMITTEES

22.01 Finance and Personnel

The minutes of the Finance and Personnel Committee had been circulated and members noted the contents.

22.02 Teaching and Learning

The minutes of the Teaching and Learning Committee had been circulated and Jane O'Kane highlighted the main points. It was noted that Jane O'Kane and Laura Boddy had carried out an observation on sentence stacking that day as part of governors' monitoring. A visit had also taken place the previous week to look at nursery and the changes planned there. Learning was more purposeful and play more focussed. A visit to science was planned on 20 January and it was agreed that Andrew Ross and James Gould would undertake that.

Pupil Support

22.03 Jane O'Kane highlighted the main points from the minutes of the Pupil Support Committee. It was noted that the Chair would provide a briefing for governors on E-safety. Jane O'Kane outlined the complaint received regarding school uniform and the response that had been provided.

Property, Health and Safety Committee

22.04 The minutes of the Property, Health and Safety Committee had been circulated and it was noted that the essential work on the fire alarm had now been completed. *A question was asked about the IT improvements and it was reported that laptops had been replaced and the wi-fi filtering had been updated that week.*

23.00 HEADTEACHER'S REPORT

23.01 The Headteacher's report had been circulated and the contents noted. *A question was asked about the formal support plan that was in place, and it was confirmed that progress was being made.*

23.02 *A question was asked about what blocking curriculum content meant, and the Headteacher reported that teachers were teaching subjects in more intensive periods although it varied from class to class. It was currently being trialled to see how it impacted on planning and teachers but would be kept under review.*

23.03 The high uptake of extracurricular activities was noted and a *question was asked about the number of unique pupils*

	<i>involved in order to see how many pupils were accessing these, and the Headteacher agreed to include this information.</i>	Headteacher
23.04	Thanks were expressed to Patrick Wardman for repairing the floor, which had saved a significant amount of money.	
23.05	<i>A question was asked about whether any benchmarking information in relation to sickness was available and the Chair agreed to see if he could source any data relating to teachers.</i>	Chair
24.00	DATA PRESENTATION	
24.01	<p>The Headteacher gave a presentation on the latest ASP data and governors noted that following points:</p> <ul style="list-style-type: none"> • In KS2, the school was comfortably above floor standards, local authority and national average in reading, writing and maths. This had been pleasing for this cohort and an improvement on the previous year. • 22% of pupils achieved the higher standard which was well above the local authority and national averages. • In relation to disadvantaged pupils, no national comparison was available but the progress data for those pupils would be below national average for all pupils. 29% achieved the expected standard and none had achieved the higher standard, but the school had detailed information relating to the reasons for each child. • In KS1, the number reaching expected standard in reading, writing and maths were all above the national and local authority averages. • In KS1 phonics, the number reaching expected standard was in line with national average. • Overall, the school had been pleased with the results and the data demonstrated improvements in writing which had been an area for development across the school. 	
24.02	Governors expressed their thanks and congratulations to staff on the results.	
25.00	CHAIR'S BUSINESS	
25.01	The Chair reported that there was funding available for training for Chairs or Aspiring Chairs, and any governors who was interested in becoming Chair was asked to contact the Chair.	
26.00	ANY OTHER BUSINESS	
26.01	Governors discussed the governors' day in school and the focus for that day. It was agreed that the Headteacher would prepare a plan aligned to the school development plan.	Headteacher
27.00	SCHEDULE OF MEETINGS FOR THE YEAR	

27.01

Resolved: that the next governing body meeting would be held on **Thursday 27 February 2020 (after Governors' day in school)**

Remaining meetings in 2019/20 were to be held on

Thursday 21 May 2020 at 6pm

Tuesday 14 July 2020 at 6pm