

WESTGATE PRIMARY SCHOOL GOVERNING BOARD

Minutes of the meeting held in school on Wednesday 25 September 2024 at 6.00pm

PRESENT	Andrew Ross (Chair)	Helen Carpenter (Headteacher)
	Laura Boddy	Laura Bibby
	Christina Copperthwaite	Susie Day
	Matthew Fortune	Jess Hignett
	Helen Hooper	Philippa Jervis
	Vicky Mirfield	Neil Richardson

IN ATTENDANCE: Liz Appleby (Clerk – Governor Support Service)

		ACTION
1.00	APOLOGIES FOR ABSENCE	
1.01	Apologies had been received and were accepted from Louise Shackleton. There were no apologies received from Billy Cunningham (absent governor).	
2.00	MEMBERSHIP MATTERS	
2.01	There were no governor terms due to end. The Chair informed governors that Neil Richardson had offered his resignation prior to the meeting which the Chair had accepted. Neil was thanked for his time and dedication whilst being a governor.	
2.02	There would be a vacancy for a co-opted governor. The Chair and governors agreed that the skills audit would be completed prior to filling the post.	
3.00	DECLARATION AND REGISTER OF INTERESTS	
3.01	Governors had received the relevant documentation by email from the Headteacher. All governors were requested to complete and return the declaration to school as soon as possible.	Governors
4.00	ELECTIONS OF CHAIR AND VICE CHAIR AND AGREEMENT OF TERMS OF OFFICE	
4.01	The clerk conducted the election of the Chair, and the Chair conducted the election of the Vice Chair. Candidates standing withdrew from the meeting whilst a decision was made. A one-year term of office was agreed for both positions.	
4.02	Resolved <ul style="list-style-type: none">• That Andrew Ross was elected as the Chair• That Matthew Fortune was elected as the Vice-Chair Both positions to run until the first meeting of the academic year 2025/26.	
5.00	CONFIRMATION OF CODE OF CONDUCT	

5.01 The Code of Conduct had been circulated to all governors before the meeting.

Resolved:

- that the code of conduct be adopted without amendment.

5.02 Governors were asked to read the code in detail. The Chair reminded governors of the clear distinction between the roles and responsibilities of the Headteacher and those of governors. The Headteacher drew attention to point 26 '*We will support our school in the public eye,*' and reminded governors that they should be acting in the interests of the school rather than in a personal capacity. Governors were requested to sign the code of conduct as soon as possible.

Governors

6.00 AGREE METHODS FOR PARTICIPATION IN MEETINGS

6.01 The governing board agreed to meet wherever possible face to face. In exceptional circumstance hybrid meetings would be acceptable.

6.02 Committee meetings would be held virtually or hybrid.

7.00 AGREE TERMS OF REFERENCE

7.01 The governing board and committee terms of reference had been circulated prior to the meeting.

Resolved: That governing board operates to the Local Authority (LA) model.

7.02 The budget would be approved by the governing board. The Headteacher would be responsible for appointing staff other than the Deputy Headteacher.

8.00 AGREE COMMITTEES AND COMMITTEE MEMBERSHIP

8.01 School has the following committees:

Resources
Pupil Support
Teaching & Learning.

Members:

8.02 **Resources Committee**

Susie Day (Chair), Billy Cunningham, Jess Hignett, Laura Bibby and Headteacher. Amy Bleasdale (associate member – school business manager)

8.03 **Pupil Support Committee**

Louise Shackleton (Chair), Vicky Mirfield, Matthew Fortune, and the Headteacher.

8.04 **Curriculum Committee**

Laura Boddy (Chair), Christina Copperthwaite, Andrew Ross, Helen Hooper and the Headteacher.

8.05 Associate Members assigned to committees do not have voting rights.

8.06 Each committee will rotate the role of clerk in taking the minutes.

8.07 **Agree a Pay Committee to oversee pay and performance management.** This would be dealt with by members of the Resources committee.

8.08 **Agree a Pay Appeal Committee** – The Chair agreed to co-ordinate this should the need arise from governors who are separate from the Resources committee.

8.09 The following dates were agreed for each committee:

Resources:

Thursday 17 October 2024, Monday 20 January 2025, Wednesday 7 May 2025, Wednesday 25 June 2025.

Pupil Support:

Wednesday 23 October 2024 at 6.15pm, Wednesday 12 February 2025, Wednesday 14 May 2025, Wednesday 4 June 2025.

Curriculum:

Wednesday 6 November 2024, Wednesday 26 February 2025, Wednesday 30 April 2025, Thursday 10 July 2024.

All committee meetings at 6.00pm unless stated otherwise.

9.00 GOVERNORS WITH SPECIFIC MONITORING DUTIES

9.01 The following specific monitoring duties were agreed:

Child Protection and Safeguarding – *V Mirfield*

Special Educational Needs and Disabilities (SND) – *L Shackleton*

Early reading and phonics – *L Boddy*

Attendance – *P Jervis*

Children Looked After (CLA) – *V Mirfield*

Complaints – *A Ross*

Early Years Foundation Stage (EYFS) – *C Copperthwaite*

Equalities – *J Hignett*

Literacy – *L Boddy*

Government Grant Funding – *L Bibby*

Health & Safety – *B Cunningham*

Maths – *A Ross*

Wellbeing (pupil, staff and Headteacher) – *M Fortune/S Day*

Training – *S Day*

Online Safety – *M Fortune*

10.00 DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS

10.01	Agree virements/contracts limits delegated to the Headteacher Governors agreed to a virement limit of £5,000 and contracts limit of £10,000.	
10.02	Authorise staff responsibilities for signing orders, invoices and petty cash claims Signing Orders – Headteacher, Helen Hooper, Joanne Hattersley and Amy Bleasdale.	
10.03	Signing Invoices – Amy Bleasdale and Helen Hooper. The Headteacher would sign invoices for purchasing cards only.	
10.04	Authorisation to register unofficial funds Andrew Ross	
10.05	Budget review virement form This had been included on the agenda in error. Item deferred.	
11.00	ARRANGEMENTS FOR THE PERFORMANCE MANAGEMENT OF THE HEADTEACHER	
11.01	The following governors would conduct the performance management of the Headteacher: <ul style="list-style-type: none"> • A Ross, M Fortune and S Day. • The external adviser would be Kim Porter. • The objectives set would not be shared with the governing board. 	
12.00	MINUTES OF THE LAST MEETING Resolved: <ul style="list-style-type: none"> • That the minutes of the meeting held Wednesday 17 July 2024 were agreed as a correct record and the Chair was authorised to sign them. 	
13.00	MATTERS ARISING	
13.01	Governor Monitoring of SIP (minute 7.05 refers): In loading the newsletter to the school’s website, it had become apparent that the website was not compatible with some internet browsers. This had been raised with E Schools, and an update would follow. Action outstanding.	HT
13.02	Evaluation of governing board effectiveness (minute 7.13 refers): The evaluation would be brought to the next governing board meeting. Action outstanding.	Chair
13.03	Governor development and succession planning (minute 7.15 refers): The HT suggested that a governor development afternoon should be organised to discuss the skills audit. It was decided that this would be discussed at the first meeting in September 2024. <i>The FGB agreed that the governor development session would be held Thursday 28 November at 6pm. Governors including Helen</i>	Governors

Hooper would work through a draft governor strategy and vision that would align with the SIP. This would then be shared with the new Headteacher for comment/observations once in post. The governor development session would include 30 minutes general chat time.

Action ongoing.

13.04 **Any other business (minute 7.18 refers):** The skills audit would be shared in September 2024. **Chair**
Action outstanding.

13.05 **Governor development and succession planning (minute 14.03 refers):** The Chair suggested, and would follow up on, an idea to see if governors at other local schools would consider meeting to share best practice and advice. **Chair**
Action outstanding.

14.00 PRESENT UN-VALIDATED END OF YEAR RESULTS, INCLUDING FOR DISADVANTAGED PUPILS AND OTHER GROUPS

14.01 The item had been covered at the previous meeting.

15.00 STRATEGIC PLANNING (SEF AND SIP)

15.01 This would be picked up at the governor session on Thursday 28 November.

15.02 There had been no external reports or NOVACS (Notice of Visit and Contact).

16.00 QUESTIONS ABOUT THE HEADTEACHER'S REPORT

16.01 There was no report available at this time.

17.00 COMMITTEE REPORTS

17.01 There were no committee reports available.

18.00 SAFEGUARDING

18.01 The Safeguarding and Child Protection Policy was due for renewal and would be made available to governors as would the guidance document Keeping Children Safe in Education. **HT**

19.00 POLICY APPROVAL

19.01 The Teacher Pay Policy and Complaints Policy were not available at this time.

21.00 CHAIR'S BUSINESS

21.01 The governor day in school would be on Thursday 13 March 2025 at 4pm.

22.00 ANY OTHER URGENT BUSINESS

22.01 There was no urgent business.

23.00 DATES AND TIMES OF THE NEXT MEETING

Dates for FGBs in 2024/25:

- Wednesday 20 November 2024 at 6pm.
- Wednesday 13 March 2025 at 4pm.
- Wednesday 21 May 2025 at 6pm.
- Wednesday 16 July 2025 at 6pm.

For committee meetings see item 8.09

The Chair closed the meeting at 7:30pm.

DRAFT