

WESTGATE PRIMARY SCHOOL GOVERNING BODY

MINUTES OF THE MEETING HELD ON THURSDAY 22 NOVEMBER 2018 AT 6.00PM

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

IN ATTENDANCE: Joan Matthews, Clerk

19.00	APOLOGIES	ACTION
19.01	There were apologies for absence from James Gould.	
20.00	GOVERNOR DEVELOPMENT AND MEMBERSHIP MATTERS	Clerk
20.01	It was reported that a parent with commercial finance experience in the third sector had expressed an interest in a governor role.	
20.02	<i>A question was asked about whether there was a skills shortage in finance and it was reported that although there was not a gap, there was limited experience in this area.</i>	
20.03	Governors resolved to appoint Neil Richardson as a co-opted member with immediate effect and invite him to attend the next committee meeting. It was also resolved to nominate Jane O'Kane as the local authority governor and the Clerk agreed to notify the local authority.	
20.04	Provided the nomination of Jane O'Kane was accepted by the local authority, there would be one co-opted vacancy remaining and it was agreed to continue to search for a candidate with HR experience.	
20.05	The Chair had circulated the link to GEL training and it was agreed that it would be helpful for all governors to complete the child protection training. It was noted that Vicky Mirfield had completed safeguarding training.	
21.00	MINUTES OF THE LAST MEETING	
21.01	Resolved: <ul style="list-style-type: none">that the minutes of the meeting held on 20 September 2018 were agreed as a correct record and the Chair was authorised to sign them.	
22.00	MATTERS ARISING	
22.01	<u>Committee memberships (minute 7.0)</u> It was noted that all committees had now met at least once.	

22.02	<p><u>Headteacher's performance mar date. (minute 12.00)</u></p> <p>It was reported that the Headteacher's performance management had been completed.</p>	
23.00	REPORTS FROM COMMITTEES	
23.01	<p>Curriculum committee</p> <p>The minutes of the meeting held on 24 October had been circulated and Jane O'Kane highlighted the main points. It was agreed that the governor visit to look at writing learning walls would take place on 14 January 2019 and would be carried out by Jane O'Kane and Susan Carson. It was agreed that Jane O'Kane and Sarah Mumford would carry out the writing assessment visit on 28th January 2019, and that a date for the science visit would be scheduled later.</p>	
23.02	<p><i>A question was asked about whether a start had been made on the actions for Aim 4 in the School Improvement Plan and how often the plan was updated.</i> The Headteacher reported that the plan was updated half termly so the update from the second half term was not yet due, but that the actions relating to Aim 4 had now started.</p>	
23.03	<p>Pupil support committee</p> <p>The minutes of the Pupil Support committee meeting held on 11 October had been circulated and Jane O'Kane highlighted the key points.</p>	
23.04	<p><i>A question was asked about whether, following recent advice, a second epipen was held for each child who required one.</i> The Headteacher agreed to check the position.</p>	Headteacher
23.05	<p>Andrew Ross reported that he had carried out a Pupil Premium visit and would pass his report to Jane O'Kane.</p>	A Ross
23.06	<p><i>A question was asked about whether the paediatric first aid training had taken place</i> and the Headteacher confirmed that it had.</p>	
23.07	<p>Members agreed that it had been beneficial forming a separate Curriculum committee which allowed a better focus on the items on each agenda and greater in depth discussion. Governors agreed they felt better informed as a result.</p>	
23.08	<p>Finance and personnel committee</p> <p>The minutes of the Finance and Personnel committee meeting held on 9 October had been circulated and Andrew Ross highlighted the main items. It was noted that the insurance premium to cover staff sickness had not been paid the previous year and it had been agreed by the committee that the insurance would not be taken in the current year, as it was unlikely to pay for itself. <i>A question was asked about whether there was any other area where it was possible for such an oversight to occur.</i> The Headteacher reported that</p>	

she had investigated the circumstances of the situation and was confident it would not occur again. *A question was asked about whether a checking process had been put in place to ensure it did not happen with any other insurance and the Headteacher confirmed that it had.*

23.09 The Headteacher reported that a parent who was a trained accountant had agreed to audit the School Fund.

23.10 It was reported that the Pay Committee had met and adopted the model policy. A comparison had been made between the temporary TLR 3 payment and the current spot payment for SENCo, Taking into account the relative responsibilities and impact, it had been agreed to increase the spot payment for the SENCo to reflect the increased workload of the post when compared with the TLR 3 payment. This would be reviewed annually and adjusted should the scope of the role change. It was agreed that the minutes of the Pay Committee should not be published on the website due to confidentiality.

23.11

Property and Health and Safety Committee

23.12 The minutes of the Property and Health and Safety Committee held on 19 October had been circulated and James Millson highlighted the main points.

It was noted that a full site inspection would be taking place on 1 February and any governor who wished to join that was welcome.

24.00 HEADTEACHER'S REPORT

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

- 5 more pupils were joining the nursery from January 2019
- Pupil premium attendance had been separated out in the data and was a concern. *A question was asked about the deteriorating three-year trend and the reasons for that.* The Headteacher reported that there had been much ill health.
- There was a potential insurance claim relating to the fall on the rocks in a previous year. A full health and safety audit had taken place following the incident, where no concerns had been identified.
- *A question was asked about what had been learnt from the Erasmus project.* The Headteacher reported that a training day was planned for teachers to discuss professional development opportunities during the working day and different ways of collaborating in the classrooms.
- There had been a delay in progressing early years developments due to staff absence and changes, however these were now happening rapidly and having a positive impact.

- *A question was asked about whether outdoor learning was now more structured.* The Headteacher reported that the focus for the current year was child/teacher interactions.
- Congratulations were extended to Joanne Hattersley on her work as a Primary Mastery Specialist Leader of Maths.

25.00

SCHOOL DATA PRESENTATION

25.01

The Headteacher presented the school's latest data and the following points were noted:

- At KS2, reading was well above average whilst writing and maths were both in line with average, but all were well above floor standards.
- The combined attainment for reading, writing and maths was 69%, whilst the floor standard was 65% and the local authority average was 60%.
- Disadvantaged pupils had made better progress than the whole school cohort in writing although below national average. In reading, they had performed well even in comparison to non-disadvantaged pupils. High prior attainers had made better progress than those with mid or low prior attainment.
- Particular issues arose with disadvantaged pupils when they also had SEND alongside being disadvantaged.
- In KS1, 89% had reached the expected standard in reading whilst 43% reached greater depth.
- In phonics, 87% had achieved the expected standard, above both local authority and national average. 2 of those who did not reach the standard had very particular needs, and it was anticipated that the other 2 who had not reached the standard would reach it in Year 2.

25.02

The Headteacher agreed to upload the data to the VLE and the governing body thanked the Headteacher for the high quality data provided to them.

26.00

LCC SCHOOLS ADMISSION CONSULTATION

26.01

Governors discussed the Leeds City Council consultation on admissions and the possible impact on Westgate Primary School. Governors recorded their concern that development of a 2-form entry school elsewhere in the town could have a negative impact on the school. It was agreed that the Headteacher would draft a response on behalf of the governing body and circulate it for comment. Governors would also respond individually if they wished.

26.02

A separate consultation was taking place on Prince Henrys Grammar School admissions policy which would not affect Westgate pupils but would affect Pool Primary School. It was agreed not to send a response from the governing body as a whole, but that individual governors should respond if they wished.

27.00

CHAIR'S BUSINESS

27.01

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

28.00

SCHEDULE OF MEETINGS FOR THE YEAR

28.01

Resolved: that the next governing body meeting would be held on **Thursday 28 February 2019 at 4pm (after Governors Day in School)**

Remaining meetings in 2018/19 were to be held on

Thursday 23 May 2019 at 6pm

Tuesday 16 July 2019 at 6pm