

# WESTGATE PRIMARY SCHOOL GOVERNING BODY

## MINUTES OF THE MEETING HELD ON WEDNESDAY 4 OCTOBER 2017 AT 6.00PM

<b>PRESENT</b>	Rob Wilks (Chair)	Helen Carpenter (Headteacher)
	Susan Carson	Jonathan Kirkland
	James Gould	James Millson
	Daniel Hackney	Victoria Mirfield
	Anne Hodgson	Sarah Mumford
	Alice Joughin	Jane O’Kane
		Andrew Ross

**IN ATTENDANCE:** Joan Matthews, Clerk

<b>1.00</b>	<b>APOLOGIES</b>	<b>ACTION</b>
1.01	There were no apologies for absence.	
<b>2.00</b>	<b>GOVERNOR DEVELOPMENT AND MEMBERSHIP MATTERS</b>	
2.01	The Chair welcomed James Gould and Vicky Mirfield to their first meeting since election as parent governors. It was noted that Andrew Ross had also been re-elected unopposed as a parent governor. In addition, the Chair welcomed James Millson who had applied for a position as a governor through Inspiring Governance, and he left the room whilst governors discussed his appointment. Governors <b>resolved</b> to appoint James Millson and Rob Wilks as co-opted governors, following the end of the latter’s term of office as a parent governor.	
2.02	It was noted that Sarah Shore had resigned from the governing body prior to the beginning of the new academic year, leaving a skills gap in health and safety. One vacancy for a co-opted member therefore remained on the governing body. The Headteacher agreed to write to both Cathy Liddicott and Sarah Shore on behalf of the governing body to thank them for their work.	<b>Headteacher</b>  <b>Headteacher</b>
2.03	The Headteacher agreed to explore the possibility of shared induction training within the family of schools. It was agreed that Alice Joughin would buddy James Millson, Andrew Ross would buddy James Gould and Susan Carson would buddy Vicky Mirfield. The Clerk agreed to notify Leeds of the new governor appointments so that they could access GEL and the Headteacher agreed to add them to the NGA circulation list.	<b>Clerk</b>  <b>Headteacher</b>
<b>3.0</b>	<b>ELECTION OF VICE-CHAIR AND AGREEMENT OF TERMS OF OFFICE</b>	
3.01	Rob Wilks was nominated for the position of Chair.	
	<b>Resolved:</b>	

- 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 29 June 2017 were agreed as a correct record and the Chair was authorised to sign them.

**5.00 MATTERS ARISING**

**5.01 Skills audit (minute 52.01)**

It was noted that the Chair was continuing to compile the skills audit and would add new governors’ information.

**Chair**

**Governor induction pack (minute 52.03)**

5.02 It was noted that the governor induction pack was available on the VLE.

**DBS checks (minute 52.05)**

5.03 The Headteacher agreed to contact new governors about their DBS check. All others were up to date.

**Property committee (minute 53.05)**

5.04 It was noted that there were no minutes from the Property Committee meeting in February 2017 as the site check had taken place on that occasion.

**Multi-academy Trust (minute 57.02)**

5.05 It was noted that no queries had been received in relation to the Multi-academy Trust decision.

**E-mail addresses (minute 58.01)**

5.06 It was agreed that all future papers would be emailed to governors’ school email addresses and the Headteacher would update the circulation list.

**Headteacher**

All other actions had been completed.

**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.

<b>7.00</b>	<b>CONFIRMATION OF COMMITTEES AND COMMITTEE MEMBERSHIP</b>
7.01	Governors reviewed the committee structure and committee membership.
7.02	<b>Resolved:</b> <ul style="list-style-type: none"> <li>• that the following committee structure and memberships be confirmed</li> <li>• that arrangements for clerking the meetings would be agreed at each meeting other than Finance and Personnel which would be clerked by Amy Bleasdale.</li> <li>• that the Chair of each committee be as set out below.</li> </ul>
7.03	<b>Pupil support committee</b> Jane O’Kane (Chair), Rob Wilks, Anne Hodgson, Daniel Hackney, Sarah Mumford, Vicky Mirfield and the Headteacher.
7.04	It was agreed that Sarah Mumford would shadow the Chair of the Committee with a view to considering taking over the role.
7.05	<b>Property Management committee</b> Sarah Mumford (Chair), Jonathan Kirkland (Vice-Chair), James Millson and the Headteacher. Patrick Wardman would also attend those meetings.
7.06	<b>Finance and personnel committee</b> Andrew Ross (Chair), Alice Joughin, Susan Carson (Vice-Chair), and the Headteacher. Amy Bleasdale would continue to attend those meetings.
7.07	James Gould agreed to attend one meeting of each committee before deciding which to join.
7.08	<b>Performance Management Committee</b> 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.
7.09	Governors had reviewed the terms of reference for each committee and delegated powers in their first meetings. Pupil Premium and PE Funding would be looked at by both Finance and Personnel and Pupil Support Committees.
7.10	<b>Resolved:</b> <ul style="list-style-type: none"> <li>• that terms of reference considered by the committees be adopted and all powers be delegated to each committee</li> <li>• that any amendments recommended by committees would be brought back to the full governing body for ratification.</li> </ul>

7.11 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.

7.12 It was agreed that there were no associate members of committees and that Amy Bleasdale and Patrick Wardman were attendees only.

## **8.00 DELEGATION TO THE HEADTEACHER**

8.01 It was **resolved** that the appointment of staff other than the Headteacher and Deputy Headteacher be delegated to the Headteacher. Both the Headteacher and Deputy Headteacher had completed safer recruitment training and Andrew Ross and Susan Carson indicated that they would also be interested in completing the training. The Headteacher agreed to contact others schools in the family of schools regarding possible shared training.

**Headteacher**

## **9.00 DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS**

### ***Resolved:***

9.01

- 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.

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 The Headteacher reported that a virement check form received following the budget review had stated that there was an outstanding virement of £8,800. Leeds City Council had confirmed that this was due to a formula error and would be removed once the formula was corrected. The Headteacher reported that she had requested confirmation of this in writing.

<b>10.00</b>	<b>JOINT COLLABORATIVE COMMITTEE</b>	
10.01	The governing body confirmed the updated terms of reference and delegated powers of the joint collaborative committee and agreed that the Chair would act as their representative.	
<b>11.00</b>	<b>CONFIRMATION OF GOVERNORS WITH SPECIFIC RESPONSIBILITIES</b>	
11.01	<b>Resolved:</b> <ul style="list-style-type: none"> <li>that governors take specific responsibility for the following areas:</li> </ul> <p>SEN – Jane O’Kane  E-safety – Jonathan Kirkland  Child Protection /Looked After children– Vicky Mirfield.  Training – Anne Hodgson  Complaints – Rob Wilks  Pupil Premium – Andrew Ross</p>	
11.02	It was agreed that a report from the Pupil Support Committee would be provided to Andrew Ross on the use of pupil premium funds and he would also meet regularly with the Headteacher.	
<b>12.00</b>	<b>HEADTEACHER’S PERFORMANCE MANAGEMENT</b>	
12.01	Governors agreed to appoint Trish Lowson, 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 in November and it was agreed that a report would be made at the next governing body meeting.	<b>Chair</b>
<b>13.00</b>	<b>REGISTER OF GOVERNORS’ INTERESTS</b>	
13.01	Governors were reminded to complete the Governors’ register of interests form and return it to the Headteacher.	
<b>14.00</b>	<b>CONFIRMATION OF CODE OF CONDUCT FOR GOVERNING BODIES</b>	
14.01	<b>Resolved:</b> that the governors code of conduct be re-adopted without amendment.	
<b>15.00</b>	<b>REPORTS FROM COMMITTEES</b>	
15.01	<b>Finance and Personnel</b> The minutes of the meeting of the Finance and Personnel Committee held on 25 September had been circulated and	

the following points were highlighted:

- the committee now had a standing item to look at school services income and expenditure. It was now receiving information on activities such as music lessons.
- There had been an update on the nursery arrangements which were going well. Nursery children were having school dinners.
- There was a discrepancy of £3k in relation to the school fund which looked to be a historical issue as all paper records were correct and bank accounts reconciled. The committee would monitor the school fund regularly in future and the Chair, Headteacher and Amy Bleasdale were undertaking anti-fraud training as good practice.
- A question was asked about why the school had not been audited since 2004 and the Headteacher confirmed that she had raised the matter with Leeds. Whilst the previous Head of Audit at Leeds City Council had not felt that regular school based audit was necessary as the School Finance Team was audited regularly, this had now changed. A question was asked about whether Amy Bleasdale had all the necessary information for an audit and the Headteacher confirmed she had.
- The committee had discussed the possibility of combining the school budget share and extended budget but had agreed to retain separate budgets so that there was transparency.
- The pay policy recommended by the committee was approved.
- Part of the PE and Sport grant funding was to be used to create a temporary TLR to provide a strategic lead on PE and look at sustainability beyond the end of funding.
- 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.

15.02

### **Pupil Support**

It was noted that a meeting of the Pupil Support Committee had taken place on 21 September and the following points were noted:

- New councillors had been appointed to the School Council and the committee would link with the School Council through its minutes. It was hoped that at least two governors would meet with the School Council on governors’ day in school. The School Council would be reviewing the packed lunch policy.
- The Chair of the committee had prepared a plan for carrying out governor monitoring visits to key areas. It was agreed that James Gould and Sarah Mumford would carry out the Music, PE and MFL visit on 18<sup>th</sup> October. It was agreed that Jane O’Kane and Anne Hodgson would carry out the reading and writing visit for Years 2,4 and 6 on the morning of 6 November, and Jane O’Kane and

**Headteacher**

Vicky Mirfield would carry out the reading and writing visit for Reception, Years 1, 3 and 5 on 9 November. The Headteacher agreed to add this information to the VLE and the later visits would be discussed at the next meeting.

**15.03 Property Management**

It was reported that the committee had met on 15 September and had reviewed the Health and Safety Policy.

**1600 HEADTEACHER'S REPORT**

**16.01** The Headteacher's report had been circulated and governors noted the positive impact of the changes to nursery provision.

**16.02** Attendance data is to be split into pupil premium and non-pupil premium so that each can be looked at separately. Attendance in nursery was also being formally monitored.

**16.03** The updated SEF had been circulated and clearly set out the school's current position. A question was asked about how stretch for those children already exceeding expectations was covered in the SEF and the Headteacher agreed to review this.

**Headteacher**

**16.04** The expenditure and evaluation report for 2016/17 for the Pupil Premium strategy had been prepared and it was noted that there was positive progress in relation to pupil premium pupils and also the gap between pupil premium and non-pupil premium pupils. It was suggested that it might be useful to collect data for KS1 and KS2 from Raise reports.

**16.05** The Headteacher reported that she had excluded a Year 2 child for half a day for deliberately harming a member of staff. Staff had received training and time to support this child and all options to support him were being considered. A question was asked about whether the member of staff had received appropriate support and the Headteacher confirmed that they had. A question was asked about whether the team teach training had helped deal with the situation and it was confirmed that it had given staff confidence but that it was a complicated case.

**16.06** Congratulations were expressed to the school for the Harvest Festival, and also to Friends of Westgate for the treasure hunt.

**16.07** A question was asked about the impact of cuts to the extended services and the Headteacher reported that the activities co-ordinator post had been removed but that a sustainable arrangement was in place. Although the additional Educational Psychologist time had been beneficial, the position would revert to the previous arrangement.

**17.00 CHAIR'S BUSINESS**

17.01 The Chair read governors the recent e-mail received from Sarah Shore and thanks were expressed to her for all her time and expertise on the governing body.

**18.00 ANY OTHER URGENT BUSINESS**

18.01 ***Packed lunch policy***

The Chair reported that he had not received any correspondence about the packed lunch policy but that advice was being taken about what had been misreported in the press. The majority of the school community was, however, supportive and the packed lunch policy was being reviewed annually as required, taking into account all comments made. There had been an extensive consultation at the time the policy was drawn up and it was not felt that this needed to be repeated.

18.02 The benefits of the policy were discussed and it was noted that children were bringing much healthier lunches to school. School dinner puddings had also been changed in response to parents' comments. Governors reiterated their commitment to continuing with the policy, encouraging a healthy approach to eating and helping address obesity.

18.03 Governors discussed the possible negative impact on the school and the Headteacher personally and agreed that it may be better in future to issue statements from the school rather than from an individual.

18.04 It was noted that the Headteacher had prepared a FAQ sheet which governors agreed should be issued, although it was agreed that careful consideration should be given as to what other information to circulate along with it. A question was asked about the approach taken by other schools and it was reported that they had stated that they were moving towards implementation although recent events may make it more difficult for them to adopt it fully. Westgate had provided guidance for a number of years on packed lunches before the formal policy was adopted.

**Headteacher**

**19.00 SCHEDULE OF MEETINGS FOR THE YEAR**

19.01 **Resolved:** that the next governing body meeting would be held on **Thursday 30 November 2017 at 6pm.**

Remaining meetings in 2017/18 were to be held on

**Tuesday 20 February 2018 at 4pm (after Governors Day in School)**

**Thursday 10 May 2018 at 6pm**

**Thursday 28 June 2018 at 6pm**



