

Kirklees Directorate for Children & Young People

THE GOVERNING BODY OF HOPTON PRIMARY SCHOOL

DfE: 2097

Minutes of the meeting of the Governing Body held at 7.15 pm at school on, Tuesday 8 February 2022.

PRESENT

Mrs T Grooby (Chair), Mr A M Blakeley, Mr C Bull, Mr R MacDonald, Mrs L Stubbs, Ms E Howell, Ms N Daly, Ms I Parveen, Mr M Pelan, Mrs K Bates, Mrs H Edwards, Mrs B Hornby

In Attendance

Judy Clavin (Minute Clerk)

47. 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.

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

No items notified were raised for discussion under Any Other Business.

49. REPRESENTATION

The following matters of representation were noted:

Appointments

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Barbara Hornby	Co-opted Staff	6.1.22
Neeta Daly	Co-opted	8.12.21

50. MINUTES OF THE MEETING HELD ON 7 DECEMBER 2021

RESOLVED: That the minutes of the meeting held on 7 December 2021 be approved and agreed by the Governing Body as a correct record.

52. MATTERS ARISING

There were no matters arising

53. 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:

The School Improvement Plan (SIP) was available for governors on Google Drive

Standards

SATS for KS1 and 2, Phonics, Maths Yr 4 and Foundation end results would be reviewed as they took place. The end of year results will be important and although they may not be as high as they could be they were encouraging so far. Further intervention would take place as needs were identified. PUMA and PIRA results would be reviewed again just before Easter. Phonics would be a focus area lower down the school.

RSE

A form was available for parents to use so they can ask for further information on what they would like to know. However, there had only been 5 replies received previously.

Reading

The new phonics scheme 'Little Wandle' was now in place and being used to support the children. One hour per week was being lost on a subject such as music, history or geography as it was taking longer to teach phonics due to the scheme being new for the teachers and children. This should improve with time.

Library

The library now has 950 books covering a wide range of subjects. Year 6 initially wanted to be the librarians but this has reduced. In F1 the whole class came to borrow books and when the weather was bad more reading was taking place. A favourite book of the children was Diary of a Wimpy Kid.

Wellbeing/Mental Health

A lot of time had been spent on this as many children could not cope if they felt they could not do something. School have arranged for Northorpe Hall to come into school to provide sessions for staff and parents. The wellbeing tree had gone down well and staff have used this as part of their training course for other schools.

Leadership

Fiona had made a great start as had Nichola and James. Everyone was working well together. Time had been spent speaking to the children and there was a lot of information gained.

Subject Leadership

The Head Teacher was trying to find the best way to support teachers and was giving them time to update their subject information in preparation for an Ofsted visit.

Curriculum

Much of the Curriculum leader's time had been spent in developing the overall curriculum as evidenced by the progression maps. Staff are mixing education with what the children are doing and using different planning styles.

EYFS

Makaton training had been completed. Body and nutrition conversations were happening and the focus on manners had been relatively successful.

SEND

SEND continued to be very busy and increasing. Support staff are being diverted to children with special needs.

Katrina had added the report to Google drive and the Governors confirmed they had read this.

Covid 19

There was a lot of Covid about and staff are away from school ill. Symptoms differ from case to case and other illnesses also are currently circulating such as - scarlet fever, chickenpox and norovirus.

EHC

Children were struggling at the moment and staff were being diverted to them as needed.

Staffing

School had asked for guidance on some contracts and had been referred to HR.

At this point Mr Pelan left the meeting.

Attendance

The school had 93.6% attendance overall. 94% was the average and attendance had not been as bad as was thought. There was currently 80.9% attendance for nursery (which was included in the overall figure).

Clubs

Dance and Library clubs were taking place.

Number on Roll

There were 360 pupils on roll and 3 appeals. For the coming year the requests for places at school were as follows:

1st choice - 54

2nd and 3rd requests - 164

School would be full with an intake of 45 and there could also be appeals. There could be 9 appeals from these and Year 6 have 6 appeals pending. The appeals panel would apply the criteria.

Parents in the Community

Dress as you want day had raised a total of £1300 for Beau's Appeal.

Dynamo and Nussy information had been added

Finance

E-books were being used to support reading as school could not finance all the books required at once; this method is being tested.

Assessment and Intervention

The reports were on Google drive and the Governors confirmed they had read them.

No further questions were raised from the Head Teacher Report

54. REPORTS FROM COMMITTEES

Meetings had been held by the following Committees:

Resources Committee

A CSA had been recruited to replace the person that left. Premises work had been completed; a child with an EHC had suffered a fit in Foundation and the CSA could get there easily now.

The budget had been reviewed by the Head Teacher and he felt comfortable with the budget position. Two volunteers are starting and 1 is going into KS1 Many teachers are off with Covid and the children are starting to pushing boundaries with staff.

Governors were asked to agree the terms of reference for the Resources Committee

RESOLVED: That the Governors agree to the change in the terms of reference for the Resources Committee.

Standards and Effectiveness Committee

Minutes were documented for the Standards and Effectiveness Committee meetings. The Head Teacher explained that he would be introducing a buddy system so that when Ofsted visit the staff do not feel as if they are alone.

The minutes of the meetings were all available on Google Drive and Governors confirmed that they had read them.

The assessments in the pack were still very good despite the disruptions. PUMA and PiRA progress was compared from September and December and the cost of the systems was deemed to be worth it.

Summary reports were available on individual children in Milky Way and Neptune. The report looked at lower achievers and what had been done to support these children.

Curriculum

Staff are being encouraged to share resources and archive them. Teachers have a resource area that they can share, amend and use as needed.

The curriculum report had been covered in the Head Teacher's report.

Mr Bull had a meeting with Fiona and confirmed the statement of intent had been written. Progress maps had also been re-written for the parents and governors by Fiona and the subject leaders. Spelling shed would also be used

SIPP Plans

The Head Teacher went through each item with the Governors.

Curriculum and RSE

The Head Teacher would cover the remaining items under this heading in the next Meeting. The Governors confirmed that the Head Teacher was doing a good job.

Mental Health Report

The school's Mental Health Report was available on the school website. A free of charge workshop was being organised. Children are going to Northorpe Hall at weekends for sessions, this is to support them to find solutions and not feel like victims.

Mr Bull thanked everyone for their work

55. KLP AUTUMN TERM VISIT

A visit to school took place and some good feedback was received. The Little Wandle scheme had been introduced to support phonetics as a result of the visit.

However, a visit had taken place in October and the feedback from then had still not been received. The Head Teacher's appraisal had just arrived; all the LA information goes on to Nexus and will be circulated when received.

Emma Brayford had confirmed that she would be stepping down and a new KLP would be needed for the school..

The Head Teacher was deeply disappointed that the KLP had not arrived in school after agreeing to do so. The Head Teacher appraisal date was also needed

This is a service that school pay for and they have not had the expected returns

56. UNDERSTAND YOUR SCHOOLS PLANS FOR 2022 EXAMS

It was confirmed that all tests are planned to go ahead.

Q: Will the expected score for SATS would be lowered?

A: The Head Teacher confirmed that he did not think there would be any data comparing schools.

KS1 SATS were to be discontinued and school would no longer need to complete SATS so hopefully this could be done a year early.

57. MONITOR ANY CONTROLLED SPENDING FROM COVID CATCH UP AND RECOVERY PREMIUM FUNDING

Two payments of £1700 have been received. School is using existing staff to support the selected children and if the funding wasn't used it would be clawed back. The website has been updated with this information as it is a statutory requirement to have the report on there.

58. MONITOR SCHOOLS FOOD PROVISION: NATASHA'S LAW

The school subscribes to Kirklees catering service and they are responsible for checking the ingredients of meals. School do not have any wrapped food and the ingredients are always checked and confirmed for what is being baked. Packed lunches state what is in the bag and if any food is sold at the school, e.g. at the summer fair, then the food would need to re-checked for any potential allergens.

59. REVIEW AND PUBLISH GENDER PAY GAP INFORMATION

The Head Teacher confirmed that Kirklees were responsible for publishing this information due to the numbers. School would only need to do this if they had over 250 employees.

60. MONITOR SCHOOL'S CONTINGENCY PLAN FOR REMOTE LEARNING

This had been covered in the Head Teacher's report.

- teachers were not expected to provide lessons if they were ill
- some parents have kept children at home and wanted live lessons online
- School had identified who could provide live lessons if it had to close

Q: Is there was a difference in expectations between primary and secondary Schools?

A: The Head Teacher confirmed that teachers were not expected to teach when they were ill.

School was confident with the plans in place.

61. MONITOR THE SCHOOL IMPROVEMENT PLAN

The School Improvement Plan was available on Google Drive with updates added from the Standards Committee. Governors were asked to prepare any questions for the next meeting.

62. REVIEW SCHOOL'S EQUALITY INFORMATION AND OBJECTIVES

The aim was to see if the school is in a good place. The objectives were online and need to be updated every year and published every 4 years. This was last completed in 2017 so it should have been completed last year in September 2021.

This needed to be done as soon as possible and Ms Daly and the Head Teacher agreed to look at this further.

63. SAFEGUARDING

The report from Suzanne had been added to Google drive and Governors confirmed they had read it.

had An audit was due to take place but had been postponed due to absence. Suzanne circulated the Acceptable Use Policy and staff need to read and sign to confirm this has been done.

It was noted that some children had a lower attendance level than others.

Q: What is classed as low attendance?

A The Head Teacher explained that if a pupil's attendance dropped below 94% it would be looked at as follows:

- there would be a more detailed review of the absence
- consider whether this was authorised or unauthorised
- contact would be made with the parents and talk through anything preventing The child from attending school and also contact the parents' officer
- there was always a concern if it started to affect learning

64. SEN

The report from Katrina was available on Google Drive and the Governors confirmed they had read this.

This item was covered in the Head Teachers report

65. FINANCIAL MANAGEMENT AND MONITORING

The SFVS needed to be completed and approved by 31 March 2022, however the budget was needed first so that this could be completed. The budget was not due until April/May 2022.

66. POLICIES FOR REVIEW BY FULL GOVERNING BODY

The website check had been carried out by Mr Bull.

The following policies were reviewed by Governors:

Safeguarding Policy
Curriculum Statement
RSHE Policy
Mobile Policy

RESOLVED: That the above policies be agreed and approved by the Governing Body.

67. GOVERNOR TRAINING AND GOVERNOR VISITS(a) Governor Visits

Ms Parveen had completed a school visit which she enjoyed and used the same format as her last visit. She noted that the Health and Safety Policy needed updating as it was very generic and that there should be more in it for the school.

The Fire Marshall's names also needed updating.

Mrs Grooby had made a visit to school at lunchtime and thought the system for managing dinners was very good. However, there may be blind spots when everything was open again.

(b) Governor Training

The training log had been updated by Mr Bull:

Ms Parveen had completed the Health and Safety course

Mr Peelan had completed 2 physical courses

Mrs Render had completed a GLAD course

Mrs Stubbs had renewed her Safeguarding training.

There were 6 courses that had not been attended and Mr Bull said that he would send the links for these.

68. FEEDBACK FROM PARENTS' EVENING

This item was to be deferred to the next meeting.

Parents' Evening dates were 15th and 16th March, the Head Teacher asked that if any Governors wished to be involved then to let him know.

69. FEEDBACK FROM SECTION 5 AND DISCUSSION

Meetings had been held and questions had been raised and the Head Teacher had added comments. The Governors all confirmed that they had read this.

Reading was crucial and accelerated reading was strong. The new phonics Scheme Little Wandle had been bought and was being implemented. Suzanne and Katrina could answer any questions on this governors may have.

Interaction in the playground and visibility; the Head Teacher confirmed that he felt it was important that staff were very visible and being present at the gate was part of this and very important.

CPD is approximately 50-60% in house, although school are accessing lots of online content which was either bought or free. There was a lot of focus on phonics and EYFS at present.

Team Teach; refresher training was needed on this.

All meetings had been minuted.

Suzanne confirmed that there was a high number of children in need at present.

The Head Teacher and Katrina had completed a First Aid course.

With regard to the SEF, there was lots of work outstanding but there were 2 good Areas. Curriculum was good due to the changes made and Foundation was good due to the new teachers.

Visit to Crowlees; the Head Teacher and Katrina had visited the school and gained some good ideas about an Ofsted visit.

There was a sense of apprehension amongst the teachers at the moment as they did not want to let anyone down; the Head Teacher reassured staff that there would be room to expand and explain any answers provided.

Q: Mrs Grooby asked how everyone felt about a visit from Ofsted?

A: The Head Teacher responded that school would do the best they could and that it was important to let staff know how well thought of they all are. The feelings of apprehension were just fear of the unknown.

70. DATES OF NEXT MEETINGS

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

Tuesday 29 March 2022

Tuesday 3 May 2022

Tuesday 5 July 2022

71. ANY OTHER BUSINESS

There was no other business to discuss.

72. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy made available at school in accordance with the Freedom of information Act.