

## WESTGATE PRIMARY SCHOOL FULL GOVERNING BODY

Minutes of the virtual meeting held on Tuesday 28 September 2021 at 6.00 pm

Present; Rob Wilks (Chair)	Helen Carpenter (Headteacher)
Laura Boddy	Sharon Mistry
Sally Clough	Sarah Mumford
Gaynor Cross	Neil Richardson
Daniel Hackney	Andrew Ross
James Millson (from 7.45)	Louise Shackleton
Vicky Mirfield	

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

### **1.00 APOLOGIES FOR ABSENCE**

- 1.01 Apologies received and accepted for Anne Hodgson.  
James Millson had contacted the Chair and Headteacher to say that he would be late to the meeting due to parents evening.
- 1.02 Ray Smith did not attend the virtual FGB meeting, no apologies had been received.

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

- 2.01 All governors to sign the Register of Interest Form and return to school to be kept in school records.

### **3.00 ELECTIONS OF CHAIR AND VICE CHAIR AND AGREEMENT OF TERMS OF OFFICE.**

- 3.01 Rob Wilks agreed to continue as Chair, Andrew Ross nominated Rob Wilks and Seconded Sarah Mumford.  
Rob Wilks left the meeting to allow all governors present to vote.  
Approved by all governors present.
- 3.02 Andrew Ross agreed to continue as Vice Chair for twelve months, Rob Wilks nominated Andrew Ross and seconded Louise Shackleton, Andrew Ross left the meeting for governors to vote.  
Approved by all governors present.
- 3.03 The Chair highlighted the need to have a succession plan as the Chair has indicated that due to changing circumstances that he may not be able to continue as Chair following a review in the Autumn term 2022.  
All governors to consider taking on the role of Chair.  
Clerk to send out the guidance on the Role of the Chair to all governors.

**Clerk  
completed**

### **4.00 MEMBERSHIP MATTERS**

- 4.01 The Chair confirmed that he is happy to continue as a Co-opted Governor Representative when reaching the end of his term of office 4 October 2021.
- 4.02 School held an election for two parent governor representatives as Andrew Ross and Victoria Mirfield will come to the end of their term of office in October 2021. A. Ross and V. Mirfield indicated that

they would like to stand for re-election and as there were no other applicants it was agreed that A. Ross and V. Mirfield are confirmed as parent governor Representatives.

- 4.03 It was noted that J. Millson will come to the end of his term of office as Co-opted governor representative October 2021 to check when J. Millson joins the meeting that he is happy to continue as a Co-opted governor.

## **5.00 MINUTES OF THE LAST MEETING**

### **5.01 Resolved;**

that the minutes of the FGB meeting held on Thursday 15 July 2021 agreed as an accurate record.

The Chair to sign to be kept in school records.

## **6.00 REVIEW ACTIONS AND MATTERS ARISING-**

### **6.02 Item 12.00 refers** –Evaluation of governing board effectiveness

The Chair gave a summary of the recent skills audit and reported that strategic leadership of meetings scored low.

The curriculum highlighted that governors need more knowledge, Financial planning scored low but governors are on the finance committee. Low score for HR. This highlighted that HR and Finance would be useful skills to look for when recruiting new governors. The Chair would share the results of the skills audit with governors but confirmed overall there are no actual gaps in the FGB. To note it would be useful to governors to access training.

### **6.03 Item 15.02 refers** –Email from the Chair

Has been sent to staff and friends of Westgate for all they have done in this last year.

### **6.04 Item 15.03 refers** – KCSIE

The Chair confirmed this has been completed.

### **6.05 Item 17.01 and 17.02 refers** – AOB

The Chair to check with J. Millson that he had an opportunity to review the Statutory Duties annual submission 2021.

The Headteacher confirmed that the PAT testing has been completed.

## **7.00 CONFIRMATION OF CODE OF CONDUCT**

- 7.01 All governors to read and sign and return the Code of Conduct document to school to be kept in school records.

## **8.00 AGREEMENT OF ALTERNATIVE METHODS FOR GOVERNORS TO PARTICIPATE IN MEETINGS OF THE GOVERNING BOARD AND PROPOSED APPROACH TO MEETINGS**

- 8.01 Governors discussed alternative methods for governors to participate in meetings, and all agreed that they would continue to offer remote meetings for example on Zoom or Teams as an alternative to Face to Face.

Holding a Hybrid meeting was considered, governors commented that this can be challenging but would keep this as an option if school can facilitate this- the Headteacher confirmed equipment was in school to facilitate a hybrid meeting if needed.

S. Mumford to send a link.

**S  
Mumford**

**9.00 CONFIRMATION OF DELEGATED POWERS AND TERMS OF REFERENCE**

- 9.01 School use the LA model with added detail pertaining to school. The Budget is reviewed at the Finance committee and recommended to the FGB for approval. Authority is delegated to the Headteacher with regards to recruitment with one governor usually involved in the recruitment process.

**10.00 CONFIRMATION OF COMMITTEES AND COMMITTEE MEMBERSHIP**

- 10.01 Pupil Support – Chair – V. Mirfield, L. Boddy, Headteacher, G. Cross, R. Smith TBC.  
Please note the date of the next meeting;  
Thursday 14 October 2021 at 6.00 pm.
- 10.02 Teaching and Learning and Assessment - Chair- L. Boddy, Headteacher, G. Cross, D. Hackney, R. Wilks and A. Hodgson.  
Please note the date of the next meeting;  
Monday 18 October 2021 at 6.00 pm.
- 10.03 Finance and Personnel – Chair – A. Ross, Headteacher, S. Mistry, N. Richardson, A. Bleasdale (Associate Member)  
Please note the date of the next meeting;  
Monday 8 November 2021 at 6.00 pm on Teams.
- 10.04 Property, Health and Safety – Chair – J. Millson TBC, S. Mumford, L. Shackleton, P. Wardman (Associate member) R. Smith TBC.  
Please note the date of the next meeting;  
Friday 19 November 2021.

- 10.05 Pay Committee – is the Finance and Personnel committee.

- 10.06 Pay Appeal Committee – three governors not on the Finance and Personnel committee.

**11.00 PARTNERSHIP GOVERNANCE ARRANGEMENTS**

- 11.01 Westgate primary is part of the JCC, now named the Cluster Steering group for Otley, Bramhope and Pool.
- 11.02 The next meeting of the Steering group is Monday 4 October. Schools contribute from the school budget and the funding is used to cover the cost of targeted services for families, for example Speech and Language Therapy (SALT) and also Wellbeing. The Headteacher will bring the terms of reference from the steering group to the next FGB meeting in November.

**12.00 GOVERNORS WITH SPECIFIC MONITORING DUTIES**

- 12.01 **Child Protection and Safeguarding** – V Mirfield.  
**SEND** – L. Boddy  
**Early Reading and Phonics** – L. Boddy  
**Attendance** – G. Cross

**Children Looked After** – V. Mirfield  
**Complaints** – R. Wilks  
**Equality and E safety** – S. Mumford  
**EYFS** – A. Hodgson  
**Health and Safety** – L. Shackleton  
**Government funding- PE and Sports and Pupil Premium** – A. Ross.  
**Training** – N. Richardson  
**Wellbeing** – S Mumford.

13.00	<b>ASSESSMENT (IN THE ABSENCE OF END OF YEAR RESULTS) -deferred to the committee meeting.</b>	
14.00	<b>APPROVE THE UPDATED RISK ASSESSMENT-deferred to the committee meeting.</b>	
15.00	<b>HEADTEACHER UPDATE ON PLANS TO REVIEW THE CURRENT SELF-EVALUATION FORM WITH THE SCHOOL'S CURRENT STRENGTHS AND WEAKNESSES- Deferred to the next FGB meeting 24 November 2021.</b>	FGB Agenda
16.00	<b>SCHOOL IMPROVEMENT PLAN – Deferred to the next FGB meeting 24 November 2021.</b>	FGB Agenda
17.00	<b>QUESTIONS ABOUT THE HEADTEACHER'S REPORT -Deferred to the next FGB meeting to be held on 24 November 2021.</b>	FGB Agenda
18.00	<b>COMMITTEE REPORTS - Deferred to the next FGB meeting to be held on 24 November 2021</b>	FGB Agenda
19.00	<b>ARRANGEMENTS FOR THE PERFORMANCE MANAGEMENT OF THE HEADTEACHER</b>	
19.01	The following governors; R. Wilks, A. Ross with G. Cross in reserve, will meet with the External advisor Kim Porter for the performance management of the Headteacher. The first meeting will be 12 November 2021 and the second in March 2022.	
20.00	<b>HEADTEACHER'S REPORT ON PERFORMANCE MANAGEMENT</b> <b>Deferred to the next FGB meeting 24 November 2021</b>	FGB Agenda
21.00	<b>DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS</b>	
21.01	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 Finance and Personnel committee for recommendation to the FGB for approval.	
21.02	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 and V. Buller

21.03 The Chair is responsible for authorising unofficial funds.

21.04 Budget review virement form – the budget review will go to the Finance committee following the meeting with the LCC Finance Officer.

## **22.00 POLICY REVIEW**

22.01 School has a policy planner, this has been available to governors on Teams.

- Child Protection Policy – school use the LA model and the CP policy is approved by all governors.
- KCSIE – staff and governors to read and governors agreed is adopted by the FGB.
- Teacher Pay Policy – NB this is not yet available from the Local Authority.

## **23.00 GOVERNOR DEVELOPMENT AND ANNUAL GOVERNANCE STATEMENT**

23.01 The Chair confirmed that the Annual Governance statement is uploaded to Teams and that the Chair needed to record the number of governor meetings and visits that governors have attended in this last year.  
Governors confirmed the details to the Chair to be added to the Governance statement.

23.02 Training;  
Staff wellbeing (Noctua) L. Boddy.  
Staff Wellbeing (the Key) – G. Cross  
British values (workplace training) G. Cross  
Prevent and Safer Recruitment – S. Mumford  
Safeguarding and Prevent (workplace training) – L. Shackleton  
Safer recruitment (NGA) – R. Wilks

23.02.1 The Chair encouraged governors to look at training each term especially as there is a lot more training available remotely.  
The School Business manager is able to record training from the LA as it is detailed on Leeds for Learning, the Chair suggested a means of recording training undertaken for example a spreadsheet and N. Richardson agreed to put together a spreadsheet or similar.  
A Ross asked if anything was highlighted as needed regarding training from the Governor Skills audit.  
The Chair highlighted that all governors need to know more about the Curriculum development, Financial planning for governors on the Finance Committee.  
It was also noted that the breadth of knowledge on HR was not great.

23.03 The Governor statement was reviewed by all governors and will be published on the school website after half term.

23.04 J. Millson agreed to continue as a Co-opted governor representative and all governors approved.

**24.00 CHAIR'S BUSINESS**

24.01 None

**25.00 CLERK'S BUSINESS**

25.01 The Clerk checked that governors receive the governor newsletter and the governor development flyer.

**26.00 ANY OTHER URGENT BUSINESS**

26.01 None

**27.00 SET MEETING DATES FOR THE NEXT ACADEMIC YEAR**

27.01 FGB meetings;  
Wednesday 24 November 2021 at 6.00 pm  
Tuesday 1 March 2022 in school at 4.00 pm  
Wednesday 25 May 2022 at 6.00 pm  
Wednesday 13 July 2022 at 6.00 pm

The meeting closed at 8.10 pm.