

WESTGATE PRIMARY SCHOOL GOVERNING BODY

MINUTES OF THE MEETING HELD ON THURSDAY 20 SEPTEMBER 2018 AT 6.00PM

PRESENT	Rob Wilks (Chair) Susan Carson James Gould Anne Hodgson Alice Joughin	Helen Carpenter (Headteacher) James Millson Victoria Mirfield Sarah Mumford Andrew Ross
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IN ATTENDANCE: Joan Matthews, Clerk

1.00	APOLOGIES	ACTION
1.01	There were apologies for absence from Jane O’Kane and Daniel Hackney	
2.00	GOVERNOR DEVELOPMENT AND MEMBERSHIP MATTERS	
2.01	The Headteacher reported that she had delivered a card and present to Jonathan Kirkland on behalf of the governing body. The Clerk reported that she had informed the local authority of the requirement for a local authority governor and a nomination was awaited. Governors noted that, should the governing body identify a suitable candidate, they could be proposed to the local authority for consideration.	
2.02	<i>A question was asked about skills gaps and the Chair reported that the most recent skills matrix showed a gap in HR.</i>	
2.03	<i>A question was asked about whether there was a lack of understanding among parents about the role of a governor and the Chair reported that a guide had been sent out previously.</i>	
2.04	The Chair reported that one potential governor candidate had come forward but that their skill set had been similar to existing governors.	
2.05	It was noted that Vicky Mirfield would be completing her safeguarding training the following week.	
3.0	ELECTION OF VICE-CHAIR AND AGREEMENT OF TERMS OF OFFICE	
3.01	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	
3.02	Jane O’Kane was nominated for the position of Vice-Chair	

Resolved:

- that the term of office of the Vice-Chair be one year
- that Jane O’Kane be elected Vice-Chair of the governing body

4.00 MINUTES OF THE LAST MEETING

4.01 Resolved:

- that the minutes of the meeting held on 28 June 2018 were agreed as a correct record and the Chair was authorised to sign them.

5.00 MATTERS ARISING

5.01 Fire alarm (minute 54.03)

It was noted that costs relating to the fire alarm system would be discussed in the Resources Committee.

Whistleblowing policy (minute 55.01)

5.02 The Headteacher confirmed that the whistleblowing policy was on display in school **and had been shared with all staff.**

GDPR (minute 55.01)

5.03 The Headteacher reported that Amy Bleasdale was completing GDPR training the following week. Other members of staff were attending part of the training and all staff would also be undertaking general awareness training the following week. *A question was asked about whether the audit had yet taken place.* The Headteacher reported that the training was the first stage of the process and the audit would come afterwards.

Online activity and safeguarding (minute 56.03)

5.04 It was noted that the Pupil Support Committee would follow up on the matter of the firewall.

Outcome data (minute 57.13)

5.05 It was confirmed that the Headteacher had circulated outcomes data and that ASP would be looked at in detail at the next meeting.

Friends of Westgate (minute 59.01)

5.06 The Chair reported that he had written to Friends of Westgate to thank them on behalf of the governing body. His email had been published on the Friends of Westgate Facebook page.

6.00 ALTERNATIVE METHODS FOR PARTICIPATION IN GOVERNING BODY MEETINGS

6.01 It was agreed that no alternative methods would be used for members to participate and vote in meetings of the governing body at this stage.

7.00	CONFIRMATION OF COMMITTEES AND COMMITTEE MEMBERSHIP
7.01	Governors reviewed the committee structure and committee membership.
7.02	Resolved: <ul style="list-style-type: none"> • 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. • that the Chair of each committee would be appointed by the committees but that the Chairs from 2017/18 would chair the first meeting.
7.03	As the Curriculum Committee was newly established, it was agreed that the Chair, Headteacher and Jane O’Kane would set the agenda for the first meeting.
7.04	All governors were reminded to issue agendas at least 7 days before the meetings.
7.05	Pupil support committee Jane O’Kane, Rob Wilks, Anne Hodgson, Vicky Mirfield and the Headteacher.
7.06	Curriculum committee Rob Wilks, Sarah Mumford, Daniel Hackney, Jane O’Kane, Andrew Ross and the Headteacher.
7.07	Property Management committee Sarah Mumford, James Millson, James Gould and the Headteacher. Patrick Wardman would also attend those meetings.
7.08	Finance and personnel committee Andrew Ross, Alice Joughin, Susan Carson and the Headteacher. Amy Bleasdale would continue to attend those meetings.
7.09	Performance Management Committee It was agreed that Jane O’Kane, Andrew Ross and Rob Wilks would conduct the Headteacher’s performance management. It was agreed that only two members would attend any one meeting.
7.10	The governing body reviewed the responsibilities within the scheme of delegation and agreed where responsibility would rest for each item.
7.11	Resolved: <ul style="list-style-type: none"> • that the scheme of delegation as discussed be adopted and all powers be delegated to each

committee.

7.12	The Headteacher agreed to explore further the Risk Register with other headteachers.	Headteacher
7.13	The Chair drew attention to the DfE Governance Handbook and advised governor to familiarise themselves with it.	
7.14	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.	
7.15	It was agreed that there were no associate members of committees and that Amy Bleasdale and Patrick Wardman were attendees only.	
8.00	DELEGATION TO THE HEADTEACHER	
8.01	It was resolved that the appointment of staff other than the Headteacher and Deputy Headteacher be delegated to the Headteacher.	
9.00	DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS	
	<i>Resolved:</i>	
9.01	<ul style="list-style-type: none">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.	
9.02	<ul style="list-style-type: none">that signatories for authorisation of orders and invoices be approved as follows: Orders: Helen Carpenter and Daniel Hackney Invoices: Amy Bleasdale and Vicki Fuller	
9.03	<ul style="list-style-type: none">that the local authority's financial regulations and standing orders and contract procurement regulations be adopted.	
9.04	<ul style="list-style-type: none">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.	
10.00	JOINT COLLABORATIVE COMMITTEE	
10.01	The governing body noted that the JCC was now called the Steering Group. It was agreed that the Chair would act as their representative.	

11.00	CONFIRMATION OF GOVERNORS WITH SPECIFIC RESPONSIBILITIES	
11.01	<p>Resolved:</p> <ul style="list-style-type: none"> that governors take specific responsibility for the following areas: <p>SEN – Jane O’Kane E-safety – Rob Wilks Child Protection /Children Looked After– Vicky Mirfield. Training – Sarah Mumford Complaints – Rob Wilks Pupil Premium and PE Sport Funding – Andrew Ross Equalities – Susan Carson EYFS – Anne Hodgson</p>	
11.02	The Chair highlighted the need to be more proactive about training and asked that all committee discuss any training gaps in their meetings.	All
12.00	HEADTEACHER’S PERFORMANCE MANAGEMENT	
12.01	Governors agreed to appoint Trish Lowson, School Improvement Adviser, as the external adviser for the Headteacher’s performance management.	
12.02	It was agreed the objectives should not be shared with the whole governing body although the performance management governors would ensure that they reported back to the full governing body through a specific agenda item. The performance management meeting would take place on 26 October and a mid-year review would also take place.	
13.00	REGISTER OF GOVERNORS’ INTERESTS	
13.01	Governors were reminded to complete the Governors’ register of interests’ form and return it to the Headteacher.	
14.00	CONFIRMATION OF CODE OF CONDUCT FOR GOVERNING BODIES	
14.01	Resolved: that the governors code of conduct be re-adopted without amendment.	
14.02	The Headteacher reported that she would upload a copy to the school’s website.	Headteacher
17.00	CHAIR’S BUSINESS	
17.01	It was reported that the school had received a letter of congratulations on the school’s results.	
17.02	Members noted the outcome of the Ofsted visit prior to the summer break and congratulations were expressed to the school leadership. There were now clear goals moving	

forward. The Chair had written to the staff on behalf of the governing body.

18.00 SCHEDULE OF MEETINGS FOR THE YEAR

18.01 **Resolved:** that the next governing body meeting would be held on **Thursday 22 November 2018 at 6pm.**

Remaining meetings in 2018/19 were to be held on

**Thursday 28 February 2019 at 4pm (after
Governors Day in School)**

Thursday 23 May 2019 at 6pm

Tuesday 16 July 2019 at 6pm