

# WESTGATE OTLEY SCHOOL GOVERNING BOARD FULL GOVERNING BODY MEETING

Minutes of the meeting held on Wednesday 25 May 2022 at 6.00 pm

<b>PRESENT</b>	Rob Wilks (Chair)	Helen Carpenter (Headteacher)
	Laura Boddy	Sarah Mumford
	Sally Clough	Neil Richardson
	Gaynor Cross	Andrew Ross
	Sharon Mistry	Louise Shackleton

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

## 1.00 APOLOGIES FOR ABSENCE

1.01 Apologies were received and accepted for D. Hackney, V. Mirfield and J. Millson.

1.02 R. Smith did not attend the meeting and no apology had been received

## 2.00 DECLARATION OF INTERESTS AND REGISTER OF GOVERNORS' INTERESTS

2.01 The Chair confirmed that there were no changes to the declaration of interest for this agenda.

## 3.00 MEMBERSHIP MATTERS

3.01 None

## 4.00 MINUTES OF THE LAST MEETING

4.01 **Resolved;**

That the minutes of the last meeting 1 March 2022 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 8.01 and 8.03 refers- Governor day

The FGB gave a summary of the governor day and the Chair had sent out a summary of the day in the parent newsletter. The Chair asked if school could update the contact list for the newsletters to be sent to governors- Headteacher to check.

5.02 Item 5.01 refers –Governor statement

The Chair confirmed that the governor statement is on the school website.

5.03 Item 5.02 refers –Governor visits

The governor monitoring visits have been arranged.

**ACTION**

**Head**

- 5.04 Item 5.03 refers – Training spreadsheet  
The Chair thanked Neil for creating the spreadsheet to record governor development.
- 5.05 Item 7.01 refers – Behaviour Principles statement  
The Chair confirmed that the Behaviour Principles statement is published on the school website.
- 5.06 Item 9.08 refers – Behaviour and Attitudes  
The Chair confirmed that this is detailed in the Headteacher report.
- 5.07 Item 10.01 refers – Committee reports  
The Chair had checked the costings for the internet.
- 5.08 Item 12.02 refers – Safeguarding briefing  
The Headteacher reported that not all governors were able to attend the safeguarding briefing and governors will need to look for alternative safeguarding training for governors. The Chair commented that even if governors can access Safeguarding training at work that they need to complete the training specifically for governors.
- 5.09 Item 16.00 refers – SATs process  
The Headteacher confirmed that S. Clough came into school to oversee the SATs process and thanked her.
- 6.00 CURRICULUM UPDATE INCLUDING EARLY READING AND**  
**6.01 PHONICS**  
The Headteacher reported that H. Davy School Improvement Advisor (SIA) had visited school for a monitoring visit on Early Reading and Phonics and school will get a NOVAC report. It was a good visit and H. Davy commented that the teaching of phonics is good but there are some inconsistencies in the language used. D. Hackney is working closely with the SIA and looking at which Phonics scheme school and reading books school should buy as resources. There were lots of positive comments at the visit but still work to do.
- 6.02 L. Boddy had carried out a monitoring visit in March 2022 and will arrange a date for the next monitoring visit.
- 6.03 D. Hackney gave a presentation to the Teaching and Learning (T&L) Committee on the curriculum development and the Headteacher confirmed that this will start from September 2022, the work is ongoing with planning over the summer term.

**L Boddy**

**7.00 GOVERNMENT WHITE PAPER**

7.01 The Headteacher reported some of the detail on the Government White Paper.

7.02 Multi Academy Trusts (MAT) - All schools to be part of a MAT in ten years - governors to consider what is right for Westgate Primary school and that this has been discussed at the Family of Schools meetings.

The Chair explained a little about MATs and the role of governors, there is usually an Executive Headteacher, and Trustees are appointed. It would be useful for governors to look at any information available on MATs for example the finance and assets and the business model of a MAT.

7.02.1 The Chair has concerns about Safeguarding in a MAT as they do not have to report to the Local Authority any Safeguarding issues.

A governor commented that there are economies of scale in a MAT as they would have HR available for every school in the MAT.

7.03 The Chair reported that schools already have an SLA for HR support.

Reporting to parents- The Headteacher said that the detail in the white paper report is a bit woolly but suggests that school will have to report to parents on children falling behind, however school already do report to parents on any concerns with children's progress.

7.04 School have used the 1-1 tuition funding, and this is reviewed at the Curriculum committee.

Following a discussion on the White paper and MATs, it was suggested to look in more detail about Academisation and that someone could come to speak to governors about the Collaborative Learning Trust (CLT). Janet Sheriff is the CEO of the CLT and the Headteacher at Bramhope which is part of the CLT could come and speak to governors to get more information about the process of becoming a part of a MAT. Governors also need to know what the role of the Local Authority would be in the Future regarding MATs. The Chair acknowledged that National and International MATs are not doing so well but more local MATs are very different.

7.05 A governor asked about the recommendation for the number of hours in a school day, Westgate would be 5 minutes short per day of the recommendation.

**Action**

Academisation to be included in the FGB agenda.

**FGB  
agenda**

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

The Chair confirmed that the monitoring of the School Improvement Plan (SIP) is covered at Committee meetings.

**Action**

The School Improvement Plan to be on the FGB agenda for the next meeting.

**FGB  
Agenda**

**9.00 QUESTIONS ABOUT THE HEADTEACHER'S REPORT OR  
NOVACS RECEIVED**

9.01 The Headteacher had circulated the report to all governors prior to the meeting and highlighted the following;

9.01.1 School welcomed a Ukrainian refugee to Y5 at the start of this month and the pupil is new to English, all the school, staff and children have been very welcoming.

9.01.2 There is a slight increase in Pupil Premium children and children eligible for Free school meals.

9.01.3 Staffing –  
Covid related absence has not changed since April.  
One member of staff is retiring and school plan to recruit internally.  
A governor asked what internal recruitment means.  
The Headteacher confirmed that it will mean a variation of hours for existing staff that had expressed an interest.

9.01.4 Quality of Education –  
Curriculum (Intent)  
Teaching and Learning (Implementation)  
Assessment, Target Setting and Progress (Impact)  
The Headteacher reported that staff are much more confident in monitoring, the tuition for children is coming to an end but staff can see the impact.

9.01.5 Attendance-  
The Headteacher reported that letters have been sent out to families for Persistent absences and school are working with families on attendance.  
A governor asked what it meant if it states Authorised Absence and the Headteacher confirmed that it means a child is ill.  
A governor asked why school had to send Attendance letters and the Headteacher said that if there is poor attendance for example if a child is absent from school for several days and it is over the time when fractions are taught in class, the pupil would miss the teaching of fractions and would not have the learning for the next stage of teaching fractions, data also shows that

overall there are lower outcomes for pupils with low attendance.

- 9.01.6 Numbers on roll – two children that have gone abroad for several months and have been removed from school roll.
- 9.01.7 Online safety -The Chair asked if school had followed up on the online safety incident and The Headteacher confirmed that they had.
- 9.01.8 British Values – The Headteacher reported that the children had learnt the National Anthem and that the Easter concert was good. Maypole day is 26 May 2022.
- 9.01.9 EYFS – The Headteacher reported that Early Years is going well and that some children moving into the Reception Class in September have been identified with SEND. L Jagger gave a presentation to the committee about EYFS which was very positive.
- 9.01.10 Finance- The Headteacher reported that since the report had been circulated that the cost of the Peripatetic music teacher has increased to £35.45 per hour.
- 9.01.11 Maths hub- There is a transition group covering Year 5 to Year 8.
- 9.01.12 Friends of Westgate-The Grow a Pound enterprise was successful, and the children enjoyed it.  
The Chair congratulated school on getting the Leeds School Travel award last half term, school's success in promoting sustainable school travel.

## **10.00 COMMITTEE REPORTS**

### **10.01 Finance and Personnel committee meeting 11 May 2022**

The minutes of the meeting had been circulated to all governors prior to the meeting.

A. Ross Chair of Finance and Personnel highlighted the following;

The school budget is on track with the School Business Manager (SBM) checking that everything is in the correct place.

### **10.02 Extended services**

The SBM explained that there are massive delays in receiving HMRC & childcare vouchers from LCC, and there is a difficulty in tracing missing income.

The budget had allocated £10,000 from the Out of School Club income for the refurbishment of the EYFS kitchen but as this is not urgent school may look at other priorities.

- 10.03 School fund  
Following Governor's feedback that the standard School Fund report is not always helpful, the SBM hopes to create a report similar to SBS reports, if possible.
- BACs payments make paying SBS quicker and easier, however the lack of 'paying in facilities' means school are currently only able to deposit 'full bags' of change. This is causing issues for cash-only fundraising.
- 10.04 New budget approval  
There is a slight in-year deficit predicted.  
The Chair asked if there are any concerns about the increase in energy costs and the Headteacher confirmed that there is no increase to school for this next financial year.
- 10.04.1 The Chair commented that the budget is tight but that the Friends of Westgate help raise funds for extra items.
- 10.04.2 The Finance committee agreed to approve the main school budget.  
The extended budget is provisionally approved pending updated information.  
When finalised the budget will be sent to all governors to respond so that the approval of the budget can be submitted to the LA Finance team.  
The increase to the price of school meals was approved at the Finance committee.  
The increase in cost of music lessons as detailed in the Headteacher report approved by the Finance committee.  
A Ross confirmed that the SFVS has been completed and submitted to the LA.
- 10.05 Policies  
The following policies were approved at the Finance committee.  
Confidentiality Policy adopted  
Equality and Diversity policy – adopted  
Managing attendance – adopted  
Nursery charges- adopted  
Whistleblowing policy – adopted
- S. Mumford reported that Equality and Diversity policy should now be Equity and Diversity and will send a model to the Headteacher to review.  
The mid-year reviews are completed and the date for the Headteacher performance management to be arranged.
- 10.06 Teaching and Learning committee 4 May 2022  
L. Boddy Chair of the T & L committee reported that the minutes of the meeting have been circulated to all governors and

**S  
Mumford**

highlighted the following;  
Liz Jagger gave a presentation on the changes to the EYFS framework, and the Early Learning goals L. Boddy to arrange a meeting with D. Hackney.

- 10.07 Policy review  
Computing policy, committee to re-look in Autumn when assessment section has been updated: approved without change.
- 10.08 SEND update – good outcomes from the interventions.
- 10.09 SIP progress -Knowledge Organisers continue to be developed and additional time given for leaders to support their subjects and the local curriculum being developed.  
Work life balance was discussed with changes proposed for report writing.  
Data summary from Spring Term data collection/ April/May pupil progress meetings shows the gaps are closing post Covid, however some children in Year 2 have not made as much progress as expected.  
Annual reports to parents to be on the agenda for the July T & L committee meeting.
- Themes around Climate change to be embedded in the curriculum.
- 10.10 Property and Health and Safety meeting 29 April 2022  
The minutes of the meeting had been circulated prior to the FGB meeting.  
Highlights of the meeting;  
The Dorma door has been serviced.  
The Makaton training for EYFS staff has taken place.  
The ventilation pipe in the kitchen is still an issue as nobody knows who can replace it.  
The new freezer is in place and the shed replaced.  
The cellars are all cleared.  
A governor mentioned a problem with the guttering outside the Year 3 classroom, the Headteacher will check.
- 10.11 Pupil support committee meeting 21 April 2022  
The minutes of the Pupil Support committee meeting had been circulated to all governors prior to the meeting.  
The Chair of the FGB highlighted the following from the minutes;
- 10.12 Policies  
The Safeguarding model policy agreed to be reviewed April 2023  
The Westgate Out of School club was discussed with regard to the possibility of offering holiday care and also the cost of

**T&L  
Agenda  
July**

	childcare for Pupil Premium families. Admissions policy- LA model reviewed to be made relevant to Westgate primary.	
10.13	The SEND report has been completed L. Boddy to send out via email.	
10.14	<u>Safeguarding and Child Protection</u> – staff have completed the safer recruitment training.	
10.15	<u>Equalities update-</u> ‘Anyone can’ day 20 June 2022 the focus this year is challenging gender stereotypes. Plans include an assembly with people from lots of different walks of life e.g. a female surgeon are welcomed. There was an update on the School Council.	
10.16	<u>Eco Action plan</u> - The Eco action plan had been shared with the committee. Westgate was awarded LA school of the year for sustainable travel (Modeshift STARS). This was awarded as part of a Zoom event with all of Eco team. Transition days to Prince Henry Grammar School (PHGS) will happen as usual this year – 3 days.	
10.17	A governor suggested that there should be an opportunity for compliments as well as complaints. The Chair asked about the school website and asked governors to check that their information was up to date.	
<b>11.00</b>	<b>APPROVAL (OR REPORT) OF FORMAL BUDGET FOR THE YEAR AND REVIEW OF THE VIREMENT LIMIT TO DETERMINE IF CHANGES ARE NECESSARY</b>	
11.01	The Finance and Resources committee reviewed the budget at their meeting held on 11 May 2022, but the School Business Manager is awaiting month 13 of the school finance. Please see the minutes of the Finance and Resources committee meeting. When the budget is finalised, it will be sent to all governors on email, and this has to be submitted to the LA Finance team by the 17 June it is important that governors read the details of the budget and respond.	<b>Governors</b>
<b>12.00</b>	<b>SAFEGUARDING/CHILD PROTECTION</b>	
12.01	The Chair and Headteacher confirmed that the ARM is being completed online and due to system problems, the date for submission to the LA is delayed to the 15 July 2022.	
<b>13.00</b>	<b>POLICY REVIEW</b>	
13.01	The Headteacher confirmed that the following policies are not yet due for review	



Staff Disciplinary Policy – approved November 2021 to review November 2024

Staff grievance policy – approved January 2021 to Review January 2024

Staff code of conduct- approved February 2022 not yet due for review and staff have recently completed training on the Staff code of conduct.

**14.00 EVALUATION OF GOVERNING BOARD EFFECTIVENESS INCLUDING SUCCESSION PLANNING**

14.01 The Chair reminded governors to access training from NGA and to complete the spreadsheet with details of any training completed.

14.02 Governors needing to complete Safeguarding Training to look on NGA to see if they can access Safeguarding training as soon as possible.

14.03 The Chair reminded governors that they need to look at succession planning as he had been Chair for a number of years now, and it would be good to have a new Chair in the future. The Chair spoke a little about the role and suggested that governors do some research about this and see if there is any training for the role of Chair that they can access.

**15.00 ARRANGEMENTS FOR THE PERFORMANCE MANAGEMENT OF THE HEADTEACHER**

15.01 The Chair confirmed the date for the Headteacher Performance Management meeting is 8 July 2022 the Chair and A. Ross will attend.

**16.00 GOVERNOR DEVELOPMENT**

16.01 As detailed above.

**17.00 CHAIRS BUSINESS**

17.01 The Chair raised the issue of communication for governors and added that emails to governors are not being picked up and that school governor emails need checking regularly. The Chair suggested having a separate inbox on Outlook as it can be set up to have more than one account.

If school needed to communicate to governors about something urgent for example an Ofsted visit if they didn't see the email, they wouldn't know that they were needed in school.

17.02 The Chair noted that the Safeguarding training for governors had been missed by some governors and that this had been booked some time ago and some governors may have missed the email reminders, it is important that governors access Safeguarding training. The Chair recommended that any governors that missed the Safeguarding training to see if there

**Governor  
s**

was any Safeguarding training from the NGA.

**18.00 CLERKS BUSINESS**

18.01 None

**19.00 ANY OTHER URGENT BUSINESS**

19.01 None

**20.00 PRESENT THE SCHOOL CALENDAR FOR THE NEXT ACADEMIC YEAR**

20.01 The Headteacher confirmed the following dates are training days for 2022-2023  
Monday 5 September 2022  
Tuesday 3 January 2023  
Friday 10 February 2023  
Monday 24 July 2023  
Tuesday 25 July 2023.

**21.00 DATE AND TIME OF NEXT MEETING**

21.01 **Wednesday 13 July 2022 at 6.00 pm**

**Future dates;**

**Wednesday 21 September 2022 at 6.00 pm**

**Wednesday 30 November 2022 at 6.00 pm**

**Thursday 2 March 2023 at 4.00 pm following the Governor Day**

**Wednesday 24 May 2023 at 6.00 pm**

**Wednesday 19 July 2023 at 6.00 pm**

The meeting closed at 8.01 pm.