

**THE GOVERNING BODY OF HOPTON PRIMARY SCHOOL**

Minutes of the meeting of the Governing Body held at 7.15pm online on Tuesday 5 December 2023

PRESENT

Mr C Bull (Chair), Mr A M Blakeley, Mrs L Stubbs, Mrs H Edwards, Mrs B Hornby, Mr R Bairstow, Mrs A McCabe, Mrs I Parveen, Mrs F Kellet, Mr R MacDonald, Mrs N Daly, Mrs S Render

In Attendance

Judy Clavin (Minute Clerk)  
Mrs T Grooby (Observer)

22. ELECTION OF CHAIR

Mr Bull volunteered to take on the role of Chair, there were no other volunteers.

**RESOLVED:** That it was unanimously agreed by the Governors to appoint Mr Bull as Chair for a period of 4 years

23. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mr M Pelan with consent.

There were no declarations of interest.

24. NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS

The following item was notified to be brought up under any other business:

- Head Teacher's appraisal

It was noted that any items to be included should be notified before the meeting so that the required discussion time could be considered.

25. REPRESENTATIONAppointments

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr Chris Bull	Co-opted	19/10/2023
Louise Stubbs	Co-opted	12/12/2023

**RESOLVED:** That it was unanimously agreed by the Governors to appoint Mr Bull and Mrs Stubbs for a period of 4 years.

Mr Bull thanked Mrs Grooby for her time as Chair and said that she had been a brilliant Chair and Governor making a massive contribution to the school, including the interactions with the teaching staff.

Mrs Grooby thanked everyone and confirmed that she had enjoyed her time as a Governor.

26. MINUTES OF THE MEETING HELD ON 10th OCTOBER 2023

**RESOLVED:** That the minutes of the meeting held on 10 October 2023 be approved and agreed by the Governing Body as a correct record.

27. MATTERS ARISING

(a) Committees

Setting up the committee members was deferred to this meeting and the changes had been documented and added to Google drive.

The Complaints Committee had been deleted. Governors would pick this up as required and they have availability. School fortunately does not have many complaints.

There was a new Linked Governor role for Online safety, Mr M Pelan. Mr Bull asked that if anyone had any concerns with their roles they should contact him.

(b) Committee Membership and Link Governor Roles - November 2023

**RESOLVED:** That Committee Membership be as follows:

Chair: Mr Chris Bull  
Vice-Chair: Mr Martin Pelan

Steering Group

Mr Chris Bull (Chair)  
Mr Martin Pelan

Standards and Effectiveness Committee

Mr Chris Bull (Chair)  
Mr Andy Blakeley  
Mrs Louise Stubbs  
Mr Martin Pelan  
Mrs Barbara Hornby  
Mrs Sofia Render

Resources Committee

Mr Martin Pelan (Chair)

Mr Rob MacDonald  
Mr Andy Blakeley  
Mrs Helen Edwards  
Mrs Ifzal Parveen  
Mrs Neeta Daly  
Mr Chris Bull

Head Teacher Appraisal

Mrs Neeta Daly (Chair)  
Mr Martin Pelan  
Mrs A McCabe

Staff Dismissal

Mrs Louise Stubbs (Chair)  
Mr Martin Pelan  
Mrs Ifzal Parveen

Staff Appeals

Mrs Helen Edwards (Chair)  
Mrs Ifzal Parveen  
Mrs Sofia Render

Pupil Discipline

Mrs Helen Edwards (Chair)  
Mrs Barbara Hornby  
Mr Martin Pelan

Link Governor Roles

**RESOLVED:** That Link Governors be as follows:

SEND	Mrs Louise Stubbs
Governor Training	Mr Chris Bull
Early Years	Mrs Louise Stubbs
Health and Safety	Mrs Ifzal Parveen
Equality	Mrs Neeta Daly
Safeguarding and Child Protection	Mrs Sofia Render
Website Compliance	Mr Chris Bull
Wellbeing	Mrs Barbara Hornby
Looked After Children	Mrs Sofia Render
Online Safety	Mr Martin Pelan

(c) Communication

There was a meeting with staff to consider removing Class Dojo. Mrs Kellet had talked to staff to gain their views.

Two options were discussed:

- to remove it altogether
- to say that staff would not reply to any questions on there

Staff had said that they don't like it being used as social media.

Foundation classes did need it, as they don't use the other communication called Tapestry.

Going forward and starting from February half term 2024 the messages on Dojo would be turned off and replaced with a class email so parents could get in touch. Teachers could look at the class email in the morning but a response would not be instant.

Communication would be made to parents as they would need to know the proper channels and the timescales to expect.

28. REPORTS FROM COMMITTEES

(a) Standards and Effectiveness Committee

The results for last year were discussed and very good results were achieved.

Teacher assessments were recorded in the core results with focus being on the lower performers.

The school improvement plan was discussed and everything looked good. Puma and Pira were not used anymore, instead the School used White Rose Assessments.

(b) Resources Committee

There was a brief discussion of the summary of teacher appraisals – anonymously Finance was also discussed and this would be covered in a separate point later.

29. HEAD TEACHERS REPORT /SCHOOL DEVELOPMENT REPORT AND GOVERNORS QUESTIONS

The Head Teacher spoke to his report which was circulated prior to the meeting and highlighted the following items, answering the questions raised by the Governors. The Governors all confirmed that they had read the report.

The report was on google drive. It was noted that the main points of the report covered buildings, finance and behaviour.

(a) Buildings

Governors noted the following:

- Repairs to the toilets and fencing had been agreed.
- Kirklees LA had been contacted several times to speak to the asset manager without success. There was nothing further to report as there had not been any reply but as soon as there was, the Head Teacher would provide an update.

(b) Health and Safety review

The person conducting the review wanted all the documentation and the review would take longer than allocated time, so this so had to rearranged for after Christmas.

(c) Behaviour

A number of changes had been made to gain greater clarity from the information provided from the report.

Fighting – Aggression and aggressive words - the wording had been refined. The good news was that 98.6% of all the points were positive points and only ten children were causing the issues. The majority of these had a link to SEND and this was no different to how it used to be, just some were now worse than they used to be. The results were still good overall.

**Q: Mrs Hornby asked about the boy girl ratio?**

**A:** More boys than girls were on the SEN register approximately about 75% and behaviour was more extreme

(d) Finance

**Q: Mr Bull asked about Ms Henderson covering the maternity leave vacancy as well as her own role and how this would also put her under a lot of pressure?**

**A:** School were trying to find financial solutions but the more Suzanne and Katrina teach, the Safeguarding and SEND time reduce so it was a very difficult balancing act. Mrs Hornby had spoken to Miss Henderson and she had confirmed that everything that came in Safeguarding wise would be a priority.

MP meeting – this seemed to have been a worthwhile exercise and the Head Teacher had just received some follow up emails with consideration for possible funding of the solar panels.

Mrs Grooby had asked Vivian Lees for wrap around care funding but had not heard back on that yet.

Mirfield Charity – this was the next place to approach for IT support and technology for school. The staff were compiling a list of things that school need and school would then approach them.

**Q: Mrs Hornby asked if the school day had changed from September where there needed to be 32.5 hours a week and 10 mins a day break?**

**A:** The Head Teacher confirmed it had

There were no further questions

30. REVIEW OF COMMITTEES

This item was covered under Matters Arising (Minute 27 refers).

31. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES

This item was covered under Matters Arising (Minute 27 refers).

32. SCHOOL DEVELOPMENT PLAN - PRIORITIES 2023/24

This was added to Google drive and Governors confirmed they had read it.

Governors noted the following:

- Science of Learning – this was for the summer when the trainer was available.
- Writing was progressing well
- Mrs Etheridge would be going on moderators course
- Mrs Kellet had tried some changes in class
- SEND changes
- Reading changes - these were to fit in with the course they were going on

**Q: Mr Bull asked if the children had reading time with an adult weekly?**

**A:** The Head Teacher confirmed they should read with an adult and there were still times when parents came in to read, but school was making as much time for the children to read as possible. Lack of staff to do this made it difficult.

33. SAFEGUARDING

The reports were added to Google drive - there were no additional questions from Governors to record.

This report would be changing to one report per term and the reports would be redesigned for that. There would be a meeting to review how to make this the best for the governors and cover the content they needed to know.

**Q: Mrs Render asked if there was anything that the governors could do to support this area more, as it wasn't just about what the Governors needed to know?**

**A:** The Head Teacher confirmed there could be and that he would put that to

Miss Henderson in January.

School had started to use Smoothwall to provide monthly reports to see if there had been any attempts to access any inappropriate material online. The results were good so far and there was nothing bad to report.

34. SEND REPORT

This was discussed above.

35. WELLBEING REPORT

There would now be one report per term and nothing else to report for this meeting.

36. CURRICULUM REPORT

A power point had been added to Google Drive by Mrs Etheridge regarding assessment. The Governors confirmed that they had all read it.

It was noted that the School were trying new things and it was important to carry on with this.

**Q: Mrs Daly asked if there was now more focus on math's assessments?**

**A:** The Head Teacher said the multiplication check was a government initiative in June for Year 4. The was to check readiness for the coming SATS.

**Q: How are they doing?**

**A:** A lot of the children enjoy the challenge but the ones that don't need encouragement.

37. FINANCIAL MANAGEMENT AND MONITORING

The School continued to plan and forecast as best as possible, the picture for the coming year would be clearer when the budget was known.

There were many unknown quantities at the moment and the budget wouldn't be available until March.

The good news was that £2K profit had been generated from the Christmas fair, however the overall view for the year would certainly be that school would struggle financially and the situation was looking bleak.

The Head Teacher outlined potential scenarios for the coming year, but all were dependent on the budget being increased. Hopefully more information would be known by February in time for the next meeting.

38. TEACHERS PAY AND CONDITIONS PROPOSALS

**RESOLVED:** That the Governors agreed unanimously to accept the 2023/2024 LA Pay Conditions

39. CONSULTATION AND ADMISSION ARRANGEMENTS FOR 2025/2026

The PAN was set at 45, the Governors were accepting this without agreeing to it.

**Q: Mr MacDonald asked why not try to increase the PAN by a few more children?**

**A:** The Head Teacher explained that school only had 40 admissions this year due to falling demographics and birth rates.

**Q: Mrs Render asked whether the new development of 4000 homes was in the Hopton catchment area?**

**A:** The Head Teacher confirmed that they were however new schools had also been planned to accommodate this.

**RESOLVED:** That the Governors unanimously accepted that the PAN was set at 45.

40. REVIEW OF POLICIES

(a) Whistleblowing

**RESOLVED:** That the Governors agreed unanimously to accept the LA Policy for Whistleblowing.

(b) Complaints

**RESOLVED:** That the Governors agreed unanimously not to accept the LA Policy for Complaints and continue with their current one.

41. GOVERNOR TRAINING AND GOVERNOR VISITS

Mrs Render had visited and observed a class and had noted that the dynamics of the class were affected by one child, who's fidgeting had changed the class concentration levels.

Mrs Kellet responded that it could also make the teacher lose track of their thought process when there was a child and a support worker in class, however children were very adaptable.

Teachers had a lesson to teach and would need to adapt the lesson to work around the disruptions. Less experienced teachers could possibly find this difficult.

Governors were requested to try and make time to come in to school next term.

Mrs Stubbs had completed an Early Years visit – notes had been added to Google Drive. She noted that it had been interesting day with morning spent in reception and afternoon in nursery. It had been a very positive day in nursery There were a lot of SEND situations in early years with assessments ongoing and establishing how they work, which made it a very difficult workload.

*At this point The Head Teacher and Mrs Kellet left the meeting.*

42. ANY OTHER BUSINESS

Head Teacher's Appraisal

The Head Teacher's appraisal and the new objectives that were set for the coming year were discussed.

43. DATES OF NEXT MEETINGS AND POSSIBLE AGENDA ITEMS

**RESOLVED:** That the next meetings of the Governing Body be held at 7.15pm as follows:

Tuesday 6 February 2024 - **online**

Tuesday 19 March - online

Tuesday 7 May - in school

Tuesday 9 July - in school

44. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

**RESOLVED:** That nothing be excluded from the copy to be made available at school in accordance with the freedom of information Act.