

WESTGATE PRIMARY SCHOOL GOVERNING BODY

MINUTES OF THE MEETING HELD ON THURSDAY 28 FEBRUARY 2019 AT 4.00PM

PRESENT	Rob Wilks (Chair)	Helen Carpenter (Headteacher)
	Susan Carson	Victoria Mirfield
	Daniel Hackney	Sarah Mumford
	Anne Hodgson	Jane O'Kane
	Alice Joughin	Neil Richardson
		Andrew Ross

IN ATTENDANCE: Joan Matthews, Clerk

		ACTION
29.00	APOLOGIES	
29.01	There were apologies for absence from James Gould and James Millson. The Chair welcomed Neil Richardson to his first meeting.	
30.00	GOVERNOR DEVELOPMENT AND MEMBERSHIP MATTERS	
30.01	Governors noted that Anne Hodgson's term was at an end and resolved to re-appoint her as a co-opted member with immediate effect.	
30.02	It was noted that training completed by governors was now being added to the centrally held record of staff training. It was noted that no training had been undertaken since the last meeting.	
31.00	REVIEW OF GOVERNORS DAY IN SCHOOL	
31.01	<p>Governors discussed the day that they had spent in school and the following key points were noted:</p> <ul style="list-style-type: none">• Teaching for Mastery in Maths was now really embedded, from the youngest pupils upwards.• The tidy desk policy was working and although it was different within different classes, it was much more consistent.• The noise from Nursery was distracting for Reception and the Headteacher reported that she was already looking at installing heavy curtains between the two areas.• The outside space in Nursery was well organised and there was learning play both inside and outside.• Teachers encouraged self-checking in the phonics lesson in Reception although on occasions it was difficult for teaching assistants to hear reading without distractions.• In Year 1, the working wall was at the back and was still quite small; it might be improved by bigger question words.• The handwriting in Year 2 was impressive and reflected the impact of work done in the earlier years.• It was reported that some of the recommendations from the walking wall visit had not been fully implemented yet.• Although pupils were told what they needed to correct,	

not all pupils were taking the opportunity to review and improve their work.

- The level of knowledge about the School Council role and democracy had been evident in the discussions about British Values.
- It was impressive that some children in Nursery were able to write their names.
- In Year 5, it was clear to see pupils being challenged however individual children's behaviour does impact on others. The Headteacher reported that was **one reason** why learning partners were regularly changed.
- The noise from other children playing, as well as the 1-1 work taking place with the teaching assistant, was distracting at times in that class.
- In Year 1, a group of pupils were working on phonics on the floor outside the cloakroom which was not ideal.
- Year 6 science was quite challenging and there was lots of extension work available. *Question – can children opt out of aspects of biology?* Yes, they are allowed to opt out if they wish.
- The discussion with the Eco Club had been useful and they knew how they were contributing to the environment and how they were improving things.
- **In discussion about writing, children said they liked the Writer of the Week display in the hall, but it was not being changed as often now.** The Headteacher reported that assemblies had moved to every 3 weeks but were longer, so this might be reviewed.
- A lot of use of iPads was seen, both by pupils and teachers, and it would be beneficial to have more when it was affordable.

31.02

The Chair thanked governors for the day and particular thanks were expressed to the staff who had been very welcoming. It was agreed that each governor would write a section for the governors' newsletter.

32.00

MINUTES OF THE LAST MEETING

32.01

Resolved:

- that the minutes of the meeting held on 22 November 2018 were agreed as a correct record and the Chair was authorised to sign them.

33.00

MATTERS ARISING

33.01

Epipens (minute 23.04)

It was reported that there were not two epipens for each child who required them.

33.02

School Fund audit (minute 23.09)

It was reported that the School Fund audit had been completed. *A question was asked about whether everything was in order* and it was confirmed that it was.

- 33.03 Full site inspection (minute 23.12)
It was reported that the full site inspection had been postponed until 5 March.
- 33.04 Outdoor learning (minute 24.01)
It was noted that governors had seen evidence of more structured outdoor learning during their day.
- 33.05 Admissions consultation (minute 26.00)
A question was asked about whether there was an update on the admissions consultation and it was reported that there was not. In relation to the consultation at Prince Henrys Grammar School, the governing body of PHGS had received a number of responses and acknowledged the implications for Pool Primary. Both Bramhope and Pool Primary Schools had been named as feeders after those pupils for whom the school was the nearest. Menston Primary was likely to be most disadvantaged by these changes.
- 34.00 REPORTS FROM COMMITTEES**
- 34.01 **Curriculum committee**
The minutes of the meeting held on 6 February had been circulated and Jane O’Kane highlighted the main points. It was agreed that a governor visit around interventions might be useful and this would be included as part of the Pupil Premium visit.
- 34.02 Governors were invited to the Art and Design exhibition at the end of the day on 26 March and the Chair confirmed that he was attending. This would provide an opportunity to talk to staff and pupils but alternatively, a meeting with pupils from different year groups could be arranged to talk about work they had done.
- 34.03 **Pupil support committee**
The minutes of the Pupil Support committee meeting held on 12 February had been circulated and Jane O’Kane highlighted the key points.
- 34.04 A number of key policies had been reviewed and approved.
- 34.05 There had been an update on SEN and it had been clear that the SENCo knew the children well.
- 34.06 E-safety had been discussed and it was noted that consideration had been given to filtering online activity and having the ability to report on what had taken place. Whilst the filtering was in place and worked well, no further progress had been made on tracking activity to individual pupils, although the Headteacher would continue to pursue this.

Finance and personnel committee

- 34.07 The minutes of the Finance and Personnel committee meeting held on 21 January had been circulated and Andrew Ross highlighted the main items. It was noted that Extended Schools budget for 2018/19 had been considered and there was a forecast contingency of £6200 at the end of the year. The governing body **resolved** to approve the budget.
- 34.08 The Headteacher reported that a parent who was a **qualified** accountant had agreed to audit the School Fund.
- 34.09 It was reported that the Committee now had access to better data which could be better understood.
- 34.10 Reception numbers were low and it may not be full in September 2019. *A question was asked about the implications for the budget* and it was reported that it would not be clear until the budget for the year was reviewed. It was expected that this situation would not be replicated in future years and the school could cope with this for one year. The Committee would look at the situation at its next meeting once more information was available.
- 34.11 It was noted that the Pupil Premium Strategy was now on the website.

35.00 HEADTEACHER'S REPORT

35.01 Governors had received copies of the Headteacher's report and the following points were discussed:

- It was noted that there had been another hate incident since the report was issued to governors, involving the same pupil. *A question was asked about consequences for the pupil* and the Headteacher reported that it involved understanding the reasons and restorative support. The incidents particularly targeted one child and were not about nationality or skin colour. *A question was asked about whether it had been followed up with parents and whether they were on board* and it was confirmed that parents were involved and were all supportive.
- One teaching assistant was leaving and it would be backfilled with increased hours. Wherever possible, absence would be covered in house. *A question was asked about whether insurance was worthwhile* and it was reported that even with the current levels of sickness, insurance would still be more expensive.
- A member of staff was now an accredited KS1 moderator for the local authority, which was also helpful for the school.
- The number of children with High Needs Top Up funding was the highest ever and *a question was asked about whether the school ever had to say it had reached capacity*. The Headteacher reported **that the school had made a case not admit a pupil with an EHCP into KS2**

earleir this year, but the local authority had not accepted the argument and so directed the school to admit the pupil.

36.00 CHAIR'S BUSINESS

36.01 It was noted that there was no Chair's business to report.

37.00 SCHEDULE OF MEETINGS FOR THE YEAR

37.01 **Resolved:** that the next governing body meeting would be held on **Thursday 23 May 2019 at 6pm**

Remaining meetings in 2018/19 were to be held on

Tuesday 16 July 2019 at 6pm