

WESTGATE PRIMARY SCHOOL GOVERNING BODY

MINUTES OF THE MEETING HELD ON THURSDAY 1 DECEMBER 2016 AT 6.00PM

PRESENT	Rob Wilks (Chair) Susan Carson Daniel Hackney Anne Hodgson Alice Joughin	Helen Carpenter (Headteacher) Cathy Liddicott Jane O'Kane Sarah Mumford Andrew Ross Sarah Shore.
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IN ATTENDANCE: Joan Matthews, Clerk

18.00	APOLOGIES	ACTION
18.01	Apologies were received and accepted from Jonathan Kirkland.	
	GOVERNOR DEVELOPMENT AND MEMBERSHIP MATTERS	
18.02	The Chair informed governors that the skills audit template had been uploaded to the VLE and requested that all governors complete and return it to him by the end of January.	All
18.03	All governors had attended the Ofsted ready training on 10 November and it was agreed that the MAT information event in September would also be added to the training record.	A Hodgson
18.04	It was noted that Family of Schools training on intervention, led by Trish Lowson, would be taking place on 1 February at 6pm at All Saints Primary School. All governors were invited to attend.	
19.00	MINUTES OF THE LAST MEETING	
19.01	Resolved: <ul style="list-style-type: none"> that the minutes of the meeting held on 29 September 2016 were agreed as a correct record and the Chair was authorised to sign them. 	
20.00	MATTERS ARISING	
20.01	<u>Website (minute 1.02)</u> The Headteacher confirmed that she would add the Chair's school e-mail address to the website. It was also agreed that the e-mail addresses for governors with a specific responsibility should also be added.	Headteacher
20.02	<u>Cluster funding (minute 9.01)</u> The Headteacher reported that the Headteachers' Forum had agreed to support cluster funding for a year and the JCC had agreed a model of proportional contributions based on numbers on roll and the number of pupil premium pupils. This was a similar basis to the reallocation of funding from the local authority to schools. A spreadsheet had been	

provided setting out the indicative amount to be delegated from the local authority to the school budget share, and this was comparable to the school's proposed contribution to the Cluster. Contributions were to be calculated centrally and would be presented at the next meeting of the JCC. Although there was likely to be a slight reduction in the services which could be offered by the cluster, it was intended to continue with the essential activities as much as possible.

- 20.03 Headteacher's performance management (minute 11.02)
The Chair and Andrew Ross had carried out the Headteacher's performance management in November in conjunction with the School Improvement Adviser, Trish Lowson. There had subsequently been a discussion at the Finance and Personnel Committee meeting and an increment approved.
- 20.04 Governor induction (minute 14.02)
The Chair reported that he had contacted Pippa McPherson regarding governor induction and that the matter would be discussed later in the meeting.
- 20.05 National Governors Association (minute 14.02)
The Headteacher confirmed that she would make arrangements to join the National Governors Association.

Headteacher

21.00 REPORTS FROM COMMITTEES

21.01 Finance and Personnel

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

- 21.02
- the committee had discussed the statement of internal control and queries whether it should be updated. The Headteacher reported that she had not received a response to the query.
 - The budget had been reviewed and there were no concerns.
 - The SFVS had been reviewed.
 - The Committee had reviewed the Leeds update of the pay policy and agreed to implement it. It was noted that the policy now also included copies of the relevant forms and the committee was ensuring that the policy was fully complied with. Consideration had been given to a pay policy for support staff and Leeds Council had advised that there was no model available as progression was normally automatic. It had been agreed that it might be helpful to make a statement to that effect.
 - The Continuity and Crisis plan had been discussed and the governing body agreed that it would be useful to seek help from Susan Carson and her husband in drawing up such a plan. The Headteacher reported that she was attending a Health and Safety seminar on this in January

	<p>and that a draft plan would be prepared for consideration at the next meeting of the Committee.</p> <ul style="list-style-type: none"> • Recommendations for two staff to move up the pay scale had been approved along with the Headteacher's pay recommendation. • Alison Finlay was providing ad hoc support for another school in the absence of a member of staff. 	Headteacher
21.03	<p>Pupil Support</p> <p>It was noted that a meeting of the Pupil Support Committee had taken place on 23 November and the following points were noted:</p>	
21.04	<ul style="list-style-type: none"> • The minutes relating to the ongoing complaint had now been reinstated as the matter was now closed. The Chair reported on the complaint which related to packed lunches. The Headteacher reported that there was a measurable improvement in packed lunches and a question was asked about whether it was possible to evidence a correlation between the changes in packed lunches and improved achievement. Although it was recognised that this would prove difficult, an audit had been carried out in the summer and would be repeated later in the term to compare the proportion of food types in packed lunches. It was noted that some issues had been raised regarding the sweet element of the packed lunch compared to the puddings available with school dinners, and the Headteacher reported that some substitutions had now been made in the school dinner puddings. A question was asked about lists of green foods, which the Headteacher confirmed was available, and it was suggested that parents should be informed that cereal bars without sugar were green foods. • The child protection policy had been reviewed • Prevent training was to take on 24 January and the Headteacher confirmed that Year 6 pupils had lessons. • The SEND governor report was discussed. • Jane O'Kane, Cathy Liddicott and Susan Carson had carried out a monitoring visit and some actions had been identified which could be followed up. • Gaps in relation to pupil premium had been identified and specific interventions put in place. 	Headteacher
21.05	<p>Premises, Health and Safety Committee</p> <p>Sarah Shore reported on recent meetings of the Premises, Health and Safety Committee and highlighted the following points:</p>	
21.06	<ul style="list-style-type: none"> • The annual review of the Health and Safety policy had taken place along with list of specific requirements relating to health and safety. • Leeds Council had carried out a Health and Safety audit in the summer term and the outcome of that had been reviewed to ensure all issues had been addressed. • The Educational Visits policy had been reviewed and it 	

had been agreed to look again at the Evolve system at the next meeting. Both established visits and new visits would be checked to ensure all risks were covered.

- Traffic issues outside school were discussed and the Headteacher reported that she had received a complaint from a local resident. She had been in contact with the local police to ask them to monitor the situation. It was suggested that this was an area that the School Council might look at.
- It was noted that there had been an intruder in the school grounds although no damage had been caused. The Headteacher had given her contact information to a local resident but it was agreed that the Headteacher should alert the police rather than attend any such reports herself.
- The site superintendent's training needs had been reviewed and nothing specific identified. Arrangements for supervising visitors to the site had been discussed.
- The Committee would look again at how parents on school trips were supervised.
- It was agreed that Jonathan Kirkland should be included in correspondence about Crisis Management planning.

Headteacher

Headteacher

22.00

STANDARDS BRIEFING

22.01

The Raise online report for governors had been circulated and the Headteacher reported that the government was currently tendering for the provider of school data for the following year.

22.02

The Headteacher highlighted the main points and it was noted that in relation to progress, disadvantaged pupils in the school were compared to all pupils nationally as opposed to disadvantaged pupils nationally. Key points noted included:

- Pupils who had done well in KS1 in reading also did well in KS2
- Maths was an issue for low attainers.
- In relation to KS2, of 3 disadvantaged children, two had joined the school after KS1 and one had been disapplied in KS1 due to SEN.
- Pupils who had achieved a level 2b in KS1 Maths had not made sufficient progress to the end of KS2.
- Children who had been below expectations in Reception had gone on to do well in reading in KS1. A question was asked about the reasons, and it was noted that there had been improved interventions and that, for some children, they were not ready in Reception. Some children develop "learned helplessness" and interventions had been changed to help address this.
- All disadvantaged pupils had passed the phonics check by the end of Year 2.
- The Headteacher outlined the circumstances of disadvantaged children in KS1 in 2015 and 2016.
- 55% of children had reached expected standards

compared to a floor standard of 65% and a national figure of 53%. The school was comfortably above the floor standard for progress and all schools were below the coasting measure of 85%.

22.03 A question was asked about assessment outside of reading, writing and maths and the Headteacher reported that the school was looking at how it could monitor progress in those other subjects internally. It was agreed that the school would wish to celebrate the other achievements of pupils.

23.00 HEADTEACHER'S REPORT

The Headteacher's report had been circulated and governors noted that monitoring work was taking place more systematically and meetings were taking place with teachers to discuss children about whom there were concerns, with cross reference made to books and targets.

23.01 The report on the Investors in Pupils visit had been very positive and the Headteacher agreed to circulate the report. It had been suggested that a Governor with responsibility for pupil voice be appointed and members agreed that was a good idea.

Headteacher

23.02 It was noted that the high quality of the Speech and Language Therapy purchased through the cluster highlighted the poor quality of what had been available previously. Clear targets and plans of work were now available. It was noted that the Nurture Room was to be redecorated over the Christmas break.

23.03 Members noted that Friends of Westgate had raised £1658.84 through the roller racing.

23.04 A question was asked about the bullying allegation and the Headteacher confirmed that the matter had been dealt with.

24.00 ESSENTIAL ITEMS FOR GOVERNOR INDUCTION PACK

24.01 The Chair reported that he had received a copy of the letter to go to new governors from Pippa McPherson and members discussed the items which should be included. It was agreed that the letter should provide a logon and access to the VLE where an induction folder would be placed. It was agreed that Andrew Ross would prepare documentation on the structure and function of committees and Jane O'Kane would provide some information on acronyms. The Chair agreed to provide a document on the schedule of meetings and the expectations throughout the year. It was also agreed protocols for school visits would be useful.

**A Ross
J O'Kane
Chair**

24.02 The Headteacher agreed to arrange a parent governor election in January 2017. She also agreed to ask Alison Finlay to check that DBS checks had been carried out for all governors.

Headteacher

Headteacher

25.00 MULTI ACADEMY TRUST

25.01 The Chair reported that a statement had been submitted to the Family of Schools summarising the thoughts of the governing body and provided no commitment. It was noted that there was to be a meeting of Chairs and Headteachers in January 2017.

26.00 GOVERNOR VISITS

26.01 It was noted that discussions with Maths and DT subject leaders should take place by February 2017 and Sarah Mumford and Andrew Ross agreed to carry that out on 27th January. Jane O’Kane agreed to provide some suggested questions. Discussions should take place with Literacy and RE subject leaders in the summer term. In relation to the governors day in school, it was agreed themes would include basic skills, peer mediation and use of teaching assistants, and the Chair reminded governors that SRE should be discussed when interviewing pupils.

**A Ross/
S Mumford**

J O’Kane

27.00 SCHEDULE OF MEETINGS FOR THE YEAR

27.01 **Resolved:** that the next governing body meeting would be held on **Thursday 23 February 2017 at 4pm**

Remaining meetings in 2016/17 were to be held on

Thursday 11 May 2017 at 6pm
Thursday 29 June 2017 at 6pm