

OTLEY WESTGATE PRIMARY SCHOOL GOVERNING BOARD

Minutes of the meeting held in school on **23 November 2023 at 6.00pm**

PRESENT	Andrew Ross (Chair)	Helen Carpenter (Headteacher)
	Laura Boddy	Sally Clough
	Billy Cunningham	Susie Day
	Matthew Fortune	Daniel Hackney
	Victoria Mirfield	Sarah Mumford
	Neil Richardson	Andrew Ross
	Louise Shackleton	

IN ATTENDANCE: Shanna Madden (Clerk – Governor Support Service)

		ACTION
1.00	APOLOGIES FOR ABSENCE	
1.01	Apologies had been received and accepted from Ray Smith.	
2.00	MEMBERSHIP MATTERS	
2.01	Laura Boddy had been re-elected as a Parent Representative.	
2.02	Collette Smith had resigned from the governing board due to going on maternity leave.	
2.03	There were two co-opted governor vacancies remaining. The Headteacher suggesting looking at previous candidates. Each were discussed in terms of their experience and skills.	
2.04	It was mentioned that C. Smith had sat on the resources committee so the new governor would need to replace her in that position.	
2.05	The Chair stated that it would be useful to find someone with an educational background. They suggested looking at the skills audit and find the gaps there that needed filling. It was agreed that this would be discussed further at the next Full Governing Body (FGB) meeting.	FGB Agenda
2.06	The Chair said that there were some mistakes with the previous meeting's minutes. The Chair agreed to send these to the clerk who would make the necessary amendments.	Chair/ Clerk
2.07	This was Daniel Hackney's last meeting as staff governor, he was thanked for all his hard work.	
3.00	DECLARATION OF INTEREST	
3.01	Susie Day said that she now works for the Financial Conduct Authority. This was noted by the Headteacher, and a declaration of interest form was to be filled in by the next FGB meeting and returned to the Headteacher.	S. Day

4.00 QUESTIONS ABOUT THE HEADTEACHER'S REPORT

4.01 The Headteacher talked the governors through her report and highlighted several points about staffing:

- There had been more staff sickness absences but less long-term sick leave since September.
- A new class teacher had been recruited and there had been a thorough handover.
- A new Assistant Headteacher had been appointed.
- The school had published a Superintendent position and there had been one candidate so far.
- There was one member of staff on sick leave.
- Several Teaching Assistant positions were being covered internally.
- Another Lunchtime Assistant and Wash Leader was needed but this was under control.

The following points were mentioned about Leadership and Management:

- There had been a focus on curriculum and safeguarding training.
- Four more staff members had been on diabetes training. There was a child in Year 4 who had been diagnosed with Type 1 in the previous month.
- All appraisals had happened.

4.02 The Headteacher mentioned that all governors need to be keeping up with their training. This was checked and governors who had not completed their training would be chased to do so.

4.03 The Headteacher continued discussing the report and the following points were made about the quality of education:

- The PE subject leader had been given their feedback and there had been meetings to discuss target setting.

On behaviours and attitudes, the following points were mentioned:

- There had been a noticeable increase in requests for in-term holidays.
- The absence rate had been lower than the national.
- There had been one racist incident but this was dealt with both the pupils involved and their parents.

4.04 **Q** – How do you respond to holiday requests?
A – We refuse them, but this is ultimately ignored.

4.05 Personal development was then discussed, and several things were said including:

- The school had a reasonably small SEND register.

Head

- Westgate Primary had recently achieved the National Autism Award from the National Autistic Society, they were the second school in Leeds to achieve this.
- The netball team had been doing well.
- The pentathlon team had been to a national competition, the details of this event were explained to governors.

4.06 The following was mentioned about the Early Years cohort:

- There were significant needs for the nursery pupils.
- Many children who did not have SEND needs were lacking the ability to play.
- There was one student with high physical needs.
- Covid-19 was highlighted as a cause for the social problems in that group.
- These issues could be seen in other schools.
- Communication and social skills were a high priority.

4.07 **Q** – Are there enough resources to cope with these needs?

A – Three children have come with funding, including some teachers.

4.08 **Q** – What are the expected percentages for development?

A – The baseline is about the expected level of development for their age.

4.09 **Q** – But for a usual year, what would be expected?

A – A minimum of 70%, but the nursery and reception pupils are an exception for this year.

4.10 **Q** – How many nursery children do you think will stay into reception?

A – There are 15 siblings already in the school, so it's highly likely that a lot will stay, but it depends on the catchment area.

5.00 GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PRIORITIES

5.01 The Chair stated that most of these responsibilities go to the committees. The Maths, Attendance, and Safeguarding visits had occurred. Plans had been made for the Spanish and Music visits. Pupil Premium, Sports Premium, and English visits had yet to be booked.

5.02 The Online Safety governor meeting had happened as part of the School Improvement Plan (SIP).

5.03 The Chair reminded governors who had visited to complete all the reports and spreadsheets as necessary.

5.04 There had been no NOVACs.

6.00 MINUTES OF THE LAST MEETING

Govs

6.01	Amendments were needed but this had been actioned during this meeting. A copy of the amended minutes would be signed at the next FGB meeting.	Chair/FGB Agenda	
7.00	REVIEW ACTIONS AND MATTERS ARISING		
7.01	Membership Matters (minute 3.01 refers): Action closed; Laura Boddy had been re-elected.		
7.02	Membership Matters (minute 3.02 refers): Action closed; Billy Cunningham had been appointed as co-opted governor and the remaining candidates had been contacted.		
7.03	Declaration of Interests (minute 4.01 refers): Action closed; all forms had been returned.	FGB Agenda	
7.04	Confirmation of Code of Conduct (minute 5.01 refers): Action closed; all forms had been returned.		
7.05	Agree Terms of Reference (minute 7.01 refers): This action is ongoing; the headteacher agreed to make a list of the composition of the governing board by the next FGB meeting.		
7.06	Delegated Authority for Financial Transactions (minute 10.02 refers): Action closed; the review of the virement form was completed in this meeting.		
7.07	Matters Arising (minute 13.01 refers): Action closed; Laura Boddy had been re-elected.		
7.08	Matters Arising (minute 13.02 refers): This action is ongoing; the Chair agreed to chase their email to the previous Chair again.		Chair
7.09	Matters Arising (minute 13.03 refers): Action closed; Matthew Fortune had attended the Teaching and Learning Committee meeting.		
7.10	Matters Arising (minute 13.05 refers): Action closed; checking the size of the water meter was no longer a priority.		
7.11	Safeguarding (minute 14.01 refers): Action closed; the Child Protection Policy had been discussed in the Pupil Support Committee.		
7.12	Policy Review (minute 15.01 refers): Action closed; the Teacher Pay Policy was approved at this meeting.		
7.13	Governor Development (minute 16.01 refers): This action is ongoing; the Skills Audit had been completed but the results had not		

been collated. It was agreed that the Headteacher would share the audit with the Chair to discuss any gaps.

8.00 COMMITTEE REPORTS

8.01 The Chair of the Resources Committee discussed the budget, which was positive, and confirmed that the following statutory requirements had been met:

- The mid-year budget review had been approved.
- That educational visits follow risk assessment procedures.
- That the Appraisal Policy had been approved.
- That the Capability of Staff Policy had been approved.
- That the Governor Expenses Policy had been approved.
- That the Pay and Appraisal Policies were being effectively implemented.
- That the Headteacher's pay progression had been agreed.

8.02 It was confirmed that the audit of school funds was underway.

8.03 A governor asked about an incident where a pupil trapped their finger in a gate, they wanted to know what gate it was, how it happened, and whether that kind of incident could be prevented.

The Headteacher explained what happened in more detail and then discussed the possibility of safety features but nothing was decided. It was not clear that anything could have been done to prevent it.

8.04 The Chair of the Pupil Support (PS) Committee confirmed that the following statutory requirements had been met:

- That the safeguarding features were robust.
- That the admissions list and attendance registers were in place.
- That the promotion of general pupil wellbeing was meeting requirements.
- That the Medical Conditions Policy had been approved.

8.05 The approval of the Relationships and Sex Education Policy had been deferred to the next PS meeting.

**PS
Committee**

8.06 The minutes of the previous meeting were discussed, and it was mentioned that online safety would be a priority for the school.

8.07 **Q** – Is there online safeguarding training for governors?
A – There should be a link to the training on Leeds for Learning.

The Headteacher agreed to share this link with the governors.

Head

8.08 The Chair of the Teaching and Learning (T&L) Committee confirmed that the following statutory requirements had been met:

- That the national curriculum was being taught.

- That arrangements were in place for a daily act of collective worship.

8.09 The minutes from the previous meeting were discussed. It was confirmed that this was now called the 'Curriculum Committee'.

8.10 The Clerk explained what collective worship meant to the governors.

9.00 PRESENT END OF YEAR RESULTS, INCLUDING FOR DISADVANTAGED PUPILS AND OTHER GROUPS (TOR 1.02)

9.01 The Headteacher gave a presentation on this data to the governors.

The Statutory Assessment points in primary education were discussed. They then spoke about the Early Years Foundation Stage (EYFS) outcomes. The Good Level of Development (GLD) for this cohort was 60% last year which was lower than usual, but this was impacted by the high SEND needs. The Personal and Social Education (PSE) and Writing results were lower than usual. Art and Design results were lower than the national level.

9.02 The Headteacher mentioned that there was a child in reception with Down Syndrome who was repeating that year.

9.03 The Year 1 Phonics check showed lower results than the previous year. There were complex SEND needs in this cohort and learning engagement was lower.

9.04 **Q** – Do you think this is a result of the changes to the phonics teaching?
A – Yes, but Covid and parent support also impacted this as well.

9.05 The Year 2 data was stronger. The average scores and pass rates were higher than the national level.

There were some queries raised by governors over the specifics of the data. The Headteacher agreed to check the data and make amendments to it.

Head

9.06 The Reading Assessments for Key Stage 1 (KS1) were higher than the national level. This was the same for writing, maths and science.

9.07 At the Year 4 Multiplication Tables check, the students performed exceptionally against the average national score. The Headteacher stated that 'TT Rockstars' had a huge impact on this. A governor agreed that competitions in the area are really successful with children.

9.08 The Year 6 Reading levels were a strength for the school. Their maths results were broadly in-line with the national level. SEN pupils had a spread of attainment. There were good results for grammar,

punctuation, and spelling. There was one SEN pupil who started at Westgate in Year 3, had low attainment at their previous school, but had excelled since.

9.09 It was clarified that writing and science would be teacher assessed for this year, and that the school would be moderated for science.

9.10 Pupil progress was discussed in further detail. How the results were calculated was explained to governors. It was mentioned that the scores were more useful in big data sets rather than school-specific ones.

10.00 SAFEGUARDING UPDATE

10.01 There was nothing to add in this area. Governors were encouraged to do the safeguarding training.

11.00 POLICY APPROVAL

11.01 **Resolved:**

- That the Teacher Pay Policy was approved.

12.00 APPROVE, OR RECEIVE A REPORT ON, THE MID-YEAR BUDGET REVIEW

12.01 It was agreed that this would be delegated to the Resources Committee.

**R.
Committee**

13.00 GOVERNOR DEVELOPMENT

13.01 Governors were reminded to log any training that they had attended. Governors discussed creating a governing board action plan. The Chair agreed to create this with Neil Richardson (training governor).

14.00 CHAIR'S BUSINESS

14.01 The Chair had nothing to report.

15.00 ANY OTHER URGENT BUSINESS

15.01 The Headteacher discussed the SIP and stated that she would add a section on Leadership Structure. It was agreed to discuss this further at the next FGB meeting.

**FGB
Agenda**

An Ofsted visit was expected within the next year, this was discussed in more detail.

15.02 **Q** – What is the plan for Ofsted?

A - I will email all governors when we find out that they are inspecting. Everything will depend of when the inspectors want to meet a governor and who on the board will be available at short notice.

Governors discussed the idea of having an extra meeting to prepare for the Ofsted visit.

15.03 **Q** – Would they be interested in discussing general governing business or more specific details of the school?
A – Probably the specifics, they will want to check that what is being reported by staff is correct.

15.04 SIP and SEF knowledge was discussed. It was mentioned that it would be important for governors to be aware of the details in case of the visit. A governor suggested that someone should do the Ofsted training and then report this back to the board. The Chair agreed to look into this and report back at the next FGB.

16.00 DATE AND TIME OF THE NEXT MEETING

The next meeting of the full governing board would be held at school on Tuesday 12 March 2024 at 4pm.

The Chair closed the meeting at 7.40pm.

Chair