

WESTGATE OTLEY SCHOOL GOVERNING BOARD FULL GOVERNING BODY MEETING

Minutes of the meeting held on Tuesday 1 March 2022 at 4.00 pm

PRESENT Rob Wilks (Chair) Helen Carpenter (Headteacher)
Sally Clough Sarah Mumford
Daniel Hackney Andrew Ross
Vicky Mirfield Louise Shackleton
Sharon Mistry

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

		ACTION
1.00	APOLOGIES FOR ABSENCE	
1.01	Apologies were received and accepted for L. Boddy, G. Cross, N. Richardson, and J. Millson.	
1.02	Ray Smith did not attend the meeting and no apologies had been received.	
2.00	DECLARATION OF INTERESTS AND REGISTER OF GOVERNORS' INTERESTS	
2.01	The Chair checked with governors and confirmed that there are no changes for this agenda.	
8.00	Item 8 was taken at this point	
8.01	GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PLAN PRIORITIES/ REVIEW OF GOVERNOR DAY IN SCHOOL	
	<ol style="list-style-type: none"> 1. To support all pupils with learning recovery in English & mathematics 2. To develop a coherent, knowledge-rich curriculum and strengthen foundation subject leadership 3. To support better work-life balance for all staff 4. To fully implement the new EYFS Framework 	
8.01.1	<p>The Chair thanked staff for all they have done today to facilitate the governor day and governor monitoring visits, it has been a really good day for all governors.</p> <p><u>Governor feedback:</u></p> <p>The Chair reported that he could see the clear desk policy is working well as classrooms were all very tidy and the over chair storage in Year 1 is a good idea.</p> <p>Could see clear interventions in Year 6 to fill the gaps through quality first teaching, observed a pupil that knew the prime numbers but following the Covid year couldn't verbalise, but it was clear the support from staff for all pupils.</p> <p>The Lunchtime and break times showed happy children and they had a healthy lunch.</p> <p>Open the book was at the start of the day and children were going on a picnic and suggested healthy food options for the picnic.</p> <p>The Chair had spoken to digital leaders and had pressed them on</p>	

Esafety, they are fully aware of Esafety but were not sure what to do if there is an issue outside of school, so this was discussed in more detail.

The RE lesson was well planned and resourced and taught well in Year 2.

Handwriting- dedicated time and pupils are making progress, numeracy in the Nursery class used music which was very good.

The Chair asked if there is a plan for more tables in Year 1 and the Headteacher confirmed that this is being organised when the board is moved.

The Chair asked the Headteacher to check the blinds in Year 2 to ensure the board is visible.

- 8.01.2 V. Mirfield visited Reception class and observed phonics, the children were really engaged, there was a lot going on in the class, but staff are fully aware of the activities that children access, for example learning about healthy food options.
Observed story-time at the end of the day, all children were engaged. In Nursery class the snack time was well organised, and governors were able to observe Phonics.
Year 2- English, very good children produced good sentences and the vocabulary was very good.
Governors asked about the paint on the wall and the Headteacher explained that it had been identified that salt is coming through from the stone wall and affecting the painted wall.
Year 5 -observed an interesting RE lesson and a mind mate lesson.
- 8.01.3 S. Mistry reported that governors could see good engagement across all age groups and had observed the open the book.
Year 1 English a good presentation in the workbooks, and the mixed ability seating works well.
Maths – observed the TT rockstars and the lessons were well paced
Digital leaders – a well engaged group of children
S. Mistry agreed that it has been a very good day.
- 8.01.4 A. Ross observed Year 4 Maths, staff checked that children remembered what they had been taught and could show a good understanding, observed TT Rockstars, equivalent fractions and the whole class did really well, children were all engaged.
Guided reading also observed which shows the children have good vocabulary.
Year 3 – English, observed the Dragon project the children were all very enthusiastic and good vocabulary again.
Year - after lunch to observe Phonics and then history in Year 4 about the Anglo-Saxons.
Year 6- were starting a new topic on the Industrial Revolution.
- 8.01.5 S. Mumford had a discussion with pupils on the Arts and children talked about music for example, choir, recorder group, Piano and Violin and suggested what they would like to have in school, a dance

club, drama club and Art club with pottery class and children asked to have an Arts Council

Children were drawing body parts, some drawn in 3D.

Year 6 -had been to the School of Rock concert at Prince Henrys.

Year 5 -observed English which was very good.

The Eco-team -know who Greta Thunberg is.

The wall display was very good.

Reception class- observed Maths, number five and partitioning and lots of good activities.

Year4, 5 and 6 had assembly and learned about the current situation in the Ukraine.

S. Mumford raised a concern on Health and safety with children scooting down Scarborough Road after school. The Headteacher confirmed school staff are aware and constantly remind children that it is not safe going down hill with a road at the bottom.

- 8.01.6 S. Clough observed the Eco team who are all very enthusiastic and spoke about Fair trade, recycling, litter picking etc. have ideas for an action plan but need to identify the top three priorities for school. Children talked about the outdoor area.
S. Clough agreed that it has been a very good day in school, and it has been lovely being able to observe classes.
- 8.01.7 L. Shackleton observed Year 3 Maths and really enjoyed the class, good to see confident children.
English, personal learning on the ladder a very positive learning experience and the music was very calming.
Reception class observed Maths and free play good interaction focused learning and it was good to speak to staff and see playtime mentors.
Nursery class had hands painted and also made pancakes.
- 8.02 The Chair confirmed that he had managed to speak to staff about their health and wellbeing, staff confirmed that things are getting back to normal, management time has made a huge impact.
The Curriculum is now planned for a one year cycle, so staff feel confident, and it saves on planning time.
With regard to SEND staff commented that the process can be quite onerous, the Headteacher confirmed that the SENDCO will help with training for all staff on SEND.
Staff were very positive and thanked governors for asking about their well- being.
S. Mistry confirmed that she had good feedback from staff on their work- load and wellbeing.
The Headteacher reported that staff have worked very long hours over the last couple of years due to Covid.
- 8.03 The Chair asked governors to send him a summary of their monitoring visit which will be included in the next newsletter for parents.

3.00 MEMBERSHIP MATTERS

3.01 None

4.00 MINUTES OF THE LAST MEETING

4.01 **Resolved;**

The minutes of the last meeting 24 November 2021 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 5.02 refers- Governor Statement

The Chair confirmed that the Governor statement has been updated on Teams and will be uploaded to the school website.

5.02 Item 9.02 refers –Governor visits

The Chair confirmed that governors carried out monitoring visits during the governor day today.

5.03 Item 5.03 refers –Training spreadsheet

The Chair confirmed that N Richardson prepared an Excel spreadsheet for governors to record when completed training.

6.00 CURRICULUM UPDATE INCLUDING EARLY READING AND PHONICS

6.01 The Chair confirmed that the curriculum update is included in the Headteacher report.

7.00 BEHAVIOUR AND DISCIPLINE

7.01 The Chair confirmed that the Behaviour Principles statement was reviewed at the Pupil Support committee and is published on the school website.

Behaviour and attitudes are detailed in the Headteacher report.

8.00 GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PLAN PRIORITIES/ REVIEW OF GOVERNOR DAY IN SCHOOL

8.01 As detailed above.

9.00 QUESTIONS ABOUT THE HEADTEACHER'S REPORT

9.01 The Headteacher report had been sent out to all governors prior to the meeting.

The Headteacher highlighted the following;

9.02 School context -shows numbers on roll, SEND, Pupil Premium etc.
Staffing- the superintendent is on sick leave and staff are cleaning their classrooms, the Headteacher is currently opening school in the morning and sorting milk and fruit delivery.

The deputy head teacher is currently responsible for closing the KS2 building, After School staff continue to be responsible for closing KS2. The Headteacher's husband is helping with routine maintenance tasks e.g. external bins, once a week.

There is also a member of teaching staff on sick leave today.

- 9.03 Leadership and management – include staff meeting schedules, refresher training, school improvement priorities.
Continuous Professional development (CPD) – school are using the apprenticeship levy to cover the cost of training courses and qualifications.
- 9.04 Sports premium has been used to fund a member of staff to gain a PE and School Sport level 3 qualification and has been recommended to begin the level 5 qualification.
- 9.05 Quality of education- reports the curriculum (Intent) Teaching and Learning - curricular enrichment (Implementation) and feedback form monitoring from subject leads to staff.
Assessment, target setting, progress (Impact)
- 9.06 The Chair noted that the report is inline with Ofsted and shows the three I's – Intent, Implementation, and Impact.
- 9.07 The Chair confirmed that it is good to hear that the traffic restrictions outside school on Scarborough Road have been approved by the Local Authority.
- 9.08 Behaviour and Attitudes – attendance and Pupil Premium numbers are detailed in the report, a governor queried the percentage figure and the Headteacher will check as it doesn't add up.
- 9.09 SEND and Inclusion – shows a summary of children on the SEND register and the children with an Education Health and Care Plan (EHCP) in place.
A governor asked what the EHCP means and the Headteacher explained that the EHCP details the needs of the child in education, there is a process which includes a statutory assessment and involves parents in deciding the needs of the child to go in the plan. Details the number of children accessing extra- curricular activities.
- 9.10 EYFS – new statutory framework in place and it was good to hear the comments from governors that observed the Nursery class today on vocabulary in Nursery.
A governor asked about the Paediatric First Aid training, is there a required ratio of staff to children that have Paediatric First Aid.
The Headteacher confirmed that there are more staff than required to have Paediatric First Aid training and the Nursery abides by the adult to child ratio for a Nursery Class.
There has been an impact on physical development in Nursery due to the Covid year, there are a lot of needs in Reception and some children may need additional funding to support.
The Headteacher and Liz Jagger will carry out a monitoring visit on Thursday.

- 9.11 Climate Crisis and Eco team- The Butterfly Garden has been re-planted and the shed replaced outside Nursery.
- 9.12 Extended Services Cluster- as detailed on the report.
- 10.00 COMMITTEE REPORTS**
- 10.01 Pupil support committee meeting 3 February 2022
 The Minutes of the meeting are available to governors prior to the FGB meeting.
 V. Mirfield Chair of committee noted the following from the meeting;
 R. Wilks had offered to check on the internet.
 Policy review- all policies approved, school use LA model policies personalised for Westgate Primary.
 Staff have had refresher training.
 Report on the school council.
 Climate change and Eco team
 The Impact of Covid.
 School lunches and school milk – school is compliant.
 Plan to carry out a staff wellbeing survey.
 V. Mirfield will meet with the Learning mentor in school.
- 10.02 Finance and Personnel committee meeting 19 January 2022
 The Minutes of the meeting are available to governors prior to the FGB meeting.
 A. Ross Chair of Finance and Personnel highlighted the following;
 The school budget was checked.
 The School fund has been audited.
 The impact of Covid.
 Numbers on roll in Reception for next year.
 The Benchmarking data was reviewed, staffing costs including support staff costs.
 The role of the School Business manager.
 Education visits- prior to Covid the cost of Education visits had been reviewed with the school fund subsidy on visits of approx. £200.
 The SFVS was reviewed and A Ross to submit to the LA.
 Policy review-
 Staff Appraisal,
 Pupil premium strategy set for three years.
 Covid catch up funding and progress.
 Staffing update
 Contract for telecommunication not able to change contract yet.
- 10.03 Teaching and Learning committee
 Policy review - Curriculum, Learning and Teaching policy (included learning & teaching hours) approved to review 2023.
 Environmental Education policy, approved to review 2025.
 Governors raised questions on the national curriculum, PPA time, EYFS, remote learning, assessment, collective worship, and British

	values. The Headteacher responded to the questions raised. Please see minutes of the meeting. D. Hackney gave a presentation on Phonics and early reading. The Chair confirmed that the School Improvement Plan (SIP) has been RAG rated regarding progress. Climate change. The Governor Day took place today – see item 8 above.	
10.04	<u>Property and Health and Safety</u> The Minutes of the meeting are available to governors prior to the FGB meeting. The Chair highlighted the following; Policy review- Closing school policy, Health and safety policy Letting's policy, all approved at the committee meeting. Accessibility Plan Education Visits policy report Staff kitchen upgrade Butterfly garden re-planting Large freezer now replaced.	
11.00	POLICY REVIEW - SPECIAL EDUCATIONAL NEEDS & DISABILITIES (SEND)	
11.01	The Chair and Headteacher confirmed that the SEND policy is published on the school website and is due for review 2023. The SEND policy and report are reviewed at the Pupil Support Committee.	
12.00	SAFEGUARDING/CHILD PROTECTION	
12.01	The Chair confirmed that the ARM has to be completed and submitted to the Local Authority by 3 June 2022.	
12.02	There is a Child Protection briefing for governors online 26 April 2022 at 6.30 pm.	All Govs
13.00	SCHOOL UNIFORM	
13.01	The Chair confirmed that school is compliant with the DfE guidance on school uniform and has a school uniform policy which is published on the school website. The school ask for the PE top to have a school badge but have sourced reasonably priced suppliers. Second-hand uniform is available in school.	
14.00	PRESENT THE SCHOOL CALENDAR FOR THE NEXT ACADEMIC YEAR	FGB agenda May
14.01	Deferred to the next FGB meeting 25 May 2022.	
15.00	REVIEW OF INFORMATION ON THE SCHOOL WEBSITE	
15.01	The review of the school website is undertaken at committee	

meetings.

16.00 REPRESENTATION DURING THE SATS PROCESS

16.01 S. Clough volunteered to represent governors to oversee the SATs process in school.

17.00 WHISTLEBLOWING POLICY

17.01 The Chair confirmed that the Whistleblowing policy is reviewed at the Finance and Personnel committee meeting.

18.00 EFFECTIVE GOVERNANCE AND GOVERNOR DEVELOPMENT

18.01 The Chair recommended that governors look at the NGA for any training needs.
N. Richardson has created a spreadsheet for governors to complete following any training undertaken and the Chair reminded governors to complete the spreadsheet if they access any training.

19.00 CHAIRS BUSINESS

19.01 None

20.00 CLERKS BUSINESS

20.01 The Headteacher had contacted the Clerk to enquire about having one Resources Committee combining the current Finance and Personnel and Property and Health and Safety committees.
Information had been sent out to the Headteacher and following a discussion governors agreed to have a Resources Committee from the start of the new academic year in September 2022.

21.00 ANY OTHER URGENT BUSINESS

21.01 None

22.00 DATE AND TIME OF NEXT MEETING

22.01 **Wednesday 25 May 2022 at 6.00 pm**

The meeting closed at 5.58 pm
