

# WESTGATE OTLEY SCHOOL GOVERNING BOARD FULL GOVERNING BODY MEETING

Minutes of the meeting held in school on Wednesday 13 July 2022 at 6.00 pm

<b>PRESENT</b>	Rob Wilks (Chair)	Helen Carpenter (Headteacher)
	Laura Boddy	Sharon Mistry
	Sally Clough	Sarah Mumford
	Gaynor Cross	Neil Richardson
	Daniel Hackney	Andrew Ross
	James Millson	Louise Shackleton

**IN ATTENDANCE:** Anita Wood (Clerk, Governor Support Service)

<b>1.00</b>	<b>APOLOGIES FOR ABSENCE</b>	<b>ACTION</b>
1.01	Apologies were received and accepted for V. Mirfield.	
1.02	R. Smith did not attend the meeting and no apology had been received.	
<b>2.00</b>	<b>DECLARATION OF INTERESTS AND REGISTER OF GOVERNORS' INTERESTS</b>	
2.01	The Chair confirmed that there were no changes to the declaration of interest for governors on this agenda.	
<b>3.00</b>	<b>MEMBERSHIP MATTERS</b>	
3.01	The Chair reported that G. Cross and J. Millson had contacted him to resign as co-opted governor representatives due to work commitments, this would therefore be their last FGB meeting. The Chair thanked both governors for all their work especially over the last couple of years during the pandemic.	
3.02	There are now vacancies for two Co-opted governor representatives and the Chair commented that it would be useful to recruit governors with similar skills and experience.	
3.03	The governors discussed non- attendance for R. Smith and it was agreed to try and make contact to ensure that all is ok. The Headteacher to email using the personal email address on record.	<b>Head completed</b>
3.04	The Chair gave the FGB notice that he intends to step down as Chair of the FGB next year 2023. Governors discussed the role of Chair and the Chair confirmed that there is training available if anyone is interested in becoming the Chair next year, for example through Governor Support Services. The one- year notice given is to allow time for succession planning.	
3.05	A governor asked if there was a possibility of having two co-chairs,	

which is something that governors could consider, and the Clerk reported that this has been used in one other school.

- 3.06 The Chair reported the end of term of office for the staff governor D. Hackney is October 2022 and in the Autumn term will decide if D. Hackney will continue as the staff governor representative.

**4.00 MINUTES OF THE LAST MEETING**

**4.01 Resolved;**

The minutes of the last meeting 25 May 2022 are an accurate record and the Chair to sign a copy to be kept in the school records.

**5.00 REVIEW ACTIONS AND MATTERS ARISING**

**5.01 Item 5.01 refers- Governor Day report**

It was agreed that the report of the governor day be included on the school website.

**5.02 Item 6.02 refers –Curriculum**

Detailed in the Headteacher report.

**5.03 Item 7.05 refers –Government white paper**

The Chair confirmed that Academisation is on the agenda.

**5.04 Item 8.01 refers – Governor monitoring of the SIP**

The Chair confirmed that the SIP is on the agenda.

**5.05 Item 10.00 refers –Committee reports**

The Chair noted that the Teaching and Learning committee met on Monday, so the minutes have only just been circulated to governors.

**5.06 Item 11.00 refers –Budget**

The Chair confirmed that due to an error on the original budget predictions, that had to be amended before sending out to governors this has now been resolved and all governors approved the budget, and the Chair has signed the budget documents. The Carry forward figure is better than had been originally anticipated.

**5.07 Item 14.02 refers – Governing board effectiveness.**

S. Mumford has contacted the Safeguarding team to enquire about a date for safeguarding training for governors. One governor had completed safeguarding training online.

**5.08 Item 15.00 refers – Headteacher performance management**

The Chair confirmed that the Headteacher performance management has been completed.

**5.09 Item 17.00 refers – Chairs business**

The Chair reported that communication is still not ideal.

**Head**

- 6.00 CURRICULUM UPDATE INCLUDING EARLY READING AND PHONICS**
- 6.01 The Chair confirmed that the curriculum is detailed in the Headteacher report and in the minutes of the Teaching and Learning Committee.
- 7.00 GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PLAN PRIORITIES/ REVIEW OF GOVERNOR DAY IN SCHOOL**
- 7.01 The Headteacher had circulated the School Improvement Plan (SIP) to all governors prior to the meeting.  
The Chair commented that the SIP is RAG rated and it is good to see so much green, with some amber around sharing practice. There is a summary of impact for each priority.  
The Chair said everyone has done well especially in such a difficult year and thanked the team.
- 8.00 QUESTIONS ABOUT THE HEADTEACHER'S REPORT OR NOVACS RECEIVED**
- 8.01 The Headteacher had circulated the Headteacher report and the Novac of the School Improvement Advisor deep dive in school which had been shared at the Teaching and Learning committee meeting.  
The Headteacher highlighted the following:
- 8.01.1 School context- there are now 30 pupils in Year 2.
- 8.01.2 Staff absence – has been a challenge this year with some absences Covid related.  
The Headteacher is happy with the progress made and the outcomes after a difficult year.
- 8.01.3 The Chair reported a positive staff survey.
- 8.01.4 Quality of education – the impact is shown in the assessment progress data and the test results table.  
The Greater Depth (GD) results are very pleasing.  
A governor asked about the comparison to national figures for 2019 and is the data always compared to National or could it be against internal data.  
The Headteacher confirmed that it is usual to compare to the national data and that staff can look at the internal data as well.  
The Headteacher was able to locate the internal data and went through this with governors and reported that this cohort has some children with SEND but the results were favourable with National regarding Expected and Greater Depth.
- 8.01.5 Behaviour and Attitudes – the Attendance figures are a little lower than average due to Covid.
- 8.01.6 Personal development – SEND and Inclusion there are a high

number of children with SEND.

- 8.01.7 PE and Sport - The health and wellbeing fortnight has been really good, the details of the activities listed in the report.
- 8.01.8 Early Years - it has been a challenging cohort with the previous couple of years due to the pandemic, children have made progress but are a little behind -approximately a half term.  
The cohort for next year has children with some complex needs.
- 8.01.9 School updates – the boiler is being replaced.  
School have been able to recruit internally for a leader for WOOSH  
A. Ross confirmed that the PE funding will continue next year.  
School to re-apply for the Green Flag re-accreditation.
- 8.01.10 The Friends of Westgate are planning a Barbecue at the weekend.  
A governor commented that the PE day was fantastic and gave children lots of opportunities to try something different.  
The Chair thanked the Friends of Westgate for all their fundraising for the school and what a great turnout for the Otley Carnival.

## **9.00 COMMITTEE REPORTS**

### **9.01 Teaching and Learning committee 11 July 2022**

The minutes of the Teaching and Learning committee meeting had been circulated prior to the meeting to all governors.

L. Boddy highlighted the following;

The subject lead had given a presentation to the committee on Maths at Westgate.

The maths facts for children and how progress is checked, using very in- depth tracking.

The TT rockstars fluency and tracking progress.

- 9.01.1 The English policy was reviewed and agreed with slight amendments.  
Early Reading and Phonics- the teaching has changed slightly.  
Ofsted suggest that schools use a validated Phonics scheme and following the SIA visit detailed on the Novac report, school have purchased a Phonics scheme ‘ Phonics Bug’.
- 9.01.2 The Feedback policy is deferred to the Autumn term meeting.  
History policy agreed with amendments.
- 9.01.3 There are bird boxes around school.  
SIP priorities discussed including a mail merge.
- 9.01.4 Data analysis – the Chair suggested that governors read the minutes of the T & L meeting with regards to the data, so that they are prepared for an Ofsted inspection visit.
- 9.01.5 Governors looked at the gaps in Pupil Premium children and the children overall in school, Some of the PP children also have

complex needs.

Year 1 and 4 tables and phonic checks are good overall post Covid.

The Novac report is very positive about Phonics teaching in school. Staff will have training on the new Phonics scheme.

9.01.6 The ECO action plan was discussed at the meeting.

9.02 Property and Health and Safety meeting 29 June 2022

The minutes of the committee meeting had been circulated to governors prior to this meeting.

9.02.1 J. Millson Chair of the Property Health and Safety meeting highlighted the following;

A Health and Safety inspection of the KS1 Building was carried out the electrics in the kitchen area were queried.

The Year 2 Classroom wall is cracked with paint coming away and could be caused by salt in the wall or damp.

The committee reviewed the Local Authority Condition survey as detailed in the minutes and have questions about the priorities and the costs.

9.02.2 The Chair asked about the Air conditioning units which were discussed at the meeting as they are 16 years old, but it was noted that they have been regularly serviced and maintained so should be ok although they were detailed on the condition survey. A governor commented that the new boiler should save the school money in the long term.

9.02.3 J. Millson suggested that due to the age of the building it will lose heat and school could explore getting solar panels. The committee recommended checking that the roof isn't on the next condition survey report and that the plaster work is to be sourced.

9.02.4 J. Millson reported that future Property and Health and Safety meetings will be combined with Finance and will become the Resources committee.

9.03 Pupil support committee meeting 23 June 2022

The Chair reported that the minutes of the last meeting have been circulated to all governors prior to this meeting.

L. Boddy highlighted the following;

9.03.1 The Art camp did go ahead.

9.03.2 Policies reviewed;

GB behaviour principles statement – approved, to be reviewed June 23

Collective Worship – approved, to be reviewed in 3 years' time (June 2025)

Home- School Agreement - agreed without change, to be reviewed

annually (June 2023)  
Transition (Cluster) - updated and approved, to be reviewed in 3 years' time (June 2025).

- 9.03.3 SEND  
A comprehensive report from the SENDCO to the committee as detailed in the minutes of the meeting.  
The Learning passports will change slightly in the Autumn term.
- 9.03.4 CP/ Safeguarding  
Safeguarding for governors was accessed in April 2022. V. Mirfield to check that any governors that were unable to access the training can book the Safeguarding training for governors.
- 9.03.5 Equalities  
The Anyone Can Day took place and school have had really good feedback from parents and visitors on the day.  
The support for the pupil from Ukraine has been useful and progress is being made.
- 9.03.6 School council  
The school council meet fortnightly.
- 9.03.7 Climate change and Westgate  
School have submitted their application for gold reaccreditation for Modeshift STARS (school travel).
- 9.03.8 Attendance  
Absences due to a sickness bug.
- 9.03.9 Parent survey  
The Headteacher confirmed that parents understanding of the curriculum is an area for improvement.
- 9.03.10 Cluster  
The Headteacher has queried a decision to pause the Guidance and Support meetings.
- J. Millson left the meeting at 7.20 pm.
- 9.04 Finance and Personnel committee meeting 4 July 2022  
The minutes of the meeting have been circulated to all governors prior to this meeting.  
A. Ross Chair of the Finance and Personnel committee highlighted the following;
- 9.04.1 The school budget was reviewed and the School Business Manager (SBM) had circulated the month 13 report.  
Extended budget  
There is a delay in the payments i.e., childcare vouchers which the

SBM then has to reconcile.

The SBM is reviewing the best way to report the extend services budget in the Autumn term.

The Chair asked about the school fund

The Headteacher confirmed that the School Fund is audited, and details are provided for the budget.

A governor asked if the school fund is a significant risk and A. Ross confirmed that there isn't a significant risk as the payments are mainly electronic and that school has robust systems in place.

The final budget was approved and there is a carry forward figure of £11,000.

- 9.04.2 Governors discussed a possible price increase at WOOSH, and it was suggested that a smaller increment each year would be better than a large increase every few years.  
The 2022-23 budget includes £10,000 for the kitchen costs and it was noted that there will be a big increase in energy prices next year.
- 9.04.3 The Headteacher shared details of planned Education visit costs and with some amendments to be made to the spreadsheet were agreed.
- 9.04.4 SFVS  
Questions were raised by governors as detailed in the minutes of the committee meeting.
- 9.04.5 Staffing update  
As detailed in the Headteacher report.
- 9.04.6 AOB  
The charges for peri music lessons from PHGS have increased 40% to £35.50 per hour.
- 9.04.7 Policies  
Work and Families – model policy approved, to be reviewed in 3 years' time.  
Capability – model policy agreed with unions approved, to be reviewed in 3 years' time.  
Emergency Plan approved, to be reviewed annually.
- 9.05 The Chair asked each Chair of committee to check that the following items have been covered at their meetings.

#### **Resources committee**

- Price of school meals (**Statutory**)
- Health and safety (**Statutory**)
- Mid-year performance management reviews
- Freedom of Information Policy (**Statutory**)
- Data Protection (GDPR) Policy (**Statutory**)
- Whistleblowing Policy

## Teaching and learning committee

- Annual report to parents (Statutory)

## Pupil support committee

- Equalities (Statutory)
- Sex and relationships education (SRE) (Statutory)
- Safeguarding – completion of annual return (Statutory).

### 10.00 APPROVAL (OR REPORT) OF FORMAL BUDGET FOR THE YEAR AND REVIEW OF THE VIREMENT LIMIT TO DETERMINE IF CHANGES ARE NECESSARY

- 10.01 The Chair confirmed that this had been discussed at the last FGB meeting and that the budget has been approved by all governors with the amendments made.

### 11.00 ACADEMISATION

- 11.01 The Chair confirmed that there are no further updates but that this should be on the agenda for the next meeting.

- 11.02 Governors discussed having a meeting with a Headteacher that has experience of becoming part of a MAT in the future and agreed that this should be considered.

**FGB  
agenda**

### 12.00 SAFEGUARDING/CHILD PROTECTION

- 12.01 The Headteacher confirmed that the ARM has been completed and submitted to the Local Authority.  
The Headteacher will save a copy of the ARM in the Governor Teams folder and will arrange a meeting with V. Mirfield Safeguarding governor.

**Head**

### 13.00 POLICY REVIEW

- 13.01 The Headteacher confirmed that the following policies are up to date and approved at committees.
- Staff Disciplinary Policy,
  - Staff grievance policy
  - Staff code of conduct

### 14.00 EVALUATION OF GOVERNING BOARD EFFECTIVENESS INCLUDING SUCCESSION PLANNING

- 14.01 A governor skills audit had been completed previously and will be used to identify any gaps for recruiting two new governors. It may be useful to have someone with an education, health and safety, property, or finance background.  
G. Cross left the meeting at 7.45 pm.

### 15.00 GOVERNOR DEVELOPMENT

- 15.01 Safeguarding training for governors is required for some governors and the Chair suggested looking at the NGA training that is available.



**16.00 CHAIR'S BUSINESS**

- 16.01 The Chair will circulate a retirement card for governors to sign for J. Ireland's retirement.  
The Headteacher reported that school have just had a resignation for another member of staff.  
The Chair reported that he would do an email to thank all school staff and ask the SBM to forward the email to all staff.

**17.00 CLERK'S BUSINESS**

- 17.01 The Clerk checked that all governors have access to the Governor update newsletter.

**18.00 ANY OTHER URGENT BUSINESS**

- 18.01 S. Mumford asked that S Mu be used in the minutes of the committee meetings to refer to S. Mumford as S M could mean another governor – (S. Mistry).  
A governor asked if the governor page on the website needs updating with new photos etc.  
The Headteacher to check in the Autumn term.
- 18.02 The Chair thanked all the governing board and the Headteacher and school staff team for all they have done and commented that it has been a good year.  
Next year will be interesting with an Ofsted visit expected and reminded everyone of the importance of communication.
- 18.03 The Headteacher thanked all governors for all they have done in yet another difficult year.

Head

**19.00 SET THE DATES FOR THE NEXT YEARS MEETINGS**

- 19.01 To note that L. Shackleton gave apologies for the FGB meeting 21 September 2022.

**Future dates;**

**Wednesday 21 September 2022 at 6.00 pm**

**Wednesday 30 November 2022 at 6.00 pm**

**Thursday 2 March 2022 at 4.00 pm following the Governor Day**

**Wednesday 24 May 2022 at 6.00 pm**

**Wednesday 19 July 2022 at 6.00 pm**

The meeting closed at 7.55 pm

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