

THE GOVERNING BODY OF HOPTON PRIMARY SCHOOL

Minutes of the meeting of the Governing Body held at 7.15pm at school on, Tuesday 6 December 2022

PRESENT

Mrs T Grooby (Chair), Mr A M Blakeley, Mr C Bull, Mr R MacDonald, Mrs L Stubbs, Mrs K Bates, Mrs H Edwards, Mrs Neeta Daly, Mrs Ifzal Parveen, Mrs B Hornby, Mr M Pelan

In Attendance

Judy Clavin (Minute Clerk)

1 APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mrs S Render with consent.

There were no declarations of interest.

2 NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS

Items notified for discussion under Any Other Business

Strep A

Mrs Grooby asked that any items to be included should be notified before the meeting so that the required discussion time could be considered.

3 REPRESENTATION

Re - appointment

Name	Category	With Effect From
Helen Edwards	Co Opted	25/11/22

RESOLVED: It was unanimously agreed by the Governors to reappoint Mrs Edwards for a period of 4 years

4 MINUTES OF THE MEETING HELD ON 04 OCTOBER 2022

RESOLVED: That the minutes of the meeting held on 04 October 2022 be approved and agreed by the Governing Body.

5 MATTERS ARISING

There were no matters arising

6 REPORTS FROM COMMITTEES

Three sets of minutes had been added to Google drive

Standards and Effectiveness

Puma and Pira tests - the results from the external tests should be available next meeting. There had been some concern over the White Rose assessments as they looked at lower achieving children in Year 6, but the reports were good.

The math's KS1 results looked a little different as the teacher assessments looked weaker but the Puma scores looked good. This may look different after Xmas and the Committee will be reviewing them at that point.

The results for behavior are encouraging and were added to Google Drive.

SLT

Mrs Etheridge had worked on the Leader plans for teacher rotation and prioritising work that needed to be completed first. .

Q How are the bigger classes working?

A No detriment has shown as a result of them

Resources Committee

Mrs Parveen and Mr Pelan asked the Governors to agree information sent to teachers regarding salary increase. Mr Pelan explained that the Head Teacher liked to be asked questions about the school and was happy to spend time answering them.

Item 13 covers this point.

7 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 Head Teacher thanked everyone for their hard work last year and hoped for the same again this year.

The School Improvement Plan (SIP)

The report was on Google Drive

Staffing

There was a number of staff absent at the moment and this was affecting the running of school. The Head Teacher would consider using the Bradford score

assessment over a 12 month rolling period to try and support further.

Q What would be done with the Bradford score assessments

A Nothing, if they were needed then the Head Teacher would refer to HR as they have all the information anyway. All the absence was genuine and it wasn't an easy topic.

Buildings and Premises

The Head Teacher had not had chance to complete an assessment of the premises with Mr Corcoran yet so Mr Corcoran would start this and send a review of the priorities to the Head Teacher.

Finance

The budget was now in M7 and projections were being prepared. There was a prospective increase in income from the Government of possibly £140 per child but the Head Teacher was awaiting confirmation of this figure.

Attendance

Attendance was high at the moment, close to 96% and had not gone down. It was possible that it could drop due to seasonal illness but any absence that fell behind would be reviewed and letters sent.

Class Behaviour Charts

Behaviour was recorded at 1.2 for negative points
There was a noticeable difference between boys and girls in the monthly breakdown. It was also expected to be higher over the Xmas period due to less structure in class over the festivities.

Curriculum

The Head Teacher explained that everything was coming together and would work on a 2-year cycle. There would be changes to the SATS and although he felt that KS1 SATs should be scrapped they would in fact be continuing. This is a one off snapshot and some children did well on the day others didn't. It was not the same as the results in class. The Head Teacher asked if there were any questions the regarding the curriculum.

There were no additional comments from Governors to record.

8 FINANCIAL MANAGEMENT AND MONITORING

The report was on Google Drive - there were no additional comments from Governors to record.

9 SAFEGUARDING

The report had been added to Google drive - there were no additional comments

from Governors to record.

10 SEND

The report had been added to Google drive - there were no additional comments from Governors to record.

A huge amount of contact had been made and the school was very busy with many people coming in and out. There was great support, but it did create a lot of email admin to complete.

- Mr Pelan joined the meeting 19:47

The Governing Body noted the great job done by fundraising and thanked everyone for their efforts.

10a Wellbeing

There was a lot of information pointing people towards support - Pathway. To support staff wellbeing EAP may be used. The Head Teacher was looking into the cost of this.

10b Wellbeing Report

Children that are having bereavement counselling had been having open and honest conversations and Mrs Hornby would review more children and add her findings to her report.

11 SCHOOL IMPROVEMENT PLAN

The committees were looking at this in detail and all still appeared achievable. The finance was the most difficult area and the plans for the Nursery also needed to move forward. There would be £14K less funding for Nursery, previously there would have been £90K income but due to lower numbers this would be £76K.

Q Do any of the Governors want total this forward as a working group /separate item?

A Mrs Stubbs, Mr Bull, Mr Pelan and Mrs Grooby volunteered to take this forward

12 RECOVERY FUNDING REPORT

The catch up report was now added to the website and the Head Teacher asked if there were any questions regarding this. The Head Teacher explained that all the money had been costed out for all the children and that school provide more support than they receive money for.

There were no additional comments from Governors to record.

13 TEACHER PAY AND CONDITIONS PROPOSALS - SEPTEMBER 2022

The Teacher's pay models were now in place and some salary increases were planned. The Governing Body were asked to approve these and agree the LA documents.

RESOLVED: The Governing Body agreed unanimously to approve the increases and agreed the LA documents

14 POLICIES FOR REVIEW BY THE GOVERNING BODY

The Governors requested that there was a summary of what had changed in the policy so they could review it easily. The Head teacher agreed to provide this for any future changes.

The Snack Policy had been drafted after consultation with parents - 13 responded.

The following policies had amended wording and were reviewed:

Well-being
Training
Standards and Catch Up
SEND
Parental Engagement
Finance V2
EYFS
Behavior V2
Behavior
Online Safety
British Values

These had been circulated to Governors prior to the meeting and the Governors confirmed they had read them

RESOLVED: The Governors unanimously agreed to approve the amendments

15 GOVERNOR TRAINING AND GOVERNOR VISITS

Mr Bull had updated the learning log and added a path of courses for Governors to complete. Safeguarding had been added along with 2 similar courses for completion within a month or before starting the role of Governor. There was guidance that these should be completed before being fully approved as a Governor.

Mr Richard Swinnow had expressed an interest in becoming a Parent Governor and would be invited to the next meeting. He would be asked to complete the mandatory requirements in between this meeting and the following one. Any Governors that have not completed these courses would also be expected to complete them.

16 ANY OTHER BUSINESS

Improvements to meetings to be implemented in 2023

Timekeeping - to keep the meetings on track for time, Mrs Grooby asked that any items to be discussed should be submitted 7 days before the meeting so that the necessary time can be considered in advance.

Meeting dates - sometimes these can be less optimal than planned due to how they fall in the school term so changes could be needed if this is the case.

Reports - The Head Teacher or Committee Chair would highlight and summarise the points discussed; the main document would be an executive summary of the meeting. There would also be a list of the outstanding actions and main issues.

Meeting Locations - these would be a combination of face to face and online to support different situations throughout the year.

Documents discussed - these should be displayed on a large screen when possible to aid understanding and support would be offered to assist new Governors.

Resources Committee - this should be held 10 days before the Governing Body to allow the minutes to be written up. The minutes would be streamlined.

School Improvement Plan - this can be removed from the agenda as this point is already in the Head Teachers report.

SIP - this item would be overseen by someone and an update to be provided on what they are overseeing.

Safeguarding - the learning link to the report doesn't follow a structure, not a criticism as there was a lot of information in the report, it provides a theme over time so this could possibly be tailored.

WhatsApp - Some love this communication method others don't so there is a need to define what it is used for and what should be on email.

ACTION: Governors to let Mrs Grooby know what their views are on WhatsApp

Ofsted Webinar - Mr Bull listened to this and wrote a report. He asked that Governors thought about how they fulfil the 3 objectives of the Governing Body.

1 - to be strategic without being too detailed.

2 - there is no need to check things yourself, you need to know there is a process in place to check.

3 - to understand what you do with internal data and how the information drives decision that are made.

Health and Safety Policy

Mrs Parveen and the Head Teacher completed a check for Health and Safety in school and reported that housekeeping was good, and the playground was safe.

The Head Teacher reminded the Governors that he was working with Mr Corcoran to complete any quick fixes such as carpets, wiring was being tidied up etc. Any

electrical work would be completed by external professionals.

Health and Safety Policy revision 2 had minor changes
First Aiders had been updated and typos amended. A key fob system was also mentioned.

The website and office copy also needed updating.

Complaint from Kirklees

A complaint had been received via the LA of how a parent felt that school was not meeting their child's needs. The LA had investigated and felt that school had identified the child's needs and was supporting them and no further action would be taken.

Strep A

A child had Strep A and scarlet fever. Every year there were cases and they were increased in number this year. If it got into the blood stream it could become very serious indeed.

Parties and Xmas performances were due to start and parents were asking if all the children were getting antibiotics. The Head Teacher would contact the LA department and ask for guidance on this and how many children need to be affected before they are supplied.

Governors noted that reassuring the parents was important and if children were ill, then to keep them off school. Possibly there was less resistance now due to isolating over the last few years but parents should seek guidance from health authorities whilst school sought guidance from the LA.

17 DATES OF NEXT MEETINGS

RESOLVED: That the next meetings of the Governing Body be held at 7.15pm at the school on:

Tuesday 7th February 2023

Tuesday 28th March 2023

Tuesday 16th May 2023

Tuesday 11th July 2023

18 AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

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