## WESTGATE PRIMARY SCHOOL FULL GOVERNING BODY

# Minutes of the meeting held in school on Tuesday 21 September 2022 at 6.00 pm

**Present**; Rob Wilks (Chair) Helen Carpenter (Headteacher)

Laura Boddy Sarah Mumford

Sally Clough Andrew Ross

Daniel Hackney Ray Smith

Vicky Mirfield

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

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| **1.00**  1.01 | **APOLOGIES FOR ABSENCE**  Apologies received and accepted for Sharon Mistry, Neil Richardson  and Louise Shackleton. |  |
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| **2.00**  2.01 | **ANY OTHER BUSINESS**  The Chair asked if anyone had any other business but would consider this at the end of the meeting. |  |
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| **3.00**  3.01  **4.00**  4.01  4.02  4.03  **5.00**  5.01  **6.00**  6.01  6.02  6.03  **7.00**  7.01  7.02  7.03  7.04  **8.00**  8.01  8.02  8.03  8.04  8.05  **9.00**  9.01  **10.00**  10.01  10.02  10.03  10.04  **11.00**  11.01  **12.00**  12.01  12.02 | **DECLARATION OF INTERESTS AND REGISTER OF GOVERNORS’ INTERESTS**  The Chair reminded all governors to sign the Register of Interest form and return to school to be kept in school records and to be published on the school website.  The Headteacher confirmed that the majority of governors have returned the signed form.  **ELECTIONS OF CHAIR AND VICE CHAIR AND AGREEMENT OF TERMS OF OFFICE.**  There was no need to have an election for a Chair of the Full Governing Board(FGB) as Rob Wilks (Chair) had agreed to continue as Chair for one more year and all governors approved.  The Full Governing board need to work on succession planning as detailed in the FGB minutes from September 2021, a new Chair will need to be elected in the Autumn term of 2023.  All governors to consider taking on the role of Chair.  The Chair will keep a diary over the next twelve months to help support the next Chair.  There was no need to hold an election for a Vice Chair of the FGB as Andrew Ross agreed to continue as Vice Chair for twelve months and all governors approved.  **CONFIRMATION OF CODE OF CONDUCT**  All governors to read and sign and return the code of conduct document to school to be kept in school records.  The Headteacher confirmed that the majority of governors have returned the signed form.  **AGREE METHODS FOR PARTICIPATION IN MEETINGS**  Governors discussed attending meetings remotely and agreed that the FGB meetings would continue to be face to face but, will be flexible if a governor was unable to attend a meeting but could attend remotely in a hybrid meeting if required.  The Full Governing Board agreed that there will be no voting by proxy or by email.  If there was a need for an extraordinary meeting that this could be held virtually.  **CONFIRMATION OF DELEGATED POWERS AND TERMS OF REFERENCE**  School has three committees, Resources (which incorporates Finance and Personnel), Teaching and Learning and Pupil Support.  School use the LA model Terms of Reference document with added detail pertaining to school.  The Budget is reviewed at the Finance committee and recommended to the Full Governing Board for approval.  The Headteacher noted that a Resources committee governor representative will need to carry out a site visit once per term, a governor to be agreed at the Resources committee meeting.  Authority is delegated to the Headteacher with regards to recruitment with one governor usually involved in the recruitment process.  Recruitment of a new Headteacher or Deputy Headteacher will be undertaken by a panel of governors.  **CONFIRMATION OF COMMITTEES AND COMMITTEE MEMBERSHIP**  Resources Committee- A. Ross (Chair), S. Mistry, N. Richardson, Headteacher and A. Bleasdale (SBM).  Please note the date of the next meeting;  **Thursday 24 November 2022 (Remotely) time tbc**  Pupil Support – V. Mirfield (Chair), S. Clough, L, Shackleton, R. Smith, Headteacher.  Please note the date of the next meeting;  **Thursday 13 October 2022 at 6.00 pm**  Teaching and Learning -R. Wilks, S. Mumford, L. Boddy, Headteacher and D. Hackney.  Please note the date of the next meeting;  **Tuesday 1 November 2022 at 6.00 pm.**  Pay Committee – is the Resources committee.  Pay Appeal Committee – three governors not on the Resources committee to be confirmed.  The Clerk to be chosen at committee meetings.  **GOVERNORS WITH SPECIFIC MONITORING DUTIES**  Child Protection – V. Mirfield  Safeguarding (Including online safety)– V Mirfield.  Children Looked After – V. Mirfield  Complaints – R. Wilks (Chair)  Equalities – S. Mumford  Early Reading, Phonics and Literacy – L. Boddy  SEND – L. Shackleton  Attendance –S. Clough  EYFS – R Smith  Health and Safety – S. Mistry  Government funding- PE and Sports and Pupil Premium – A Ross.  Training – N. Richardson  Wellbeing – to be agreed at the Resources committee meeting.  **DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS**  Governors agreed that the virements/contract limits delegated to the Headteacher remain the same with £5,000 virements, £5-£10,000 for contracts.  Anything above this amount would go to the Resources committee for recommendation to the FGB for approval.  Governors all agreed that the authorisation for staff responsibilities for signing orders, invoices, and petty cash claims, remain the same;  Orders – Headteacher and D. Hackney  Invoices – A. Bleasdale, V. Fuller and J. Hattersley  The Chair is responsible for authorising unofficial funds.  Budget review virement form – the budget review will go to the Resources committee following the meeting with the LCC Finance Officer and then to the FGB.  **ARRANGEMENTS FOR THE PERFORMANCE MANAGEMENT OF THE HEADTEACHER**  The following governors; R. Wilks, A. Ross and S. Mumford will meet with the External advisor Kim Porter for the performance management of the Headteacher.  Meeting date to be confirmed but hopes to be in November 2022.  **MEMBERSHIP MATTERS**  The Chair reported that there are vacancies for two Co-opted governor representatives, the Headteacher reported that the details have been added to Inspiring Governance but there has been no interest so far.  The Chair suggested that the skills needed could include health and safety and buildings, finance, or safeguarding.  D. Hackney staff governor representative term of office ends 21 October 2022. The Headteacher noted that the staff will be asked if anyone would like to take on the role, if there is someone interested in becoming the Staff Governor that D. Hackney will continue as an Associate member. | **All governors**  **Chair**  **All governors** |
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| **13.00**  13.01 | **MINUTES OF THE LAST MEETING**  **Resolved;**  that the minutes of the FGB meeting held on 13 July 2022 agreed as an accurate record. |  |
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| **14.00**  14.01 | **REVIEW ACTIONS AND MATTERS ARISING-**  **Items 3.03 refers –**Membership matters  The Chair confirmed that R. Smith had been contacted by the Headteacher with regard to his wellbeing and was pleased to see him at this meeting.  R. Smith apologised that he had been unable to attend meetings due to having Covid and also knee surgery. |  |
| 14.02 | **Item 4.01 refers** –Minutes approved  The Chair noted that the minutes are published on the website and that school hadn’t kept a paper copy and that the minutes state that the minutes were approved.  The Clerk to check that this is ok. | **Clerk completed** |
| 14.03  14.04  14.05  14.06  14.07  **15.00**  **16.00**  **17.00**  **18.00** | **Item 5.01 refers** –Governor Day report.  The Chair confirmed that this has been completed and published.  **Item 11.00** – MAT  The Chair noted that this is an ongoing agenda item.  **Item 14.01 refers** – Governor skills audit  The Chair noted that this will need to be undertaken.  **Item 16.01 refers** – Chairs business  The Chair confirmed that the Retirement card for a member of staff had been signed by all the governors and given to the member of staff, and that on behalf of the FGB the Chair had sent an email to all staff to thank them for all their work.  **Item 18.01 refers** -AOB  The Chair confirmed that the initials S. Mu are used in committee meeting minutes to distinguish between two governors.  **PRESENT UN-VALIDATED END OF YEAR RESULTS, INCLUDING FOR DISADVANTAGED PUPILS AND OTHER GROUPS**  **Deferred to the next FGB meeting Wednesday 30 November 2022.**  **STRATEGIC PLANNING (INTENT)** **Deferred to the next FGB meeting Wednesday 30 November.**  **QUESTIONS ABOUT THE HEADTEACHER’S REPORT (deferred to the next FGB meeting Wednesday 30 November 2022.**  **COMMITTEE REPORTS (deferred to the next FGB meeting Wednesday 30 November 2022)** | **FGB Agenda**  **FGB Agenda**  **FGB Agenda**  **FGB Agenda** |
| **19.00**  19.01  19.02  19.03  19.04  19.05  **20.00**  20.01  **21.00**  21.01  21.02 | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | **Resources committee statutory requirements** | **Yes/No** | | Mid-year budget review has been discussed |  | | Audit of school funds has taken place |  | | Educational visits follow risk assessment procedures |  | | Support for early career teachers meets DfE guidelines |  | | Headteacher’s pay progressionhas been agreed |  | | Appraisal policy has been approved |  | | Capability of staff policy has been approved |  | | Governor expenses policyhas been approved |  |  |  |  | | --- | --- | | **Pupil support committee statutory requirements** | **Yes/No** | | Safeguarding procedures are robust (including safer recruitment and single central record) |  | | Admissions lists and attendance registers are in place |  | | Promotion of general pupil wellbeing meets requirements |  | | Medical conditions policy has been approved |  | | Relationships and sex education policy has been approved |  |  |  |  | | --- | --- | | **Teaching and learning committee statutory requirements** | **Yes/No** | | The national curriculum is being taught |  | | Arrangements are in place for a daily act of collective worship |  | |   **POLICY APPROVAL**   * The Child Protection Policy had been circulated to all governors and approved at this meeting.   The Chair noted that some governors may need to update the Safeguarding training and suggested as a minimum that governors look at the NGA safeguarding training online.   * Governors agreed to adopt the updated guidance document Keeping Children Safe in Education – the Headteacher to compile a quiz for governors on the KCSIE document. * The Teacher Pay Policy is not yet available. * The Complaints Policy is due for review at the in January 2023 by the Resources committee   A governor asked about when policies are due for review and the Headteacher has a spreadsheet with all the details of the policies and when due for review and will share with all governors.  **MULTI ACADEMY TRUST (MAT)** – **(Deferred to the next FGB meeting Wednesday 30 November 2022.**  The Chair shared that he has heard from the Local Authority that any schools that have not become part of a MAT will become part of the Local Authority MAT.  The Chair has also heard that clusters of schools are looking to set up their own MAT rather than join an existing MAT.  Governors agreed to look at this at the next meeting but there is no rush to make a decision as things may change.  **GOVERNOR DEVELOPMENT**  The Chair reminded governors that N. Richardson has prepared an excel spreadsheet to record governor training.  If governors are joining a committee to look at any training on NGA that is available.  S. Mumford has completed Prevent training for work. | **Governors**  **Head**  **Head**  **FGB Agenda** |
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| **22.00**  22.01 | **CHAIR’S BUSINESS**  The Chair confirmed that he has drafted a governance statement and will put on ‘Teams’ for governors to review and add to.  The Chair would like it to be finalised by the end of this month to then publish on the school website.  Committee membership to be added to the statement and also attendance at meetings and the number of governor monitoring visits. |  |
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| **23.00**  23.01 | **CLERK’S BUSINESS**  The Clerk confirmed that there will be a cover clerk for the next meeting due to going into hospital for surgery in November. |  |
| 23.02 | The Chair confirmed that there was no other urgent business. |  |
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| **24.00**  24.01 | **DATE AND TIMES OF THE NEXT MEETING**  **FGB meetings;**  **Wednesday 30 November 2022 at 6.00 pm**  **Tuesday 2 March 2023 in school at 4.00 pm (following the governor day)**  **Wednesday 24 May 2023 at 6.00 pm**  **Wednesday 19 July 2023 at 6.00 pm** |  |
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|  | The meeting closed at 7.21 pm. |  |
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