

# WESTGATE PRIMARY SCHOOL GOVERNING BODY

## MINUTES OF THE MEETING HELD ON THURSDAY 27 FEBRUARY 2020 AT 4.00PM

<b>PRESENT</b>	Rob Wilks (Chair) Laura Boddy Daniel Hackney Victoria Mirfield Sharon Mistry	Helen Carpenter (Headteacher) Sarah Mumford Jane O’Kane Neil Richardson Andrew Ross
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**IN ATTENDANCE:** Joan Matthews, Clerk

		<b>ACTION</b>
<b>28.00</b>	<b>APOLOGIES</b>	
28.01	There were apologies for absence from James Gould, James Millson and Anne Hodgson.	
<b>29.00</b>	<b>REVIEW OF GOVERNORS DAY IN SCHOOL</b>	
29.01	<i>S Mumford to complete</i>	
<b>30.00</b>	<b>GOVERNOR DEVELOPMENT AND MEMBERSHIP MATTERS</b>	
30.01	It was reported that Laura Boddy and Neil Richardson had completed the governor induction training and Sharon Mistry, Laura Boddy and Anne Hodgson had completed their safeguarding training. Sarah Mumford had also completed Barnardos HBT training.	
<b>31.00</b>	<b>MINUTES OF THE LAST MEETING</b>	
31.01	<b>Resolved:</b> <ul style="list-style-type: none"><li>that the minutes of the meeting held on 21 November 2019 were agreed as a correct record and the Chair was authorised to sign them.</li></ul>	
<b>32.00</b>	<b>MATTERS ARISING</b>	
32.01	<u>Pupils accessing extracurricular activities (minute 23.03)</u> The Headteacher reported that 158 unique pupils, representing 76.3% of the School, were accessing at least one extracurricular club.	
32.02	<u>Sickness benchmarking data (minute 23.05)</u> The Chair reported that he had not been able to source any benchmarking data regarding teacher sickness but would pass anything on that was found.	
<b>33.00</b>	<b>REPORTS FROM COMMITTEES</b>	
33.01	<b>Finance and Personnel</b> The minutes of the Finance and Personnel Committee had been circulated and Andrew Ross highlighted the following key points:	
33.02	<ul style="list-style-type: none"><li>The skills audit needed to be updated and the Chair of the Governing Body agreed to circulate the pro-forma.</li></ul>	<b>Chair</b>

	<ul style="list-style-type: none"> <li>• Reception numbers for 2020/21 looked healthy and Nursery numbers also looked good.</li> <li>• Benchmarking for schools' data had been reviewed and although teaching staff costs were high, the School had a very experienced staff.</li> <li>• The SLA with Leeds Catering had been discussed and the 5-year contract proposed also guaranteed capital investment. The Headteacher agreed to upload the documentation to the VLE and governors were asked to send her any queries. <i>A question was asked about whether it was a similar price to that expected</i> and it was confirmed that it was, but also allowed for capital investment which the School could not currently afford.</li> <li>• The information received and considered by the Committee was of a higher quality than previously, with a greater standard of detail. Thanks were expressed to Amy Bleasdale for that.</li> </ul>	Headteacher
33.03	<p><i>A question was asked about the savings on the curriculum budget over the last 9 years and how that budget was set.</i> The Headteacher reported that, in general, there were no specific budgets for curriculum subject areas, and subject leaders had to present a case for resources. Once overheads were provided for, the remainder of the budget was allocated to the curriculum. The 2011 budget provided for around £20-30k more than was currently available and the School budget had reduced by around £85k since 2010.</p>	
33.04	<p><i>A question was asked about whether the Headteacher had discussed the broadband with others in the Family of Schools</i> and the Headteacher confirmed that she would follow that up at the meeting the following week.</p>	Headteacher
33.05	<p><b>Teaching and Learning</b></p> <p>The minutes of the Teaching and Learning Committee had been circulated and Jane O'Kane highlighted the main points. It was agreed that Sarah Mumford should be added to the list of those present. Particular points noted were</p> <ul style="list-style-type: none"> <li>• The Eco schools action plan had been reviewed.</li> <li>• A detailed report on the work of the SENCo had been received and that the Chair commented that she had visited classes that day with children with particular needs. The management of those pupils, and behaviour of other children was very positive and supportive.</li> <li>• The School Development Plan had been discussed in detail.</li> <li>• Governors had reported on visits carried out, including on sentence stacking and the Early Years outdoor environment.</li> <li>• The Headteacher agreed to circulate the date for the art show as soon as possible.</li> </ul>	Headteacher

	<i>A question was asked about when the Book Look might take place and Daniel Hackney agreed to send out dates.</i>	<b>D Hackney</b>
33.06	<b>Pupil Support</b> Jane O’Kane highlighted the main points from the minutes of the Pupil Support Committee. A date was needed for the briefing for governors on E-safety and it was agreed to do that at the beginning of the next meeting.	<b>Chair</b>
33.07	The School vision and aims had been reviewed and the Committee had agreed that it still reflected the School’s position. It was planned to review and update that for the School’s 150 <sup>th</sup> anniversary.	
33.08	A number of policies had been reviewed and an update on SEND received.	
33.09	<b>Property, Health and Safety Committee</b> The minutes of the Property, Health and Safety Committee had been circulated and it was noted that the work on the fire panel had now been completed. Funding was in place for the cycle racks and a date for fitting was now awaited. The accessibility plan had been reviewed and the items RAG rated in order to allow for better tracking at each meeting. An inspection of one area of the School was taking place at each meeting.	
33.10	The Committee had reviewed and discussed the CF50 incidents. <i>A question was asked about whether every first aid incident in School was logged</i> and the Headteacher confirmed that they were, but not on the CF50 form which was reserved for more serious incidents.	
33.11	<i>A question was asked about the continuing use of radiators to store materials</i> and the Headteacher reported that she was continuing to follow up on this regularly.	
33.12	Governors recorded their thanks to the Headteacher for managing the recent period of electricity outage.	
<b>34.00</b>	<b>HEADTEACHER’S REPORT</b>	
34.01	The Headteacher’s report had been circulated and the contents noted. Governors agreed that it was helpful to have the report in the current format that aligned to the Ofsted inspection framework and would be a useful prompt for governors.	
34.02	Governors recorded their thanks to the Headteacher for all her hard work in stopping use of the School as a polling station, and to everyone who had added their voice to the campaign.	
34.03	It was noted that attendance was down although remained good compared to national average.	

34.04	It was noted that the Headteacher had included a section on Climate Crisis and it was agreed that it should be a standing item for all committees.	<b>Committee Chairs</b>
34.05	<i>A question was asked about the concept of a local curriculum and the Headteacher reported that it was about making best use of the local area to support the curriculum. She reported that she was leading on this within the Family of Schools and a bank of local resources would then be developed.</i>	
34.06	A copy of the School Improvement Plan had been circulated and it was noted that the items RAG rated green and amber were increasing as the year progressed.	
<b>35.00</b>	<b>CHAIR'S BUSINESS</b>	<b>Headteacher</b>
35.01	Coronavirus advice from the local authority had been circulated and the School would continue to monitor and follow their advice.	
35.02	The Chair thanked governors for their time during the governors' day in school.	
<b>36.00</b>	<b>ANY OTHER BUSINESS</b>	
36.01	There was no other business to report.	
<b>37.00</b>	<b>SCHEDULE OF MEETINGS FOR THE YEAR</b>	
37.01	<b>Resolved:</b> that the next governing body meeting would be held on <b>Thursday 21 May 2020</b>	
	Remaining meetings in 2019/20 were to be held on  <b>Tuesday 14 July 2020 at 6pm</b>	