

THE GOVERNING BODY OF HOPTON PRIMARY SCHOOL

Minutes of the meeting of the Governing Body held at 7:15 pm at school on Tuesday, 4 October 2022.

PRESENT

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

In Attendance

Judy Clavin (Minute Clerk)

Victoria Wallin (Observer)

1. ELECTION OF CHAIR

Elections are not necessary as Tabitha Grooby was elected chair for 4 years

Emma Howell has resigned as a Governor and was Vice Chair, so Chris Bull offered to do this until January 2023 when he would end his term of office so that a replacement could be found. There were no other nominations.

RESOLVED: That Mr C Bull be elected as Vice-Chair.

2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mrs K Bates and Mr M Pelan with consent

There were no declarations of interest.

(a) Approve the Governors Code of Conduct

RESOLVED: The Governing Body agrees to adopt the NGA's revised Code of Conduct

(b) Declarations of Business Interest Information

RESOLVED: That all Governors had completed the register of business form.

(c) GIAS

In the interests of transparency, the Governing Body must ensure that it's record on Get Information about Schools (GIAS) remains up to date.

RESOLVED: That Governors note the requirement to provide all governance information to the DfE and ask that the school continues to do this on behalf of the Governing Body. The GIAS would remain up to date.

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

The following items were notified to be brought up under any other business:

- Nursery
- Snacks
- Keys
- Head Teacher's Appraisal

4. REPRESENTATION

(a) To report the following matters of representation:

Resignation

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Emma Howell	Co-opted	4.10.22

End of Term of Office

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Helen Edwards	Co-opted	24.11.22

(b) Appointment of Co-opted Governors

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

There is one vacancy for a Co-opted Governor

5. REVIEW OF COMMITTEES, INCLUDING HEAD TEACHER'S PERFORMANCE MANAGEMENT WORKING GROUP

(a) Committee Membership

Steering Group

Tabitha Grooby (Chair)
Chris Bull
Martin Peelan

Standards and Effectiveness

Chris Bull (Chair)
Andy Blakeley
Tabitha Grooby
Louise Stubbs
Martin Peelan

Resources

Martin Peelan (Chair)
Rob MacDonald
Andy Blakeley
Helen Edwards
Ifzal Parveen

Pay Committee

Sofia Render (Chair)
Neeta Daly

Head Teacher Appraisal

Neeta Daly (Chair)
Tabitha Grooby
Martin Peelan

Staff Dismissal

Louise Stubbs (Chair)
Martin Pelan
Ifzal Parveen

Staff Appeals

Tabitha Grooby (Chair)
Helen Edwards
Ifzal Parveen
Sofia Render

Parent Complaints

Rob MacDonald (Chair)
Helen Edwards
Louise Stubbs
Neeta Daly
Ifzal Parveen

Pupil Discipline

Helen Edwards (Chair)
Martin Pelan

(b) Head Teachers Performance Management Working Group Membership

Chris Bull (Chair)
Tabitha Grooby
Neeta Daly

Appointing the external advisor

To be confirmed

Setting the date for the Head Teachers the annual review midterm review

To be confirmed

(c) Committees Terms of Reference

RESOLVED: That the adapted terms of reference be used for the different committees

6. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES

RESOLVED: That the following be agreed:

SEND	Louise Stubbs
Governor Training	Chris Bull
Early Years	Louise Stubbs
Health & Safety	Ifzal Parveen
Equality	Neeta Daly
Safeguarding & Child Protection	Martin Pelan
Website Compliance	Chris Bull
Website Maintenance	Rob MacDonald
Wellbeing	TBA
Looked After Children	Sofia Render

7. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER

RESOLVED: That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:

- (a) Planning and conducting the affairs of the school to remain solvent.
- (b) Establishing proper financial management arrangements and accounting procedures, which comply with the Local Authority's financial system internal controls.

- (c) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.
- (d) Providing such information as the LA may reasonably require to satisfy that the financial management and organisation of the Governing Body are such to enable it to fulfil the obligations specified for it.

RESOLVED: That the financial limits of the Head Teacher's delegated authority be approved as £5000 spending limit and £5000 virement.

8. MINUTES OF THE MEETING HELD ON 5 JULY 2022

RESOLVED: That the minutes of the meeting held on 5 July 2022 be approved and agreed by the Governing Body.

9. MATTERS ARISING

There were no matters arising

10. REPORTS FROM COMMITTEES

(a) Resources

A review was underway of what was still required and whether there was any carry over left to spend from the budget.

(b) Standards and Effectiveness

The minutes of the meeting were on Google drive.

The Head Teacher would cover this in his report.

Virgin – this service was still not performing. There was a blockage on the line that was preventing the installation of a leased line, therefore the school is still in dispute with Virgin. The Head Teacher was trying to negotiate with the existing provider to extend the current contract on a month by month basis. If it wasn't resolved there wouldn't be any internet provision for school.

11. HEAD TEACHER'S 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.

(a) The School Improvement Plan (SIP)

The report was on Google Drive.

(b) Buildings and Premises

The Learning Loft had been completed.

The fencing had not been completed as there had not been any follow up of work.

The TrimTrail- a report had been completed with a large amount of jobs to work through.

(c) Staffing

Breakfast club was now staffed.

Mrs Parry would be starting her maternity leave and replacement cover for her had been found.

The ECN teacher was ahead of her schedule and may finish her training by Xmas.

The CSA staff had all spent time with SEN staff, although some were anxious about it.

(d) Energy

The cost of gas was expected to be much higher than last year and electricity double the amount of last year's bill. The heating wasn't on yet and it may need be a lower temperature this year when it does go on.

(e) Attendance

Attendance was high at the moment, any absence that fell behind would be reviewed and letters sent.

(f) Roll

On Google drive.

(g) Parents in the Community

There had been a racist incident added to the report and it was unclear if this was accidental but added anyway. The incident involved a year 3 and a year 6 child, there had not been a recurrence of the incident and the parents had been spoken to.

Q: At what point would parents want Governor's to be involved in incidents?

A: When school has investigated and responded and all other avenues have been exhausted

(h) Intervention

PUMA and PIRA information
29 interventions for Nessy
22 interventions for Dynamo

(i) Class Charts

These had been introduced again and would support good behaviour with positive and negative points being awarded. The Head Teacher demonstrated how the charts and points worked and how it could identify any trends.

Q: How could lunchtime supervisors add to them

A: They would tell a member of staff

Q: Would the staff or the Head Teacher monitor this?

A: The Head Teacher would monitor any trends and the scores would go into reports. The information would reset after a year.

(j) Solar Panels

School had arranged to get these installed as a parent at school does these. Mrs Render would take this forward

(k) Fencing

If the solar panels go ahead there won't be sufficient money left for the fencing to be put in place.

(l) Volunteer Support

There were 6 volunteers to start with and 4 remain, any other volunteers need to be DBS checked.

(m) Bike Ride

This is going ahead and a link was needed to be added for further information.

(n) Pupils on Roll

School wasn't full however non of the appeals secured a place this year

(o) Complaints

Ofsted mentioned that school should be looking for trends from any complaints so the process would be reviewed. Possibly starting with what the difference was between a complaint and a concern.

This would be discussed and findings brought to future meetings

(p) Nessy

Children did not receive support with this if they don't need it but there may be an overlay of other interventions.

(q) Wellbeing Award

A national award for Ms Henderson and Mrs Bates for the work they have done on the SEND audit

(r) Lunchtime Supervisors

The lunchtime supervisors often have other jobs and need more training to support them doing these.

(s) Children's Wellbeing

Zones of Regulations are in use and smiley/sad faces used to indicate how a child is feeling.

(t) Training

Q: What training is available for each of the subjects?

A: This was on the links.

Q: How do teachers request training?

A: They just ask for it.

Q: Who delivers internal training?

A: This would depend on what it is e.g., SEND would be Mrs Bates and Mr Asbery for computers.

Q: How often are PUMA and PRA tests assessments conducted?

A: Twice a year.

Q: Greater depth - what does that mean?

A: Encouraging the child to progress to the next stage.

Q: What measures are there to monitor the results?

A: The excel file and appraisal discussions with teachers.

(u) Standards and Catching Up

Q: There are a lot of statistics for the educational part what about the social side?

A: The current teacher provides a passport handover for each child at the start of the year, so that the new teacher is aware of any issues or strengths and has a general overview.

(v) Parental Engagement

Q: Where are we with this?

A: Mr MacDonald had completed a first draft of this but it wasn't quite ready yet and would provide an update on progress to the Governors at the next meeting.

(w) Website Update

Q: Is this ongoing or complete?

A: The Head Teacher was working through it and would provide an update on progress at the next meeting.

(x) Finance

Stella Haigh may be able to support school with this, an update on progress would be provided at the next meeting.

(y) Nursery Changes

These would be discussed further and may take place from September 2023.

(z) Budget

Q: The Head Teacher and SLT prepare the budget and deliver this but teachers don't really know how it comes about or breaks down. Should there be input from the teachers so that they can see what funding there is to work with?

A: This could be considered and further discussion was needed.

EYFS

Mrs Bates would take this forward

Curriculum

Q: Could a Governor complete a QA on how the information has been understood by the children?

A: Would the children tell the Governor?
Would teachers want that?

The LA would probably not like that and feel it was making an assessment
The teachers would probably be nervous if they knew that's what was happening. It is unlikely the teachers would speak openly and some issues can't be resolved as they are part of their job.

A Governor could possibly attend a staff meeting and explain it's a positive step to get to know the Governors. Also gather feedback on how to strengthen the relationship between Governors and teachers.

At this point (9:10 pm) Mrs Render left the meeting

Science assessment - the Head Teacher and Mrs Etheridge.

Different levels of knowledge - Mr Asbery

Extended writing - this could be over any topic in the curriculum such as geography or history.

Behaviour - ongoing

Wellbeing - Miss Mistry continued to work with staff on their wellbeing

Q: Each year there was a SIPP based on 9 elements. Do you feel that based on the Ofsted feedback everything is in the plan?

A: Yes

Q: Have staff been involved in preparing it?

A: SMT have, it is then added to Google drive and staff read it.

Q: Can you see any conflict for staff?

A: No

A QA plan was included in the packet but as uncertain whether this was to discuss or approve this would be reviewed by Mrs Grooby and Mr Bull with a view to how we could do better to support school. An update would be provided at the next meeting.

12. FINANCIAL MANAGEMENT AND MONITORING

This was covered in the Head Teacher's report.

13. SCHOOL DEVELOPMENT PLAN: PRIORITIES 2022/23

This was covered in the Head Teachers Report.

14. GOVERNING BODY DEVELOPMENT: ACTIONS AND PRIORITIES 2021/2022

This was covered in the Head Teachers report.

15. SAFEGUARDING

The report has been added to Google drive.

More have been added to the list and some have been signed off

16. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2024/2025

Requests to increase the PAN had always been rejected so any additional pupils would come through uncontested appeals

RESOLVED: That there would not be a change to the existing number.

17. TEACHER PAY AND CONDITIONS PROPOSALS - SEPTEMBER 2022

Deferred to the next meeting.

18. POLICIES FOR REVIEW BY THE GOVERNING BODY

These had been circulated to Governors prior to the meeting and the Governors confirmed they had read them and unanimously agreed they were happy with them.

19. DATA PROTECTION ACT (DPA) GENERAL DATA PROTECTION REGULATION (GDPR) AND INFORMATION SECURITY - GOVERNORS USE OF PERSONAL EMAIL ACCOUNTS

These had been circulated to Governors prior to the meeting and the Governors confirmed they had read them and unanimously agreed they were happy with them.

20. REVIEW AND PUBLISH PE AND SPORTS PREMIUM FUNDING (MINUTE 134 REFERS)

Deferred to the next meeting

21. MONITOR RECOVERY PREMIUM FUNDING (MINUTE 135 REFERS)

Deferred to the next meeting

22. GOVERNOR TRAINING AND GOVERNOR VISITS

(a) Governor Visits

No visits to report

(b) Governor Training

Mrs Grooby - Safeguarding

Mrs Stubbs - Safeguarding

Mr Bull had updated the learning log

Mrs Daly had booked a school visit

Mrs Stubbs - a SEND report had been added to Google drive, to review with Kirklees

Mrs Bates - added a video, 2 sections should be selected for self-assessment to be more SEND proficient

23. ANY OTHER BUSINESS

(a) Keys

A process was needed in case the School alarm went off and the Head Teacher and the Caretaker were on holiday the same time.

Another person, preferably a Governor, was required to be a key holder.
Mrs Grooby was the nominated person.

(b) Nursery

This was deferred to the next meeting.

(c) Snacks

The Governors were asked to decide what snacks if any were allowed in school. There was a difference between the year groups.

KS1 - don't have any snacks

KS2 - can have fruit based snacks

However, consideration should be given to children with allergies if anything was brought into school from home.

This was deferred to the next meeting so that further discussion could take place.

(d) The Head Teachers Appraisal

At this point (10:00 pm) The Head Teacher left the meeting.

Information redacted in accordance with the Freedom of Information Act

24. DATES OF NEXT MEETINGS

RESOLVED: That the next meetings of the Governing Body be held at :

7.15pm at the school on Tuesday 6th December 2023

7.15pm at the school on Tuesday 7th February 2023

7.15pm at the school on Tuesday 28th March 2023

7.15pm at the school on Tuesday 16th May 2023

7.15pm at the school on Tuesday 11th July 2023

25. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That item 23 (d) be excluded from the copy made available at school in accordance with the freedom of information Act.