

WESTGATE PRIMARY SCHOOL GOVERNING BODY

MINUTES OF THE MEETING HELD ON THURSDAY 19 SEPTEMBER 2019 AT 6.00PM

PRESENT	Rob Wilks (Chair) Daniel Hackney Anne Hodgson Alice Joughin Jane O'Kane	Helen Carpenter (Headteacher) Victoria Mirfield Sharon Mistry Sarah Mumford Neil Richardson Andrew Ross
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IN ATTENDANCE: Joan Matthews, Clerk

1.00	APOLOGIES	ACTION
1.01	There were apologies for absence from James Gould.	
2.00	GOVERNOR DEVELOPMENT AND MEMBERSHIP MATTERS	
2.01	The Chair reported that Susan Carson had now stepped down as a governor due to work commitments and a parent vacancy had been advertised with a specific request for candidates with education experience. Governors expressed their thanks to Susan Carson for all her work, particularly in relation to the Finance and Personnel Committee and the Emergency Plan.	
2.02	The Chair also reported that Alice Joughin would be leaving the governing body at Christmas 2019 as she was expecting a baby. Thanks and congratulations were expressed to her and it was noted that the next meeting would be her last. There would also, therefore, be one co-opted vacancy, and it was agreed to wait to see the candidates for the parent vacancy before making an appointment.	
2.03	<i>A question was asked about whether there was any training that new governors should be undertaking, and it was suggested that the GEL training was worthwhile. A question was asked about when the full governing body child protection training was due, and the Headteacher reported that it was in April 2022.</i>	
3.0	ELECTION OF VICE-CHAIR AND AGREEMENT OF TERMS OF OFFICE	
3.01	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 Chair of the governing body	
3.02	Jane O'Kane was nominated for the position of Vice-Chair	

Resolved:

- that the term of office of the Vice-Chair be one year
- that Jane O’Kane be elected Vice-Chair of the governing body

4.00 MINUTES OF THE LAST MEETING

4.01 Resolved:

- that the minutes of the meeting held on 16 July 2019 were agreed as a correct record and the Chair was authorised to sign them.

5.00 MATTERS ARISING

5.01 Meeting with councillors (minute 51.01)

The Headteacher reported that she was continuing to liaise with councillors regarding the school closure for use as a polling station.

5.02 Subject access request (minute 53.01)

The Headteacher confirmed that there had been no further correspondence on the previous subject access request and no new requests had been received. A reminder regarding hate incidents would be going out in the newsletter.

6.00 ALTERNATIVE METHODS FOR PARTICIPATION IN GOVERNING BODY MEETINGS

6.01 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.

7.00 CONFIRMATION OF COMMITTEES AND COMMITTEE MEMBERSHIP

7.01 Governors reviewed the committee structure and committee membership.

7.02 Resolved:

- that the following committee structure and memberships be confirmed
- that arrangements for clerking the meetings would be agreed at each meeting and that a template would be used which would be typed up during the meeting.
- that the Chair of each committee would be appointed by the committees at their first meetings.

Pupil support committee

7.03 Jane O’Kane, Rob Wilks, Anne Hodgson, Vicky Mirfield and the Headteacher.

Curriculum committee

7.04 Rob Wilks, Sarah Mumford, Daniel Hackney, Jane O’Kane, Anne Hodgson and the Headteacher.

7.05	<p>Property Management committee</p> <p>Sarah Mumford, James Millson, James Gould and the Headteacher. Patrick Wardman would also attend those meetings.</p>
7.06	<p>Finance and personnel committee</p> <p>Andrew Ross, Alice Joughin, Sharon Mistry, Neil Richardson and the Headteacher. Amy Bleasdale would continue to attend those meetings.</p>
7.07	<p>Performance Management Committee</p> <p>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 any one meeting.</p>
7.08	<p>The governing body reviewed the responsibilities within the scheme of delegation and agreed where responsibility would rest for each item.</p>
7.09	<p>Resolved:</p> <ul style="list-style-type: none"> that the scheme of delegation as discussed be adopted and all powers be delegated to each committee.
7.10	<p>It was agreed that the Finance and Personnel Committee would act as the Pay Committee with the exception of one member who would serve on the Appeals Panel along with 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.</p>
7.11	<p>It was agreed that there were no associate members of committees and that Amy Bleasdale and Patrick Wardman were attendees only.</p>
8.00	<p>DELEGATION TO THE HEADTEACHER</p>
8.01	<p>It was resolved that the appointment of staff other than the Headteacher and Deputy Headteacher be delegated to the Headteacher. It was noted that there tended to be a governor on each interview panel.</p>
9.00	<p>DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS</p>
9.01	<p>Resolved:</p> <ul style="list-style-type: none"> 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.

- 9.02
- that signatories for authorisation of orders and invoices be approved as follows:
Orders: Helen Carpenter and Daniel Hackney
Invoices: Amy Bleasdale and Vicki Fuller
- 9.03
- that the local authority's financial regulations and standing orders and contract procurement regulations be adopted.
- 9.04
- 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.
- 9.05
- A question was asked about whether there were any time limits on contract lengths and it was agreed that the Finance and Personnel Committee should discuss this further.*
- 9.06
- A question was asked about whether there was any way of buying goods without ordering and it was reported that all purchases on a purchasing card had to be authorised by another person.*

Chair, F&P

10.00 OTLEY POOL AND BRAMHOPE CLUSTER STEERING GROUP

- 10.01
- The terms of reference of the Otley, Pool and Bramhope Cluster Steering Group were approved, and it was agreed that the Chair would act as the representative.

11.00 CONFIRMATION OF GOVERNORS WITH SPECIFIC RESPONSIBILITIES

- 11.01
- Resolved:**
- that governors take specific responsibility for the following areas:
- SEN – Jane O’Kane
E-safety – Rob Wilks
Child Protection /Children Looked After– Vicky Mirfield.
Training – Neil Richardson
Complaints – Rob Wilks
Pupil Premium and PE Sport Funding – Andrew Ross
Equalities – Sarah Mumford
EYFS – Anne Hodgson
- 11.02
- It was noted that the office now maintained a central record of all training undertaken by governors.
- 12.00 HEADTEACHER’S PERFORMANCE MANAGEMENT**
- 12.01
- Governors agreed to appoint Trish Lawson, School Improvement Adviser, as the external adviser for the Headteacher’s performance management.
- 12.02
- 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 on 25 October and a mid-year review would also take place.

13.00 REGISTER OF GOVERNORS' INTERESTS

13.01 Governors were reminded to complete the Governors' register of interests' form and return it to the Headteacher.

14.00 CONFIRMATION OF CODE OF CONDUCT FOR GOVERNING BODIES

14.01 **Resolved:** that the governors code of conduct be re-adopted without amendment.

15.00 CHAIR'S BUSINESS

15.01 It was noted that there was no Chair's business.

16.00 ANY OTHER BUSINESS

16.01 The Chair reported that he had received a letter from the Chair at The Whartons inviting governors to join a working party to discuss the MAT. After discussion, it was agreed that there would be no advantage to the school at present in joining a MAT and that the school was not precluded from doing anything it wished to, as a local authority school. It was agreed that the Headteacher would respond to the Headteacher at The Whartons.

17.00 SCHEDULE OF MEETINGS FOR THE YEAR

17.01 **Resolved:** that the next governing body meeting would be held on **Thursday 21 November 2019 at 6pm.**

Remaining meetings in 2019/20 were to be held on

Thursday 27th February 2020 (Governors' day in school)

Thursday 21 May 2020 at 6pm

Tuesday 14 July 2020 at 6pm