

WESTGATE PRIMARY SCHOOL GOVERNING BODY

MINUTES OF THE MEETING HELD ON MONDAY 5 OCTOBER 2020 AT 6.00PM

PRESENT	Rob Wilks (Chair)	Helen Carpenter (Headteacher)
	Laura Boddy	Victoria Mirfield
	Sally Clough	Sharon Mistry
	Gaynor Cross	Sarah Mumford
	Daniel Hackney	Neil Richardson
	Jane O'Kane	

IN ATTENDANCE: Joan Matthews, Clerk

1.00	APOLOGIES	ACTION
1.01	There were apologies for absence from Anne Hodgson and Andrew Ross. Vicky Mirfield was late joining the meeting. It was noted that James Millson had reduced contact due to absence following an accident. The Headteacher agreed to contact him outside the meeting.	Headteacher
1.02	The Chair welcomed Sally Clough to her first meeting.	
2.00	DECLARATION OF INTERESTS AND REGISTER OF INTERESTS	
2.01	The Chair reminded members to complete their register of interests form, which was available online.	
3.00	GOVERNOR DEVELOPMENT AND MEMBERSHIP MATTERS	
3.01	It was reported that the nomination form had been sent out to parent governors twice and no responses had been received. Sharon Mistry agreed to provide a short piece from an existing governor to include in the notice to parents.	S Mistry
3.02	A question was asked about whether any particular skills were required and the Chair reported that not many responses had been received but there were no significant skill gaps.	
3.03	New governors would have access to the NGA training and the online induction training modules.	
4.0	ELECTION OF VICE-CHAIR AND AGREEMENT OF TERMS OF OFFICE	
4.01	Rob Wilks was nominated for the position of Chair. Resolved: <ul style="list-style-type: none">• that the term of office of the Chair be one year• that Rob Wilks be elected Chair of the governing body	
4.02	Andrew Ross was nominated for the position of Vice-Chair	

Resolved:

- that the term of office of the Vice-Chair be one year
- that Andrew Ross be elected Vice-Chair of the governing body

5.00 MINUTES OF THE LAST MEETING

5.01 Resolved:

- that the minutes of the meeting held on 27 May 2020 were agreed as a correct record subject to a minor grammatical error, and the Chair was authorised to sign them.

6.00 MATTERS ARISING

6.01 Furlough (minute 42.02)

The Headteacher reported that furlough had been paid to WOOSH staff for the whole period.

Re-opening (minute 45.00)

6.02 It was noted that governors had received a further update at their informal board meeting in July.

7.00 ALTERNATIVE METHODS FOR PARTICIPATION IN GOVERNING BODY MEETINGS

7.01 It was agreed that governors could participate and vote remotely in meetings of the governing body. If necessary, hybrid meetings could be held.

8.00 CONFIRMATION OF COMMITTEES AND COMMITTEE MEMBERSHIP

8.01 Governors reviewed the committee structure and committee membership.

8.02 Resolved:

- that the following committee structure and memberships be confirmed
- that arrangements for clerking the meetings would be agreed at each meeting and that a template would be used which would be typed up during the meeting.
- Associate members would not have voting rights.

Pupil support committee

8.03 Rob Wilks, Anne Hodgson, Vicky Mirfield (Chair), Laura Boddy, Gaynor Cross and the Headteacher.

Curriculum committee

8.04 Rob Wilks, Sarah Mumford, Daniel Hackney, Laura Boddy (Chair), Anne Hodgson and the Headteacher.

Property Management committee

8.05 Sarah Mumford, James Millson, Sharon Mistry and the Headteacher. Patrick Wardman would also attend those

meetings. Sally Clough agreed to be a reserve member if required.

Finance and personnel committee

- 8.06 Andrew Ross (Chair), Sharon Mistry, Sally Clough, Neil Richardson and the Headteacher. Amy Bleasdale would continue to attend those meetings.

8.07 Performance Management Committee

It was agreed that Andrew Ross and Rob Wilks would conduct the Headteacher's performance management. Gaynor Cross and Vicky Mirfield agreed to participate if required.

- 8.08 The Headteacher agreed to update the scheme of delegation and upload it to the governors VLE.

Resolved:

- 8.09
 - that the scheme of delegation be re-adopted and all powers be delegated to each committee.
- 8.10 It was agreed that the Finance and Personnel Committee would act as the Pay Committee with the exception of one member who would serve on the Appeals Panel along with governors who were not members of the Finance and Personnel Committee, in line with the school's policy. It was agreed that the annual budget would still be ratified by the full governing body.
- 8.11 It was agreed that there were no associate members of committees and that Amy Bleasdale and Patrick Wardman were attendees only.

9.00 DELEGATION TO THE HEADTEACHER

- 9.01 It was **resolved** that the appointment of staff other than the Headteacher and Deputy Headteacher be delegated to the Headteacher. It was noted that there tended to be a governor on each interview panel.

10.00 DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS

Resolved:

- 10.01
 - that authority be delegated to the Head teacher to vire sums of up to £5,000 and to enter into contracts up to the value of £5,000. For sums between £5-10k, approval would sit with the Finance and Personnel Committee and expenditure over £10k would be approved by the full governing body.
- 10.02
 - that signatories for authorisation of orders and invoices be approved as follows:
Orders: Helen Carpenter and Daniel Hackney
Invoices: Amy Bleasdale and Vicki Fuller

10.03 • that the local authority's financial regulations and standing orders and contract procurement regulations be adopted.

10.04 • that the Chair, on behalf of the governing body, be authorised to sign the relevant form to register any unofficial funds, e.g. school fund.

11.00 OTLEY POOL AND BRAMHOPE CLUSTER STEERING GROUP
11.01

The terms of reference of the Otley, Pool and Bramhope Cluster Steering Group were approved, and it was agreed that the Chair would act as the representative. It was noted that a meeting had taken place that afternoon and there may be changes in funding arrangements.

12.00 CONFIRMATION OF GOVERNORS WITH SPECIFIC RESPONSIBILITIES

12.01 Resolved:

- that governors take specific responsibility for the following areas:

SEN – Laura Boddy

E-safety – Sarah Mumford

Child Protection /Children Looked After– Vicky Mirfield.

Training – Neil Richardson

Complaints – Rob Wilks

Pupil Premium and PE Sport Funding – Andrew Ross

Equalities – Sarah Mumford

EYFS – Anne Hodgson

Health & Safety – Sharon Mistry

Attendance – Gaynor Cross

13.00 HEADTEACHER'S PERFORMANCE MANAGEMENT

13.01 Governors agreed to appoint Kim Porter, School Improvement Adviser, as the external adviser for the Headteacher's performance management.

13.02 It was agreed the objectives should not be shared with the whole governing body. The Headteacher agreed to arrange dates for the annual review in October/November.

Headteacher

14.00 HEADTEACHER'S REPORT ON PERFORMANCE MANAGEMENT

14.01 The Headteacher confirmed that all teachers had reviewed their targets at the end of the previous academic year. Good progress had been made but some targets would be rolled over into the current academic year.

14.02 *A question was asked about Ofsted and the Headteacher reported that Ofsted had suspended inspections until at least January 2021. Fact-finding visits were taking place in the*

autumn term but no evaluative comments or judgements would be made.

14.03 Three model targets had been planned and shared with staff, and appraisal meetings would take place in a few weeks.

15.00 CONFIRMATION OF CODE OF CONDUCT FOR GOVERNING BODIES

15.01 **Resolved:** that the governors code of conduct be re-adopted without amendment.

16.00 HEADTEACHER'S REPORT INCLUDING ASSESSMENT

16.01 The Headteacher's report had been circulated and she highlighted key points.

16.02 *A question was asked about how pupil engagement was measured and it was reported that tasks were set on the VLE to which children were asked to respond. Direct messages were exchanged with children and if no responses were received, they were classed as disengaged.*

16.03 *A question was asked about the catch up funding of £80 per pupil and the Headteacher reported that pupil progress meetings were taking place later in the term, where targets would be set. Those pupils who had regressed or failed to progress would be targetted. An interest had been expressed in national tutor programmes.*

16.04 *A question was asked about measures should children not be able to access remote learning and the Headteacher reported that paper copies were provided. Lessons were not being videoed in school and where bubbles collapsed, teachers provided activities from the White Rose or Oak programmes. Children were asked to upload pictures of their work for teachers to review.*

17.00 UPDATED CHILD PROTECTION POLICY

17.01 The updated child protection policy had been circulated and approved subject to some minor grammatical amendments.

18.00 CHAIR'S BUSINESS

18.01 It was noted that there was no Chair's business.

19.00 ANY OTHER BUSINESS

19.01 The Chair thanked the Headteacher and staff for the good start to the new academic year.

19.02 The Headteacher reported that the measures on Scarborough Road had made a big impact and the School had partnered with Waitrose in relation to the Park and Stride. Use of that had increased since the previous year.

20.00 SCHEDULE OF MEETINGS FOR THE YEAR

20.01 **Resolved:** that the next governing body meeting would be held on **Thursday 3 December 2020 at 6pm.**

Remaining meetings in 2020/21 were to be held on

Thursday 25th February 2021 (Governors' day in school)

Wednesday 19th May 2021 at 6pm

Thursday 15th July 2021 at 6pm