

THE GOVERNING BODY OF HOPTON PRIMARY SCHOOL

Minutes of the meeting of the Governing Body held at 7.15pm online on, Tuesday 6 February 2024

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 McDonald, Mrs N Daly, Mr M Pelan, Mrs S Render

In Attendance

Judy Clavin (Minute Clerk)

45. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

There were no apologies for absence and no declarations of interest.

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

No items were notified to be brought up under any other business.

Any items to be included should be notified before the meeting so that the required discussion time could be considered.

47. MINUTES OF THE MEETING HELD ON 5 DECEMBER 2023

RESOLVED: That the minutes of the meeting held on 5 December 2023 be approved by the Chair as a correct record.

48. MATTERS ARISING

There were no matters arising

49. REPORTS FROM COMMITTEES**Standards and Effectiveness**

It was agreed that KS1&2 would be discussed later in the meeting.

Moderation was a priority and the Head Teacher explained that his main priority at the moment was to ensure that more moderation takes place in order to ensure that assessments were accurate. Overall he was quite pleased with the results so far over all subjects.

Poor behaviour was a factor of lower achievement and was a theme on the class charts.

50. 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.

It was noted that the report was on google drive.

(a) Buildings

The Head Teacher had spoken to the asset manager and they confirmed that all of the energy grant could not be used for the toilets. That would impact on completing work on the fences and the locks, as the toilets were a priority. The toilets would cost £21K and £7K of the energy funding could be used for that.

The roof was also in need of repair, as it was now leaking due to lead being removed.

The Health and Safety review had been completed, the report was received today. Some areas were in red:

- New ladders were needed
- Things could not be put in the boiler room (although previously this was confirmed as fine to do so)
- Governors should review the H&S report each year.

(b) Behaviour

Class Charts

Negative marks - 5 children had 100 negative marks.
Approximately 10 children accounted for all the negative marks and it was the same children who were getting them.

89-90% of children had 0-2 negative marks.

Q: It was frustrating that a small number of children were causing the issues. How much were the parents involved?

A: The Head Teacher confirmed that meetings were held with parents to discuss behaviour however sometimes the parents were not as supportive as they needed to be.

Q: The Anti bullying policy will be discussed later but for race and discrimination, was there a summary record of any occurrence and if not should there be?

A: The class charts are there to record any issues that arise however this could be done. A format would need to be agreed.

Q: Could we also extend this to cover protected characteristics? There was a playground incident relating to bullying around sexuality. This was dealt with as a family and not brought up with school.

A: Yes that could be done and the Head Teacher asked to be made aware of the details of the incident after the meeting.

51. MONITOR YOUR SCHOOL IMPROVEMENT PLAN

Mrs Etheridge had completed and passed her moderator training in January, she had since attended a moderator meeting with Miss Smith at Old Bank School. This would support accuracy in writing in KS2.

Q: Would there be a trial of editing writing?

A: There would be a meeting to decide what and how to do this and would focus on small groups

52. ATTENDANCE

The following was noted:

- Attendance was still high at 95% and this was talked about regularly.
- There were some persistent non-attenders and there were links between lower achievers and absence.
- Letters had been sent out and attendance records reviewed.
- Medical needs could affect absence too.

53. FINANCIAL MANAGEMENT AND MONITORING

This would be moved to the March meeting as more information would be available later that would be needed to influence and finalise the plans and decisions made. Neither the budget nor Staffing Funding had been received.

2 members of staff were taking maternity leave and plans had been made to cover their leave. 2 members of staff would be leaving. There were a lot of details that could not be finalised without knowing the actual budget, however some possible scenarios were discussed.

Q: Mrs McCabe asked what would happen with Safeguarding and SENCO with the staff movements?

A: Most of the meetings would have to take place at the end of the week and the Head Teacher would take some DSL issues. A supply teacher would be used if needed. School did not have enough money and pupil premium would be less as there were less children overall for all schools.

Nursery

Funding was based on last year's numbers, so school had to repay £11K from last year. However this year many more children were now attending nursery and this had been achieved by being flexible with the hours and options available for parents. This had been a very good change for School.

The Head Teacher wanted to thank Emily, Mrs Bates and everyone who had worked on making the nursery changes and provision a success.

Q: Does School advertise free school meals? If not could this be added to the Head Teachers letter?

A: It could be added yes

The results from KS2 SATS were published in the Dewsbury Reporter and Hopton School came 13th. The Head Teacher and the Governors thanked the staff for all their hard work with the children.

The staffing changes and cover of maternity leave would continue into the next academic year. Cover supervisors were considered and support staff were now working well as a team.

Q: Are Miss Henderson and Mrs Bates comfortable with going back into class?

A: They both understand the position and the need for it and would be supported as much as possible. Miss Henderson was established in safeguarding so a process of getting information to her for callbacks to social services just needed establishing.

Q: Can they manage the stress of this?

A: Yes they would both talk to the Head Teacher if they needed support.

54. WELLBEING AND MENTAL HEALTH

Teachers had an honest summary of how things were for school financially and understood the position the school was in. Mrs Hornby had added a report

Mrs Bates had a questionnaire and when answered this revealed that staff did not feel as though they had a work life balance and would stay up doing paper work at night.

Q: The Governors asked if there was anything they could do to help and asked if 2 teachers leaving had taken the pressure off the remaining staff?

A: Quite possibly, it was in plan to lose some staff but it also created more work for office staff.

Q: Do we do exit interviews?

A: The reasons for leaving were known unless there was something not said

55. UNDERSTANDING YOUR SCHOOLS PLANS FOR 2024

The Head Teacher explained that KS1 SATS were no longer taken. The Department of Education had asked if schools would do them on a voluntary basis but after discussions with the KS leader, the school had decided not to do them.

They were different to the way the children were taught and this then added work, it also affects the teachers and the children.

After reviewing the teacher assessments, the outcomes were very similar, so the School were now doing moderation. White Rose teaching in math's would be reviewed throughout the year for progress.

KS2 SATS would take place in May, reading was looking strong, however some would still struggle to get an 'expected' result.

56. SAFEGUARDING

The report had been added to Google Drive and the Governors confirmed they had read it.

Mrs Render and Mr Bull had met Miss Henderson and discussed how to make the report easier to complete. One per term would now be provided.

Regarding the Curriculum, there was now a summary of assemblies and these were all planned and delivered. There was a file that anyone could view if they wanted to.

It was noted that Mr Pelan was the online Safety Link Governor

Policies relating to safeguarding would be updated by Miss Henderson. Single Central record - Governors needed to know that this had been checked and Miss Henderson would check it.

Mrs Render showed concern about Miss Henderson's workload. The Head Teacher confirmed that Miss Henderson could check in to say how things were going and that he would also check in too.

57. SEN REPORT

There would be one report per term.

The Governors requested a glossary to assist with the terminology in the report and Mrs Stubbs volunteered to compile this.

ACTION: Mrs Stubbs to put together a Glossary assist for the report.

Mr Pelan stated that the diagnosis of dyslexia when from a private source, seemed to have increased with a heightened risk outcome. There had been an increase in private assessments which always had a diagnosis and many appear to be heightened risk.

58. REVIEW OF POLICIES

RESOLVED: That the following policies were approved by Governors:

- Charging and Remissions
- Emergency Plan
- Accidents
- Exclusion
- Anti bullying policy

Governors noted that the Health and Safety Policy would be reviewed in March

59. GOVERNOR TRAINING AND GOVERNOR VISITS

Mr Bull would send a link to the GLAD courses, the Safer Recruiting course needed to be completed if any recruiting was taking place.

Mr Pelan had not visited school yet but confirmed he would make time to do this in the 2nd half of term.

Mrs Kellet would complete safeguarding

60. ANY OTHER BUSINESS

There was no other business to discuss.

61. DATES OF NEXT MEETINGS AND POSSIBLE AGENDA ITEMS

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

Tuesday, 19 March - **online**

Tuesday, 7 May - in school

Tuesday, 9 July - in school

62. 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