

WESTGATE PRIMARY SCHOOL GOVERNING BODY

**MINUTES OF THE MEETING HELD ON THURSDAY 29 SEPTEMBER 2016 AT
6.00PM**

PRESENT	Rob Wilks (Chair) Susan Carson Daniel Hackney Anne Hodgson Alice Joughin	Helen Carpenter (Headteacher) Jonathan Kirkland Cathy Liddicott Sarah Mumford Andrew Ross
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IN ATTENDANCE: Joan Matthews, Clerk

1.00	APOLOGIES	ACTION
1.1	Apologies were received and accepted from Jane O’Kane and Sarah Shore.	
	GOVERNOR DEVELOPMENT AND MEMBERSHIP MATTERS	
1.2	Governors were asked to send the Chair any information about training completed. The Chair reminded governors of their responsibility to undertake relevant training. Governors were also reminded to review their website profiles to ensure that they were up to date and they would also include any specific responsibilities. It was agreed to add the Chair’s school e-mail address to the website.	Headteacher
2.0	ELECTION OF VICE-CHAIR AND AGREEMENT OF TERMS OF OFFICE	
2.1	Rob Wilks was nominated for the position of Chair. Resolved: <ul style="list-style-type: none">• that the term of office of the Chair be one year• that Rob Wilks be elected Vice-Chair of the governing body	
2.2	Jane O’Kane was nominated for the position of Vice-Chair Resolved: <ul style="list-style-type: none">• that the term of office of the Vice-Chair be one year• that Jane O’Kane be elected Vice-Chair of the governing body	
3.00	MINUTES OF THE LAST MEETING	
3.1	Resolved: <ul style="list-style-type: none">• that the minutes of the meeting held on 30 June 2016 were agreed as a correct record and the Chair was authorised to sign them.	
4.00	MATTERS ARISING	
4.01	<u>Membership (minute 48.02)</u> It was noted that Sarah Shore’s work commitments had	

eased.

Skills audit (minute 48.03)

4.02 The Chair stated that he would e-mail the skills audit template to governors in advance of the next meeting.

Chair

Cluster funding (minute 54.00)

4.03 In response to a question about when there might be further information in relation to cluster funding, it was reported that there was a JCC meeting the following week and funding would finish in March 2017.

Governors day in school (minute 56.04)

4.04 After discussion, it was agreed that the governors' day in school would take place on Thursday 23rd February 2017 and Tuesday 20th February 2018 in order to vary the day.

Governors training afternoon (minute 56.03)

4.05 It was agreed that the governor training on Ofsted preparation should take place on Thursday 10th November 6.30pm-8pm.

4.06 All other actions had been completed.

5.00 ALTERNATIVE METHODS FOR PARTICIPATION IN GOVERNING BODY MEETINGS

5.01 It was agreed that no alternative methods would be used for members to participate and vote in meetings of the governing body at this stage.

6.00 CONFIRMATION OF COMMITTEES AND COMMITTEE MEMBERSHIP

6.01 Governors reviewed the committee structure and committee membership.

6.02 Resolved:

- that the following committee structure and memberships be confirmed
- that arrangements for clerking the meetings would be agreed at each meeting
- that the Chair of each committee would be elected by the committee.

Pupil support committee

6.03 Andrew Ross, Jane O'Kane (Chair), Rob Wilks, Anne Hodgson, Daniel Hackney, Sarah Mumford and the Headteacher

Property Management committee

6.04 Sarah Shore (Chair), Cathy Liddicott, Sarah Mumford, Jonathan Kirkland (Vice-Chair) and the Headteacher. Patrick Wardman would also attend those meetings.

Finance and personnel committee

6.05 Andrew Ross (Chair), Cathy Liddicott (Vice-Chair), Alice Joughin, Susan Carson and the Headteacher. Alison Finlay would continue to attend those meetings.

Performance Management Committee

6.06 It was agreed that Jane O’Kane, Andrew Ross and Rob Wilks would conduct the Headteacher’s performance management. It was agreed that only two members would attend at any one meeting.

6.07 Governors reviewed the terms of reference for each committee and delegated powers.

Resolved:

- 6.08
- that terms of reference be re-adopted and all powers be delegated to each committee pending a review by the committees at their first meeting
 - that any amendments recommended by committees would be brought back to the full governing body for ratification.

6.09 It was agreed that the Finance and Personnel Committee would act as the Pay Committee. The Appeals Panel would consist of governors who were not members of the Finance and Personnel Committee, in line with the school’s policy. It was agreed that the annual budget would still be ratified by the full governing body.

6.10 It was agreed that there were no associate members of committees and that Alison Finlay and Patrick Wardman were attendees only.

7.00 DELEGATION TO THE HEADTEACHER

7.01 It was **resolved** that the appointment of staff other than the Headteacher and Deputy Headteacher be delegated to the Headteacher.

8.0 DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS

Resolved:

- 8.01
- that authority be delegated to the Head teacher to vire sums of up to £5,000 and to enter into contracts up to the value of £5,000. For sums between £5-10k, approval would sit with the Finance and Personnel Committee and expenditure over £10k would be approved by the full governing body.
- 8.02
- that signatories for authorisation of orders and invoices be approved as follows:
Orders: Helen Carpenter and Daniel Hackney
Invoices: Alison Finlay and Vicki Fuller

8.03 • that the local authority’s financial regulations and standing orders and contract procurement regulations be adopted.

8.04 • that the Chair, on behalf of the governing body, be authorised to sign the relevant form to register any unofficial funds, e.g. school fund.

9.00 JOINT COLLABORATIVE COMMITTEE

9.01 The governing body confirmed the terms of reference and delegated powers of the joint collaborative committee and agreed that the Chair would act as their representative. It was agreed that the Chair and Headteacher would report to the next meeting on developments in relation to cluster funding.

**Chair/
Headteacher**

10.00 CONFIRMATION OF GOVERNORS WITH SPECIFIC RESPONSIBILITIES

10.01 Resolved:

- that governors take specific responsibility for the following areas:

SEN – Jane O’Kane

Child Protection /Looked After children/e-safety – Cathy Liddicott

Training – Anne Hodgson

Complaints – Rob Wilks

11.00 HEADTEACHER’S PERFORMANCE MANAGEMENT

11.01 Governors agreed to appoint Trish Lawson, School Improvement Adviser, as the external adviser for the Headteacher’s performance management.

11.02 It was agreed the objectives should not be shared with the whole governing body although the performance management governors would ensure that they reported back to the full governing body through a specific agenda item. The performance management meeting would take place in November and it was agreed that a report would be made at the next governing body meeting.

Chair

12.00 REGISTER OF GOVERNORS’ INTERESTS

12.01 Governors were reminded to complete the Governors’ register of interests form and return it to the Headteacher.

13.00 CONFIRMATION OF CODE OF CONDUCT FOR GOVERNING BODIES

13.01 Resolved:

- that the governors code of conduct be re-adopted without amendment.

14.00
14.01

REPORTS FROM COMMITTEES

Finance and Personnel

The minutes of the recent meeting of the Finance and Personnel Committee had been circulated and the following points were highlighted:

- the budget had been reviewed and whilst it was noted that the school was running at an in-year loss, there was sufficient contingency to ensure the school did not return a deficit. It was however predicted that there would be a deficit of £53k in 2019/20 should nothing else change. Consideration was being given to different possible efficiencies.
- The school was full with the exception of nursery and it was possible to be more flexible about the hours offered in nursery in order to increase numbers. In response to a question regarding the situation in other schools, it was noted that some schools had higher numbers but others had lower numbers.
- In relation to recruitment, a question was asked about safer recruitment, and it was noted that the Headteacher, Deputy Headteacher, Jane O’Kane and Cathy Liddicott had all completed the training.

14.02

Pupil Support

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

- The Chair reported that there was currently a complaint being dealt with which might proceed to Level 2. The complaint had been discussed at the meeting of Pupil Support and the Chair had responded to the complaint and closed it. The complaint had identified two issues and the Complaints Policy would be reviewed to address these.
- The packed lunch policy had not been adopted by other schools in the cluster and whilst there was a commitment to the policy, decisions had yet to be made by other schools about when to implement it.
- Jane O’Kane had developed a schedule of monitoring activities which governors could participate in with linked to the five priority areas in the School Improvement Plan. It was hoped that governors would indicate which activities they would participate in, the first of which was a monitoring visit for Assessment for Learning. It was agreed that Susan Carson, Cathy Liddicott and Jane O’Kane would carry out that monitoring visit on 3 November and Daniel Hackney undertook to circulate some information and links for reading in advance. The Chair agreed to circulate the full schedule and governors were asked to indicate those activities they were interested in.
- Attendance was currently 96.9% which was good.

**D Hackney
Chair
All
governors**

	<ul style="list-style-type: none"> • The Chair was to contact Pippa McPherson regarding a governor induction pack. • The Headteacher agreed to make arrangements to join the National Governors Association. 	<p>Chair</p> <p>Headteacher</p>
15.00	HEADTEACHER'S REPORT	
15.01	The Headteacher's report had been circulated and governors were asked to contact the Headteacher with any comments or additions.	All governors
15.02	The end of Key Stage assessment results had been circulated and the Headteacher reported that a recent Headteacher briefing by Leeds Council indicated a number of anomalies in the data. The school rankings for pupil outcomes had changed significantly since the previous year although the same volatility did not exist in relation to EYFS. Headteacher within the Otley Family of Schools were sharing their data in order to allow comparisons to be made.	
15.03	A new parent support adviser in the cluster had started work with two families in the school. The cluster had bought into privately provided Speech and Language Therapy which provided an impressive service.	
16.00	FEEDBACK FROM CLUSTER MAT DISCUSSIONS	
16.01	It was reported that the Headteacher, Andrew Ross, Sarah Mumford and Sarah Shore had attended the Cluster MAT meeting and they provided an update for other governors. It was noted that the Diocese had now indicated that there was scope for negotiation regarding the structure of a MAT should the church schools wish to be involved.	
16.02	Concerns were expressed about losing the school's identity and autonomy should it join a large MAT and it was recognised that developments within Leeds Council would be a deciding factor for the school. The Headteacher reminded governors that the school did not have consultant support from the local authority although it did access central training.	
16.03	It was reported that headteachers had discussed their position, and it was felt there was no strong need to form a MAT as the schools currently worked well together as a group. All were, however, agreed that a MAT without all local schools was not likely to be an option.	
16.04	Governors agreed that there was no urgency to make a decision and that it would be a continuing agenda item for the governing body.	
17.00	SCHEDULE OF MEETINGS FOR THE YEAR	

17.01

Resolved: that the next governing body meeting would be held on **Thursday 1 December 2016 at 6pm.**

Remaining meetings in 2016/17 were to be held on

Thursday 23 February 2017 at 4pm

Thursday 11 May 2017 at 6pm

Thursday 29 June 2017 at 6pm