

WESTGATE PRIMARY SCHOOL GOVERNING BOARD

Minutes of the full governing body meeting held in school on **Tuesday 12 March 2024 at 4.00pm.**

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

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

1.00 APOLOGIES FOR ABSENCE

1.01 R. Smith did not attend this meeting and no apologies had been sent.

1.02 Governors had been at the school all day for their ‘Governor’s Day’. The Chair thanked the Headteacher (HT) for all the effort put in by staff.

2.00 MEMBERSHIP MATTERS

2.01 The HT announced that S. Mumford had resigned from the board with immediate effect before this meeting.

2.02 S. Clough’s governor term was due to end on Monday 20 May 2024. She would not be renewing her position as governor. This would be her last governor meeting.

2.03 There would be two co-opted governor vacancies which would need filling after this meeting.

2.04 H. Hooper had joined the board as staff governor.

2.05 The HT explained that there were four potential candidates to take on the two vacancies. Governors were referred to a document with the personal statements of those candidates. All were highly keen with a variation of skill sets. All were parents of children at the school.

2.06 Concerns were raised with R. Smith’s attendance to the governing body meetings. It was mentioned that, if he left the board, someone would need to take over as the local authority (LA) governor. All potential candidates were considered for this position as well.

2.07 The Clerk reminded the board that it was important that the governing body was balanced, and not parent orientated.

ACTION

2.08	It was suggested that L. Shackleton and V. Mirfield should become co-opted governors as they would soon no longer have children who were attending Westgate Primary. There would then be two parent governor vacancies. This was unanimously agreed.	
2.09	The Clerk agreed to send the drafted letter to R. Smith to the GSS to ensure it was appropriate.	Clerk
	<i>Clerks Note: This was sent and confirmed to be an appropriate letter.</i>	
3.00	DECLARATION OF INTEREST	
3.01	There were no new declarations of interest.	
3.02	The HT agreed to ensure that the newly elected governors filled in that form.	
4.00	GOVERNOR DAY REFLECTION	
4.01	Governors went through the notes made from their visit to the school. They specified what they felt would be appropriate to include in the newsletter item.	
4.02	Concerns were raised with minor building works, software issues in Year 3, and the filtering system on laptops where private browsers were available to access. The HT asked that all those concerns be sent to her via email.	Govs/ HT
4.03	Overall, comments were highly positive for all the lessons observed.	
4.04	A governor highlighted the high SEND need in the nursery. They noted that governors would need to support the provisions necessary and their eventual transition into Year 1.	
4.05	The Chair and governors agreed their topics to write about for a short piece in the newsletter. A governor clarified that there were past examples available of the SharePoint. Governors were asked to send in their paragraphs by the end of Saturday 16 March 2024 to the Chair.	Govs
4.06	The Chair asked the HT to pass on the governors' thanks to staff for a lovely day.	
5.00	QUESTIONS ABOUT THE HEADTEACHER'S REPORT	
5.01	Q – Do you know who has put Westgate Primary as their first preference? A – We can see how many people have applied with any preference, and we know the number of children at each preference, however we do not know which child made which preference.	
5.02	Q – Are there any siblings joining?	

- A** – There have been 15 sibling applications.
- 5.03 **Q** – Are we likely to be full in reception?
A – Yes.
- 5.04 **Q** – How will the interview for the Superintendent position work if we are joining with another school?
A – Both HT’s will interview them and then it will go to a panel.
- 5.05 **Q** – How will the pay work?
A – They will be on the other school’s staffing structure and pay, and we will reimburse them.
- 5.06 **Q** – When does the advert close?
A – At the end of the term, the interviews will be held after Easter.
- 5.07 Governors discussed the safeguarding audit. The Chair noted that it was useful to see that the school was on track for that.
- 5.08 **Q** – Is the fact that we do not have a caretaker going to impact the budget?
A – We are saving money for now.
- 5.09 The Chair pointed out the level of special educational need (SEN) at the school. It was noted that the board was aware of the impact of this and was ready to support the school.
- 5.10 Some clarifications were made about the CPOMs data on the report. The HT explained that it was included because it provided a helpful summary of all the incidences at the school.
- 5.11 **Q** – Is there any way of seeing if they are live issues?
A – All of the issues have been dealt with, there are no ongoing cases.
- 5.12 **Q** – Are there typical levels of concern?
A – This is a little bit more than normal.
- 5.13 **Q** – Is the increase due to the system being easier to access?
A – No, it depends on who is part of the school. There was a pupil with a number of incidents, but they have now left the school.
- 5.14 The HT explained that there were no incidences that had led to any external referrals. There was a pupil who had arrived at the school with a child protection plan (CPP) and had since left.
- 5.15 A governor said that it was positive to be able to see and access that data, in comparison to how this was recorded previously.

5.16	Several incidents related to one family. An early help plan was in place to support them.	
5.17	There were some discrepancies in the data which the HT agreed to double check. The total was not the same as the numbers within the different categories.	HT
5.18	Q – What is the ‘Spring Wow’? A – That is the ‘walk once a week’ scheme. It is a sustainable travel initiative. We are given recognition for the amount of people in the school making sustainable choices.	
5.19	The HT showed governors the national and local leaderboard data. Westgate Primary was on the top in North Yorkshire.	
5.20	The Chair mentioned that the school had been nominated for a Maths No Problem award.	
5.21	Q – Do we get a discount on materials for maths classes? A – Yes.	
5.22	Governors thanked the HT for the thorough report.	
6.00	GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PRIORITIES	
6.01	It was recognised that some of this topic had been discussed when going through the notes of the Governor’s Day.	
6.02	There would be a History monitoring visit after the Easter holidays.	
6.03	There was a Curriculum visit due to happen before the Easter holidays.	
6.04	The Online Safety visit had already happened.	
6.05	Q – Is the mental health training still going ahead? A – (HT) I have emailed them again, but the training person was out of office. I will chase this.	HT
6.06	Governors were reminded to complete their online safety training by the end of March 2024. This needed to be tracked on the training log when completed.	All Govs
6.07	Governors discussed how the school had been promoting mental health through encouraging speaking to Mind Mate representatives. The conversations with them at the governor’s day were praised. Mrs Ealy was commended for her role in the this at the school.	
6.08	The Chair was confident on the oversight of all school improvement plan (SIP) areas.	

6.09	It was agreed that the board would revisit the emotional wellbeing and mental health (EWMH) governor role that needed to be assigned once the new governors had joined the board.	FGB Agenda
6.10	The HT suggested looking at the recruitment list for new governors to see who would be most appropriate for that role. It was agreed that this would be picked up at the next resources committee meeting.	R. Agenda
6.11	The HT said that they would contact the potential governors and suggest a committee meeting for them to observe. It was agreed that this would be organised by the HT and Chair.	HT / Chair
6.12	The school had had an Ofsted visit since the last fully governing body (FGB) meeting. This had been discussed in detail at the curriculum committee meeting. The overall result had been positive. The Chair praised the conduct of school during the visit. The HT thanked governors for their role during this.	
7.00	MINUTES OF THE LAST MEETING	
7.01	Resolved: <ul style="list-style-type: none"> That the minutes of the meeting held on Thursday 23 November 2024 were agreed as a correct record and the Chair was authorised to sign them subject to the following amendments which were handwritten on the signed copy: <p><u>Minute 4.01 – Questions about the HT’s Report</u> should read: ‘WOOSH’, not ‘wash’.</p> <p><u>Minute 16.00 – Date and Time of the Next Meeting</u> should read: ‘Tuesday 12 March 2024 at 4pm’.</p> 	
7.02	The minutes from the last meeting had not been printed, so a copy would be signed afterwards.	Chair
8.00	MATTERS ARISING	
8.01	Membership Matters (minute 2.05 refers): Action closed; the board had discussed the potential governor candidates who could take over monitoring responsibilities.	
8.02	Membership Matters (minute 2.06 refers): This action was ongoing; the Chair had agreed to send the Clerk amendments from the meeting held on Wednesday 20 September 2023.	Chair
8.03	Declaration of Interests (minute 3.01 refers): Action closed; S. Day had filled in the declaration of interest form.	
8.04	Questions about the HT’s Report (minute 4.02 refers): This action was ongoing; the HT went through which governors had or had not completed the online safeguarding training and the child	Governors

protection (CP) and safeguarding training. The HT asked that the certificates of completion should be sent to her. The Chair reminded governors to log this training once completed.

8.05	<p>Governor Monitoring of School Improvement Priorities (minute 5.01 refers): This action was ongoing; the Chair said that the English monitoring visit had been booked in. The Pupil Premium (PP) and Sports Premium visit needed to be scheduled. The Chair suggested that a Geography and History visit should be completed. It was agreed that this would be discussed at the next curriculum committee meeting.</p>	<p>PP Gov / Sports Premium Gov / Curriculum Committee</p>
8.06	<p>Minutes of the Last Meeting (minute 6.01 refers): This action was ongoing; a copy of the previous FGB's minutes had not yet been signed.</p>	<p>Chair</p>
8.07	<p>Review Actions and Matters Arising (minute 7.05 refers): This action was ongoing; the HT agreed to create a list which outlined the composition of the governing body and bring it to the next FGB meeting.</p>	<p>HT</p>
8.08	<p>Review Actions and Matters Arising (minute 7.08 refers): Action closed; the Chair explained that the issue being chased with the previous Chair had been resolved.</p>	
8.09	<p>Review Actions and Matters Arising (minute 7.13 refers): Action closed; the Skills Audit had been completed and the results collated. This had not been discussed had not been discussed at any of the committees, so it was agreed to revisit the skills audit in the new academic year when new governors had joined the board.</p>	
8.10	<p>Committee Reports (minute 8.05 refers): Action closed; the Relationships and Sex Education (RSE) policy had been approved at the PS committee.</p>	
8.11	<p>Committee Reports (minute 8.07 refers): Action closed; the HT had shared the link to the online safeguarding training with governors.</p>	
8.12	<p>Present the End of Year Results, Including for Disadvantaged Pupils and Other Groups (minute 9.05 refers): This action was ongoing; the HT explained that the queries in the data were due to an issue with the formula. This item was deferred to the next FGB.</p>	<p>HT</p>
8.13	<p>Approve, or Receive a Report on, The Mid-Year Budget Review (minute 12.01 refers): Action closed; this had been discussed by the Resources Committee.</p>	
8.14	<p>Any Other Urgent Business (minute 15.01 refers): This action was ongoing; the HT had not yet added a section on the SIP on</p>	<p>HT</p>

'Leadership Structure'. The Chair said that the leadership changes had been working well.

- 8.15 **Any Other Urgent Business (minute 15.04 refers):** Action closed; Ofsted training was no longer necessary as they had visited before this meeting.

9.00 COMMITTEE REPORTS

9.01 The resources committee Chair discussed how they had gone through the budget in detail and confirmed that it was staying close to what had been expected. The same could be said for the extended school budget. They had also looked at the benchmarking report which compared the data against five other schools. The school's financial value standard (SFVS) had been answered throughout the year and there had been no concerns with it. They had been through and approved the Educational Visits Policy, Grievance, Bullying and Harassment Policy, and the Teacher Pay Policy.

9.02 The Chair of the resources committee confirmed that the following statutory requirements had been met:

- That the report from the annual inspection of the premises had been received.
- That the Data Protection Policy had been approved.
- That the Freedom of Information Policy had been approved.
- That the Whistleblowing Policy had been approved.

9.03 The Chair agreed to look into the SVFS and chase what needed to be completed before submission.

9.04 The Chair of the Pupil Support (PS) Committee went through what had been discussed at the last meeting and the following points were made:

- That the Relationships and Sex Education Policy had been approved.
- That the PP spending strategy had been deferred to the next meeting.
- That the School Aims had become a three-year policy to review, not an annual one.
- That they had received a detailed report from the SEND visit.
- That the SENCO was temporarily on a reduced teaching timetable. The HT clarified that they had three full days out of class.

9.05 They confirmed that the following statutory requirements had been met:

- That the SEND provision met requirements and the SENCo was qualified.
- That the school food and milk met national standards.

Chair

9.06 It was confirmed that the stakeholder surveys would be sent out between March and May 2024. This would be reviewed at the next PS meeting.

PS Agenda

9.07 The Curriculum Committee had discussed the following at their last meeting:

- The outcome of the Ofsted inspection. They were disappointed in the recommendations for improvement, but they were not of high concern.
- They had approved the Homework Policy.
- They confirmed that staff were happy with their roles as class teachers.
- They discussed the expected staffing changes due to increased support needed in the lower year groups.

9.08 The Early Years governor role would need reassigning at the next FGB meeting.

**FGB
Agenda**

9.09 The Curriculum committee Chair confirmed that the Early Years provision met the statutory requirements.

10.00 SAFEGUARDING/CHILD PROTECTION

10.01 The HT mentioned that one of the criticisms from Ofsted was around a safeguarding query when speaking to Kitchen Staff. They had asked if they had completed their safeguarding training and they could not confirm that they had. This was not something the HT was responsible for as they were hired from an external agency and were not on the school's payroll. The HT had raised it with their area management, and it was confirmed that the staff member had completed all the necessary training, which they were able to confirm with the inspector.

10.02 The Chair said that the school needed to be aware of external agency training and be given that assurance before the staff member joined the school. The HT confirmed that they all had annual training. The Safeguarding Governor suggested that the kitchen staff should be included in the school's next safeguarding training sessions.

11.00 POLICY APPROVAL

11.01 The SEND Policy had been approved by the PS committee. This would be reviewed again at the next PS meeting.

11.02 The SEND Information Report would be published at the end of the academic year.

11.03 The Behaviour Principles Written Statement would be reviewed at the next FGB meeting.

**FGB
Agenda**

12.00	REVIEW OF INFORMATION ON THE SCHOOL WEBSITE	
12.01	The HT clarified that she had reviewed the information on the school's website before the Ofsted visit in December. A governor added that they had informally audited the website recently and had no concerns.	
12.02	A governor questioned whether the website was compliant in terms of accessibility. They agreed to send the HT details of the compliance regulations for accessibility.	M. Fortune
12.03	It was agreed that this would be reviewed by the PS committee.	PS Agenda
13.00	GOVERNOR DEVELOPMENT	
13.01	The board agreed that this had been discussed in detail during the meeting already. 12 courses had been logged in that academic year. The Chair urged governors to log any other relevant training completed outside of the governing body.	
14.00	GOVERNOR OVERSIGHT OF THE SATS PROCESS	
14.01	The HT and governors discussed this in detail and organised dates and times for participation.	
15.00	CHAIR'S BUSINESS	
15.01	The Chair had no additional business to discuss.	
16.00	ANY OTHER URGENT BUSINESS	
16.01	A governor mentioned that there had been some changes to the governing handbook. The Chair agreed to check this.	Chair
17.00	DATE AND TIME OF THE NEXT MEETING	
17.01	The next meeting of the full governing board would be held at school on Wednesday 22 May 2024 at 6pm.	

The Chair closed the meeting at 5.50pm.