## WESTGATE PRIMARY SCHOOL GOVERNING BOARD

# Minutes of the meeting held in school on Thursday 2 March 2023 at 4pm.

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| **PRESENT** | Rob Wilks (Chair)  Laura Boddy  Susie Day  Daniel Hackney  Sarah Mumford  Collette Smith | Helen Carpenter (Headteacher)  Sally Clough  Matthew Fortune  Vicky Mirfield  Neil Richardson |

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

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| **1.00** | **APOLOGIES FOR ABSENCE** | **ACTION** |
| 1.01 | Daniel Hackney had sent his apologies for lateness. Apologies for absence were received and accepted from Andrew Ross, Louise Shackleton and Ray Smith. |  |
| **2.00**  2.01  2.02  2.03  2.04 | **MEMBERSHIP MATTERS**  The Chair informed the meeting of the resignation of Gaynor Cross which was made at the last meeting. Sharon Mistry also had tended her resignation from the board.  He was very pleased to announce three new prospective governors who had come forward. They had all been able to attend the Governor Day today and were most welcome. He asked them to introduce themselves and give a brief view of their backgrounds.  Following this, he then asked Susie Day, Matthew Fortune and Collette Smith to leave the meeting whilst a vote was taken.  **Resolved:**   * That Susie Day, Matthew Fortune and Collette Smith be appointed as co-opted governors until 1 March 2027.   The new governors were asked to re join the meeting. They were welcomed to the governing board and thanked for agreeing to join Westgate Primary. The Headteacher agreed to arrange for the DBS checks and other paperwork including the setting up of accounts on Leeds for Learning for the three new governors.  Neil Richardson’s term of office had ended on 27 February.  **Resolved:**   * That Neil Richardson continue as co-opted governor until 26 February 2027. | **Head** |
| **3.00**  3.01 | **DECLARATION OF INTERESTS**  There were no new declarations of interest made.  Headteacher to send out forms to new governors for return ASAP. | **Head** |
| **4.00** | **ANY OTHER URGENT BUSINESS**  There was none to discuss. |  |
| **5.00**  5.01  5.01.2  5.01.3  5.01.4  5.01.5  5.02  5.02.1  5.02.2  5.02.3  5.02.4  5.03  5.03.1  5.03.2  5.03.3  5.03.4  5.04  5.04.1  5.05  5.05.1  5.05.2  5.05.3  5.05.4  5.05.5  5.05.6  5.06  5.06.1  5.07  5.07.1  5.07.2  5.07.3  5.08  5.08.1  5.08.2  5.08.3  5.08.4  5.08.5  5.09  5.09.1  5.09.2  5.09.3  **6.00**  6.01  6.02  6.03  6.04  6.05 | **GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PRIORITIES**  The Chair informed governors that the main discussion of this meeting would be to report back from the visits made during the day by governors who had been into classes and around school.  **Rob Wilks** (Chair) and Collette Smith had observed Year 3 Maths ‘Flashbacks’. R Wilks described the class as having an ambience of purposefulness and productivity. They saw the use of lolly sticks and noted a large range of strategies to include pupils of all abilities. They had also met with the School Council. They joined in a Year 3 dance lesson in PE and found it challenging but good fun. The use of computing vocabulary terms was noted.  They had a school lunch and were impressed with the quality of the food. The whole experience of lunch was that of calmness and organisation.  They met with members of the Eco Team who discussed bird food and different types of feeders with them. They asked for more clarity in the labelling of bins in school and asked for a food bin for use on wet days.  Rob and Collette also observed Year 1 pupils handwriting and their concerted efforts were noted.  The level of noise in school for children sat near the doors and with the doors being open could be an issue depending on time of day.  **Collette Smith** commented that any behavioural issues seen had been consistently handled across school.  The Engagement Champions from School Council informed the two governors of their Comic Relief ideas and were really pleased with themselves and very enthusiastic. They had a great attitude and didn’t want gratitude. They knew what was expected of them.  She spoke with some pupils about MindMate which was new to school this term.  The tracking of nursery children on IPads was impressive.  Collette had a discussion with a very experienced teacher around the re-evaluation of reports and she was told that this had brought about a real improvement in work-life balance for teaching staff.  **Vicky Mirfield** had spent time with Year 6. This was World Book Day and she attended the special assembly. An English class was observed which contained lots of SPAG and the use of positive praise and house points. She was happy to report that the TA’s were also able to work with the whole class.  Vicky also observed a Year 3 Maths lesson. It was very structured and included the use of number links, the whiteboard and games.  Vicky also spoke with some MindMate Ambassadors who were very enthusiastic. They weren’t too sure of their role at this stage (MindMate just recently introduced.)  A Year 1 RE lesson was observed on the theme of Christianity. A disruptive pupil was dealt with swiftly and this did not disrupt the whole class.  Vicky spent some time in the outside space with reception children. She spoke with the TA’s there who said that they were exhausted at the end of the day because of the challenging behaviour of some pupils.  **Susie Day** had managed to spend a half day observing classes.  She spent a playtime with some KS2 children. They have a great range of activities they can use and there is also a calm quiet space.  The management of any behavioural issues was very uniform between classes.  **Laura Boddy** had talked with Year 6 pupils about the reason that they had decided not to dress up for WBD.  Laura had observed a Year 2 English class working on sentence stacking and the sharing of ideas. She noted the very rich vocabulary used which she found very powerful.  She also saw a Year 1 Phonics class, which uses the Phonics Bug scheme. She spoke with the teacher following the class who stated that you need to stick closely to the scheme.  Behaviour around school was very good. The transition of the hall from lunchtime was very smooth. She reported on the focus on calm at the beginning and end of each class.  Laura observed a Year 6 Art class’s project on David Hockney. The freedom given to pupils to research was noted, as was the link to Salts Mill.  Laura had talked with staff about their workload.  The Mastery Approach to Maths was evidenced by the rich understanding of the subject demonstrated.  **Sally Clough** had also attended the WBD assembly. Although it was longer than usual, the younger children had coped well and behaved fabulously.  The children were eager to engage with her. The MindMate Ambassadors were very proud to be the first ones in school.  **Sarah Mumford** was pleased to report “exceptional behaviour” throughout school.  The reading culture within school was a pleasure to see. Year 2 pupils being read to were very keen to give their ideas of how the story could progress.  During a Year 5 SPAG test one pupil had explained the different grammatical terms to Sarah.  Sarah had observed a Year 5 Maths class and commented that the work was very challenging.  The Headteacher explained the use of same day intervention if a pupil “doesn’t get it”. Children are asked how they have understood the lesson and rate it according to the number of ticks they give it.  **Matthew Fortune** had observed nursery pupils. The class was remarkably calm and they were on task. Once introduced, they were very comfortable in engaging with governors.  The outdoor area was commented on as amazing. The way that pupils access the equipment and put it away seamlessly was impressive.  Matthew had seen a Year 2 English class. All pupils got their turn to speak and felt included. The class was quiet and calm.  The successful use of peer mediators was noted.  Matthew was happy to see support staff working without any intervention from class teachers.  *Daniel Hackney arrived at 5.10 p.m*  *.*  The Headteacher informed governors that teachers are no longer asked to run clubs. Clubs are run by support staff as part of their duties.  **Neil Richardson** re-emphasised the politeness of children and their impeccable behaviour throughout the day.  He noted that sign language is taught in nursery.  The Year 6 reading class demonstrated pupils’ attentiveness and interest.  Neil was impressed to see the progress of pupils from last year’s nursery to reception.  The Chair thanked governors for their attendance during the day. Governors who took part in the Governor Day were asked to submit their summary paragraph to the Chair by Tuesday (7 March.)  **QUESTIONS TO THE HEADTEACHER’S REPORT**  All members had been provided with a copy of the report prior to the meeting and the Chair thanked the Headteacher for her comprehensive report.  **Q: A governor asked how school had fared during the recent teacher strike days.**  A: School had been partially closed on the two strike days which had taken place at this point.  A governor commented that the communications to parents regarding these days had been excellent.  **Q: A governor asked about the level of staff absence.**  A: The Headteacher reported that the long- term absence of one of the office staff had impacted greatly as school only had 1.5 FTE. In the office.  The Headteacher referred to the following from her report:   * The attendance gap between PP children and non-PP children was narrowing * Some children and staff were learning Makaton * She was thankful for some very gratifying comments received especially about TA’s in school * The new boiler flue was now in situ.   The Chair congratulated the Headteacher on the nomination received for Regional Sustainable School of the Year. He also expressed his continuing thanks to the Friends of Westgate Primary School for their support. |  |
| **7.00**  7.01 | **MINUTES OF THE LAST MEETING**   * **Resolved:**   **That the minutes of the FGB meeting held on 30 November** **2022** were agreed as an accurate record. They were signed by the Chair for the school file. |  |
| **8.00**  8.01  8.02  8.03  8.04 | **REVIEW ACTIONS AND MATTERS ARISING**  **Membership Matters – Advertising governor vacancies - Minute 2.03 refers** – Governors now in place. Action complete.  **Complaints Policy – due for review January 2023 – Minute 12.02 refers** – The new policy had been agreed at Resources Committee.  **Safeguarding Refresher training – Minute 15.01 refers** – All governors were reminded to complete this ASAP if not already done.  **Governor visit reports to be available on the website – Minute 16.01 refers** – Action complete. | **Governors** |
| **9.00**  9.01  9.01.1  9.01.2  9.01.3  9.02  9.02.1  9.02.2  9.02.3  9.03  9.03.1  9.03.2  9.03.3 | **COMMITTEE REPORTS**  Committee minutes had been circulated to all governors prior to the FGB meeting.  **Resources Committee**   |  |  | | --- | --- | | **Resources committee statutory requirements** | **Yes/No** | | Pay and appraisal policies are being effectively implemented and only staff who teach are registered for the teachers’ pension scheme | ü | | Schools financial value standard (SFVS) has been approved and submitted | Not yet | | Report from annual inspection of premises has been received | Done termly | | Educational visits policyhas been approved | ü |   N Richardson referred to the following:   1. The School Fund had been looked at. 2. There was a noticeable decrease in donations for educational visits. This trend was reflected throughout the Cluster due to the cost of living crisis. It was agreed that further clarification should be made to parents about voluntary contributions for school trips. The Head stated that without contributions from parents school trips would not be able to take place. 3. The SFVS had been examined and was compliant. It was awaiting submission. 4. The Complaints Policy had been approved. 5. A site inspection had been completed.   **Q: A governor asked whether the LA had been in touch with the Head regarding pre-payment of the school’s fuel bills. They had heard that it had pre-paid these bills for schools and in so doing had saved thousands of pounds.**  A: No, the Headteacher had not been contacted.  Date of next committee meeting was to be confirmed.  Agreed: Next Resources committee to meet on Monday 24 April 2023 at 6.00 p.m. on-line. Collette Smith and Susie Day agreed to attend.  **Pupil Support Committee**   |  |  | | --- | --- | | **Pupil support committee statutory requirements** | **Yes/No** | | SEND provision meets requirements and the SENCo is qualified | ü | | School food and milk provided meets national standards | ü | | Stakeholder feedback has been considered | ü |   V. Mirfield told the meeting that all statutory requirements had been met and all statutory items dealt with.  The Eco Team had mentioned to a governor during the Governor Day that they ‘escape out of the black gate’ on their scooters.  The Headteacher agreed to pursue this first thing tomorrow morning.  Louise Shackleton had diarised a monitoring visit with the SENCo.  **Teaching and Learning Committee**   |  |  | | --- | --- | | **Teaching and learning committee statutory requirements** | **Yes/No** | | Early Years provision meets statutory requirements | ü | | A pupil premium strategy is in place and a report is on the website | ü | | A PE and sports premium strategy is in place and is on the website | ü |   L Boddy told the meeting that the curriculum was compliant with the national curriculum. Each class’s curriculum was examined in turn.  L Boddy and D Hackney to make a monitoring visit.  Matthew Fortune agreed to attend both Pupil Support and Teaching & Learning committee before he decides which one he would join. | **Head**  **Head**  **M Fortune** |
| **10.00**  10.01  10.02 | **SAFEGUARDING/CHILD PROTECTION**  The Safeguarding Governor had diarised a review meeting with the Head on 7 March 2023.  The meeting was told that the governor visit folder was now located in Teams, as was the visit log. |  |
| **11.00**  11.01 | **HEADTEACHER’S REPORT ON PERFORMANCE MANAGEMENT**  Governors were informed that the performance management of teaching staff was not yet complete. |  |
| **12.00**  12.01  12.02  12.03  12.04 | **POLICY APPROVAL STATUTORY** (TOR 1.05)  **Special Educational Needs and Disabilities (SEND) Policy**  The SEND Policy would be reviewed at the next Pupil Support committee. Clerk to agenda this.  **Behaviour principles written statement.** It was agreed to agenda this for the next FGB meeting.  **The Complaints Policy** - This had been approved at Resources committee.  **Confidentiality Policy** – this was due for review in May. To be discussed at Resources summer meeting. | **PS Cttee agenda**  **Agenda** |
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| **13.00**  13.01 | **REVIEW OF INFORMATION ON THE SCHOOL WEBSITE**  The Headteacher reported that she had reviewed the school website just before half term to ensure compliance. |  |
| **14.00**  14.01 | **GOVERNOR DEVELOPMENT**  The Chair asked for volunteers from the board who would buddy up with the new governors. The following was agreed:   * Vicky Mirfield to buddy with Collette Smith * Louise Shackleton to buddy with Susie Day * Neil Richardson to buddy with Matthew Fortune. |  |
| **15.00**  15.01 | **GOVERNOR OVERSIGHT OF SATS PROCESS**  Daniel Hackney agreed to contact Susie Day to arrange the overview. The SATS tests would start on the Tuesday this year due to the Coronation Bank Holiday on the Monday (8th May.) Governors would check the safe storage of papers at the end of the previous week and then timetable their visits when tests were being sat. | **D Hackney**  **DH/SD** |
| **16.00**  16.01 | **CHAIR’S BUSINESS**  There was no business brought by the Chair. |  |
| **17.00**  17.01 | **CLERK’S BUSINESS**  The Clerk reminded governors of the half termly governor update which gave an overview of current issues for governors. Following this the free lunchtime governor information session was available on-line for 45 minutes and was bookable via LfL. A governor reported that she was going to attend the one taking place the following day and they were very informative. |  |
| **18.00**  18.01 | **DATE AND TIME OF MEETING**  **FGB meets:** **Wednesday 24 May 2023 at 6.00 p.m. in school** (July meeting: Wednesday 19 July 2023 at 6.00 p.m.) |  |

*The Chair closed the meeting at 6.03 p.m.*