

WESTGATE PRIMARY SCHOOL GOVERNING BOARD

Minutes of the meeting held in school on Wednesday 20 September 2023 at 6.00pm

PRESENT	Andrew Ross (Chair)	Helen Carpenter (Headteacher)
	Laura Boddy	Sally Clough
	Matthew Fortune	Daniel Hackney
	Vicky Mirfield	Neil Richardson
	Louise Shackleton	Collette Smith
	Ray Smith	

IN ATTENDANCE: Eileen Murray (Clerk – Governor Support Service)

1.00 APOLOGIES FOR ABSENCE

1.01 Apologies had been received and were accepted from Susie Day and Sarah Mumford.

It was agreed to take item 4.00 next - Election of Chair and Vice Chair of Governors.

2.00 ELECTIONS OF CHAIR AND VICE CHAIR AND AGREEMENT OF TERMS OF OFFICE

2.01 The clerk conducted the election of the Chair and the Chair conducted the election of the Vice Chair. Candidates standing withdrew from the meeting whilst a decision was made.

A one-year term of office was agreed for both positions.

2.02 Resolved

- That Andrew Ross was elected as the Chair
- That Neil Richardson was elected as the Vice-Chair

Both positions to run until the first meeting of the academic year 2023/24.

Governors then returned to the original running order of the meeting.

3.00 MEMBERSHIP MATTERS

3.01 Governors discussed membership issues, including terms ending, and agreed plans to fill vacancies based on gaps identified through a governor skills audit. The following was noted:

- **Term for Laura Boddy parent governor ends on 29 September 2023.** Laura was willing to stand again.
- **Resolved:** That the Headteacher would ask parents for expressions of interest, this would also include L Boddy. If more than one nomination is received then an election would be held.

3.02 • Vacancy for one co-opted governor

The Headteacher had received five expressions of interest and their written statements had been made available to governors prior to the meeting. Governors confirmed that they were

ACTION

Head

seeking a governor from either an educational background and/or with experience of Health & Safety.
Sally Clough (Co-opted governor) stated that her term of office would be finishing in May 2024 and she would be standing down. She offered to resign early if it helped. After discussion it was agreed that she should stay in post.

- **Resolved:** That William Cunningham (Billy) be appointed as co-opted governor until 19 September 2027.
- **Resolved:** That the Headteacher would contact the remaining four candidates to inform them that a vacancy would be available in May should they still wish to be considered.

Head

4.00 DECLARATION OF INTERESTS

4.01 The declaration of interests form had been sent to governors previously by the clerk. All governors to return their form by 29 September 2023.

Govs

5.00 CONFIRMATION OF CODE OF CONDUCT

5.01 The code of conduct form had been sent to governors previously by the clerk. All governors to return their form by 29 September 2023.

Govs

6.00 AGREE METHODS FOR PARTICIPATION IN MEETINGS

6.01 The governing board agreed to meet wherever possible face to face. In exceptional circumstance hybrid meetings could be possible as school had adequate technology to facilitate this.

6.02 Committee meetings were more likely to meet virtually due to smaller numbers involved and the availability of governors. All methods would be used to maximise governor attendance.

7.00 AGREE TERMS OF REFERENCE

7.01 **Resolved:** The governing board operates to the Local Authority (LA) model.

A governor asked whether a list of the composition of the governing board could be put with the Terms of Reference. The Headteacher agreed to do this.

Head

8.00 AGREE COMMITTEES AND COMMITTEE MEMBERSHIP

8.01 School has the following committees:

Resources
Pupil Support
Teaching & Learning.

8.02 **Members:**
Resources Committee
N Richardson (Chair), S Day and Head.

Pupil Support Committee

V Mirfield (Chair), S Clough, L Shackleton, M Fortune, R Smith, the Headteacher.

Teaching & Learning Committee

L Boddy, Daniel Hackney, Sarah Mumford, A Ross, M Fortune the Headteacher.

8.03

Committee Chairs to be appointed by the governing board.

8.04

Associate Members assigned to committees do not have voting rights.

8.05

Each committee will rotate the role of clerk in taking the minutes.

8.05

Agree a Pay Committee to oversee pay and performance management. This would be dealt with by members of the Resources committee.

8.06

Agree a Pay Appeal Committee – The Chair agreed to co-ordinate this should the need arise from governors who are separate from the Resources committee.

9.00 GOVERNORS WITH SPECIFIC MONITORING DUTIES

9.01 The following specific monitoring duties were agreed:

Child Protection and Safeguarding – V Mirfield
Special Educational Needs and Disabilities (SND) – L Shackleton
Early reading and phonics – L Boddy*
Attendance – S Clough
Children Looked After (CLA) – V Mirfield
Complaints – A Ross
Early Years Foundation Stage (EYFS) – R Smith
Equalities – S Mumford
Literacy – L Boddy*
Government Grant Funding – S Day
Health & Safety – L Shackleton
Maths – A Ross
Wellbeing (pupil, staff and Headteacher) – M Fortune
Training – N Richardson
Online Safety – M Fortune
Communications – M Fortune

* If L Boddy is not re-elected as parent governor this role will need to be re-examined.

10.00 DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS

10.01 **Agree virements/contracts limits delegated to the Headteacher**
Governors agreed to keep the current limit of £5,000.

10.02	<p>Authorise staff responsibilities for signing orders, invoices and petty cash claims</p> <p>Signing Orders – Headteacher and Deputy Headteacher**</p> <p>** This signatory will need to be changed after the Christmas holidays when the DHT leaves.</p> <p>Signing Invoices – Amy Bleasdale, Vicky Fuller and Joanne Hattersley.</p> <p>Authorisation to register unofficial funds Andrew Ross</p> <p>Budget review virement form This had been included on the agenda in error. To be discussed at next meeting.</p>	Agenda
11.00	<p>ARRANGEMENTS FOR THE PERFORMANCE MANAGEMENT OF THE HEADTEACHER</p>	
11.01	<p>The following governors would conduct the performance management of the Headteacher: A Ross, M Fortune and S Mumford. The external adviser would be Kim Porter. The objectives set would not be shared with the governing board.</p>	
12.00	<p>MINUTES OF THE LAST MEETING</p> <p>Resolved:</p> <ul style="list-style-type: none"> • That the minutes of the meeting held 19 July 2023 were agreed as a correct record and the Chair was authorised to sign them subject to the following amendments which were handwritten on the signed copy: <p><u>Apologies</u> – Collette Smith had been omitted from this item</p> <p><u>Minute 10.03.4 – Curriculum Committee</u> - should read: 'He agreed to remind the Headteacher to fill in the required forms.'</p>	
13.00	<p>MATTERS ARISING</p>	
13.01	<p>Review Minutes and Matters Arising, Membership Matters – L Boddy’s term of office ends on 29 September 2023 (minute 9.01 refers): Action ongoing. This had been dealt with earlier in the agenda.</p>	Head
13.02	<p>Review Minutes and Matters Arising, Membership Matters - Chair to email G Frith (Otley Cycling Club) (minute 9.02 refers): This action remained outstanding; the new Chair agreed to chase this up with the previous Chair.</p>	Chair
13.03	<p>Review Minutes and Matters Arising - M Fortune to attend Teaching & Learning committee meeting (minute 9.04 refers): Action outstanding. MF to try to attend as soon as possible.</p>	M Fortune

13.04	Review Minutes and Matters Arising - Possible relocation of the defibrillator (minute 9.05 refers): V Mirfield was not present. It was agreed to leave the defibrillator where it was because of cost. Action closed.	
13.05	Review Minutes and Matters Arising - Headteacher to check the size of the water meter (minute 9.06 refers): Action outstanding. It was agreed to defer this to the Resources Committee.	Resources Cttee
13.06	Review Minutes and Matters Arising - Behaviour principles written statement (minute 9.09 refers): Action complete. This had been dealt with at Pupil Support committee.	
13.07	Review Minutes and Matters Arising – Annual Statement of Governance – outgoing Chair to circulate his report prior to this evening’s meeting (minute 14.01 refers): Action complete.	
13.08	Governor Development and Succession Planning - N Richardson to update the governor training log (minute 14.01 refers): Action complete. The training governor had done this.	
13.09	Chair’s Business, Chair to send retirement card to Mrs Winterburn (item 16.01 refers): Action complete.	
14.00	SAFEGUARDING	
14.01	Approve the Child Protection Policy The updated Local Authority (LA) model policy had been received. The Headteacher agreed to send this on to governors. <ul style="list-style-type: none"> • Resolved: Governors approved the policy. <p>It was agreed that further discussion of the CP Policy would take place in the Pupil Support Committee.</p>	Pupil Supp cttee
14.02	Updated Keeping Children Safe in Education (KCSIE) guidance <ul style="list-style-type: none"> • Resolved: Governors agreed to adopt the new guidance. 	
14.03	Vicky Mirfield conducts a half termly monitoring visit as Safeguarding governor.	
15.00	POLICY REVIEW	
15.01	<ul style="list-style-type: none"> • Approve the Teacher Pay Policy – This had not yet been released from consultation. It was queried whether this could go to Resources committee who could make recommendations to full governors. After checking, the clerk confirmed that this course of action was correct. 	Res cttee agenda
15.02	<ul style="list-style-type: none"> • Approve the Complaints Policy The policy was not due for renewal until February 2025. 	

16.00 GOVERNOR DEVELOPMENT

16.01 Skills Audit

The Chair agreed to send out a skills audit for governors to complete and return to him. A governing board action plan would then be discussed at Resources committee.

Chair/govs

16.02 The Clerk drew governors' attention to the online governor information session which would be taking place on Friday (22nd September) at 12.00 p.m. The LA Safeguarding Team lead would be giving an update.

17.00 CHAIR'S BUSINESS

17.01 None reported.

18.00 ANY OTHER URGENT BUSINESS

18.01 The Clerk informed governors that it should be the last meeting that she would be clerking, as a permanent clerk had been found. The Headteacher thanked Eileen Murray GSS Clerk for standing in at Westgate Primary over the past six months.

19.00 DATE AND TIME OF THE NEXT MEETING

19.01 **Full Governing Body meetings:**

Thursday 23 November 2023 at 6.00 p.m.

Tuesday 12 March 2024 at 4.00 p.m. (following Governor Day)

19.02 **Committee Meetings** – the following dates were agreed:

Pupil Support – Wednesday 11 October 2023 at 6.30 p.m.

Teaching & Learning – Wednesday 25 October 2023 at 6.00 p.m.

Resources – Tuesday 14 November 2023 at 6.00 p.m. (TBC by the Headteacher).

The Chair closed the meeting at 7:20pm.