

THE GOVERNING BODY OF HOPTON PRIMARY SCHOOL

Minutes of the meeting of the Governing Body held at 7:15 pm at school on Tuesday, 7 December 2021

PRESENT

Mrs T Grooby (Chair), Mr A M Blakeley, Mr C Bull, Mr R MacDonald, Mrs L Stubbs, Ms E Howell, Mrs S Render, Ms N Daly, Ms I Parveen, Mr M Pelan

In Attendance

Judy Clavin (Minute Clerk)
Barbara Lockwood (Observer)

24. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mrs K Bates and Mrs H Edwards with consent.

There were no declarations of interest.

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

The following item was notified for discussion under any other business

- Football.

26. REPRESENTATION

Resignations

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Andy Dickens	Co-opted	05/10/2021

Appointments

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Martin Pelan	Co-opted	27/11/2021
Ifzal Parveen	Co-opted	05/10/2021

At this point Mrs Lockwood left the meeting

RESOLVED: That the Governing Body unanimously agreed to Mrs Lockwood joining the Governing body as a Co-opted Governor for 4 years and introductions were made

Mrs Lockwood returned to the meeting at this point.

27. MINUTES OF THE MEETING HELD ON 5 October 2021

RESOLVED: That the minutes of the meeting held on 5 October 2021 be approved and agreed by the Governing Body as an accurate record of the meeting.

28. MATTERS ARISING

There were no matters arising.

29. SCHOOL IMPROVEMENT PLAN

The Governors had received this information prior to the meeting and confirmed they had read this. The plan is stored on Google drive.

Standards

Puma and Pira assessments had taken place and added to the excel files so that more information was available to staff. Further intervention had been put in place for a number of children.

Vulnerability files have been created by staff and will be updated as required. This will provide a clearer picture on how children in receipt of pupil premium, or affected by domestic violence, SEND, medical and looked after children are performing from a vulnerability point of view and also from an intervention viewpoint.

Children were experiencing quality teaching with a broad and balanced curriculum, with no group disadvantaged.

30. 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:

It was noted that the School Improvement Plan (SIP) was on Google Drive.

(a) Curriculum

There was a curriculum statement for the Governors to sign off. This was a statement of intent, staff would have had this circulated

Governors would be required to read this and sign it off, the statement details the curriculum aims

Q: How this would work?

A: Implementation, these were the progress ladders, as well as impact, which was the assessment.

RESOLVED: That the Governors agreed to read this and sign off the Curriculum statement.

(b) Reading

Governors noted the following:

- A lot of work had been completed on phonics.
- The school library now had 365 books and another 85 were on order.
- Libra software was being used scan the books in and out and parents can log in with the child's password, to see what books have been read and what they would like to read.

Q: How much has the library cost so far?

A: £185 - The cost of the books in the library (some had been donated).
£148 - The cost of the books on order.
£400- The cost of the Libra software per year.

The cost would be covered by the profit from the Xmas Fair (£1900 minus costs incurred).

Mr Pelan arrived at this point.

(c) Wellbeing/Mental Health

Governors noted the points to consider impacting this:

- A lot of additional work had been completed on phonics.
- There had been changes to the curriculum.
- It was the longest term.
- Ofsted.

There were 25 children accessing external support for wellbeing, some of the issues were domestic violence and alcoholism.

Work was underway with teachers and pupils to support them and if any children needed support within school they would be referred to Suzanne and Katrina

(d) Leadership

Fiona had made a great start as had Nichola and James. Everyone was working well together.

(e) Subject Leadership

There was a difference of opinion on what the subject leaders should do and should be aware of for their subject, the English group was formed in relation to one person not knowing everything from Foundation to key stage. Ofsted would like the school to do this. This would mean that for English, everything is all together- reading, punctuation, grammar, phonics and the early years. The Group can absorb the specialist areas better.

(f) EYFS

The new curriculum had started and the dynamic between phonics and the curriculum was intense.

The loss of Katrina's time on this area had been a been at the benefit of more time spent on SEND.

(g) SEND

This continued to be very busy. Katrina had added the report to Google drive and the Governors confirmed they had read this.

A suggestion was made that Governors should book time to spend with Katrina to support understanding of her role and what was happening in school in this area.

Year 6 - There is a SEND child in this year with medical needs and this had changed the dynamic of the group.

Q: How does the assessment work?

A: On this occasion the assessment was completed abroad and a further assessment would take place here.

Q: Can the child be reassessed for more support?

A: There wasn't any EHC in place so school couldn't say whether they could meet the child's needs without this

Q: Would there be any cost or support to move them

A: School would always try to support them as best as they could first

(h) Covid 19

Governors noted that this is ever present.

(i) Buildings and Premises

The following was noted:

- The wall wasn't removed and a structural report was now needed due to some problems behind the wall that need resolving.
- The Head Teachers room needed redecorating after it had rained in again.
- Broadband - some progress had been made and contact had been made with Virgin though Mr MacDonald. Problems still exist as it appears only to be functional for 48 hours and the issue had been escalated to Virgin. The next steps are:
 - plug management by the Head Teacher would continue.
 - Virgin technical support would be needed to resolve the issue the old broadband was still in place and able to be used until a solution is found.

(j) Staffing

2 people have been appointed and the School want to appoint 2 lunchtime supervisors, however, there have been few applications

The audit report had been received

(k) Attendance

This had dropped, mainly due to Covid testing and following Government guidance. It could take 3 days from PCR testing to the result.

Q: What are the procedures if a parent thought the spellings were too difficult for their child?

A: The parent should approach the child's teacher in the first instance, then escalate the matter to the Head Teacher and if that did not resolve the matter then it should be viewed by the Governors through the complaints committee. That was the correct process.

(l) Number on Roll

There were 352 children on roll and now 51 in Year 6.

Two children have been admitted on appeal since the last meeting.

7 children are expected to attend F1 after the Christmas break.

(m) Clubs

Governors noted the following:

- Gardening Club – Andy - Tuesday
- Dance – F2 Holly and Megan - Tuesday
- Dance – KS2 Nicole -Thursday
- Library – All children – Andy and Y6 children volunteers

(n) Parents in the Community

The Xmas fair had raised £1900. Christmas performances were taking place.

(o) Assessment and Intervention

Puma and Pira and Gaps assessments were taking place.

The Head Teacher explained that these were standardized scores that work on a bell chart, whereas the Puma and Pira scores were different and not standardized. The results will give a benchmark against standardized scores and an age reference point.

Q: Have Governors read this information?

A: The Governors confirmed they had read it.

The Head Teacher explained that differentiation would mean doing more work with the weaker areas to increase the breadth of understanding.

(p) Finance

Break Shop

Year 6 have been running a break shop selling everything at 10p and it had been a huge success. The shopping and baking had been constant but well worth the effort. There would be a break over Xmas and then continue afterwards hopefully including Year 5 after Xmas.

(q) IDSR

This covers how other schools assess the progress of a child in key areas however due to Covid there had not been any updates for 2 years

(r) Trips

Governors noted the following:

F2 walk to the war memorial

Y2 Trip to Eureka 2nd December 2021

A trip to Derwent water was planned for January 24th to 28th January 2022

(s) Standards and Effectiveness

Data on core subjects had been reviewed on reading, writing and maths at Expected and Greater depth.

Information from the Ofsted inspector indicated that in History and Geography 5% of the class were lower performers and 95% were achieving the expected levels:

- the focus was on those not achieving at the expected level.
- foundation subjects would be looked at over the next 2 terms.
- reviews would cover which children had not achieved and why the Head Teacher provided 2 different types of reports and both recorded good reasons why the children were not achieving and what was being done about it.

Q: Why was that particular class chosen?

A: This was just a typical example and all classes would have a similar representation. Some were slightly behind in one or two areas. I will consider what action was required and how long it would take.

No further questions were raised from the Head Teacher Report

31. REPORTS FROM COMMITTEESResources and Standards & Effectiveness Committees

The main points covered were:

- the proposed pay increases which were agreed.
- changing the locks in February.
- the additional cost of the phones.
- the reading books and where the money would come from.
- The total cost so far would be around £17 - 18K

ACTION: The Head Teacher would look at the budget and project this going forward.

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

32. SAFEGUARDING

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

A suggestion was made that Governors should consider whether parents could be included more in Safeguarding.

ACTION: Governors to email Suzanne with suggestions.

Safeguarding visit - Mr Pelan met with Suzanne and spent time with her.

The Single Central Record had been checked.

Attendance had been a concern and school had not been able to get to the bottom of this yet as it was reliant on parents giving the correct phone numbers. Sometimes phone calls were not answered but if a child does not arrive at school then there is a need to follow that up and staff have gone to houses to contact them when all other attempts have failed.

Q: Is the process written down?

A: When staff had been to houses and there hadn't been an answer then the police had been contacted but they would not come out. If there wasn't an answer at the house then it had to be followed up for safeguarding. Grandparents had been contacted and asked to go and check

Q: How is it recorded if a child doesn't come into school, are the efforts to track the child recorded?

A: Yes, the calls and attempts are diarised and they are also recorded on the phone system. If the Police questioned this it is recorded in the diary. School follow the emergency contacts and friends to try and establish contact. Every action is recorded in the diary and guidance is taken after a recent sad case.

PCR negative test results need to be sent into school but some parents refuse to do this. Lack of funds is also a barrier.

33. SEND

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

There seemed to be more movement and interaction from agencies now.

A walk around School took place by Katrina and Mrs Stubbs, which she found very interesting. Four classes were visited, a form was used to record findings and the report was put together with Katrina. This would be a regular event every half term

34. WELLBEING

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

More children were needing support and a trial introducing 4 colours to represent different moods had been introduced - red, blue, yellow and green. This would be reviewed over the term. There had also been growth in sensory aspect needs and the following were being used to support the areas:

- weighted vests.
- resistance bands.
- headphones to block noise/ open or cold windows.
- more space.
- wobble cushions.

The Head teacher explained how each of these supported the children.

35. CURRICULUM TIR REPORT

Q: What is the inset day for?

A: This was for staff to present for Ofsted expectations. It was additional pressure for staff but needed to be a change of mindset

Q: What's the floor book?

A: It's something the children completed from work they had done towards a topic. Skills used and a reflection of learning would be recorded and it would be used as part of the assessment. An aide memoire of what the children did and to complete the assessments.

36. FINANCIAL MANAGEMENT AND MONITORING

The Head Teacher asked the Governors if they had all read the report on Google drive and that they were happy to agree the budget.

The Governors confirmed they had read it and agreed it

RESOLVED: That budget was approved and agreed by the Governing Body.

37. POLICIES FOR REVIEW BY FULL GOVERNING BODY

The following policies had been reviewed and approved by the Governing body:

- Kirklees pay and appraisal polices
- RSHE
- Whistle blowing
- Anti-bullying
- Staff course of conduct
- Mental health
- EYFS
- SEN

The website check had been completed by Mr Bull and this item would be deferred the next meeting

38. GOVERNOR TRAINING AND GOVERNOR VISITS

(a) Governor Visits

Ms Parveen completed a School visit which she enjoyed and was made to feel very welcome by children and staff. She started her day in F2 and noted the activities were across 2 rooms. The children knew what to do and were painting and sharing well. She was impressed by their literacy and vocabulary

(b) Governor Training

The training log had been updated by Mr Bull and he asked Governors to inform him of any further training to add or if there were any problems with accessing courses.

Safeguarding and Prevent - there are a few Governors still to complete these and they have to be completed every 2 years.

GLAD courses - these are online courses and very easy to do
Half a day in school - this has been difficult due to Covid. Some have completed this and it needs to be booked with school after the DBS check has been completed.

LGA Learning link - these are modules by the LA and the least used
There are recommended training paths and take approximately 1 hour to complete.

Quarterly briefings these have been online and most Governors have gone to them Ofsted is one of them.

39. FEEDBACK FROM PARENTS EVENING

This item is to be deferred to the next meeting. The report is positive and Governors need to read this prior to the next meeting.

40. KIRKLEES AUDIT REPORT

This had been completed by phone.

Findings had been given and actions were to be put in place. A response has been drafted and Governors need to agree this. One point to be rejected was the storing the safe key as this was not seen as any great risk.

The use of the school bank accounts for fundraising was mentioned. A recommended course of action was provided and asking questions

Governors agreed to send responses

41. SECTION 5 FEEDBACK

This had been useful information.

Q: A Governor asked if Governors could see the minutes of the meetings of the SLT

A: The Head Teacher confirmed they could and suggested that Governors go through the minutes of the meeting and make notes of any questions that arise.

Another meeting would be arranged to organise this

42. CHAIR HEAD TEACHER MEETING

The agenda for the meetings had been planned and the minutes were on Google drive.

The Governors confirmed they had read them.

43. ANY OTHER BUSINESS

Football

Mr MacDonald had been approached by a parent that would like to start some football activity within school. The Head Teacher asked Mr MacDonald to forward the details to him and this would be looked at after Xmas.

44. TEACHERS APPRAISALS

At this point Mr Blakeley left the meeting.

The Teachers Appraisals committee had met and approved the pay awards with the Head Teacher. They had also met with the external advisor Emma for the Head Teachers Appraisal.

The Head Teacher had been set 3 objectives and the committee felt these had been met:

- Structure
- Curriculum
- Catch up

New Objectives for the coming years were also set:

- Develop the Curriculum
- Develop Staff
- Staff Wellbeing

There would be a half year review on 4th March and a report at the end of the year. Although no further increases were permitted, the Governing Body wanted to thank the Head Teacher for his continued hard work and commitment to the school.

Teachers appraisals - 3 teachers would move up the pay scale.

Non-teaching staff - Appraisals had been completed - no changes to pay.

45. DATES OF NEXT MEETINGS

RESOLVED: That the next meetings of the Governing Body be held at the School at 7:15 pm on the following dates:

Tuesday 8th February 2022

Tuesday 29th March 2022

Tuesday 3rd May 2022

Tuesday 5th July 2022

46. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That Minute 44 be excluded from the copy to be made available at the School in accordance with the Freedom of Information Act and excluded as confidential under Regulation 15 (3) School Governance (Roles, Procedures and Allowances) Regulations 2013 from the copy of the minutes to be circulated to staff.