

THE GOVERNING BODY OF HOPTON PRIMARY SCHOOL

Minutes of the meeting of the Governing Body held at 7.15pm online on, Tuesday 10 October 2023

PRESENT

Mrs T Grooby (Chair), Mr A M Blakeley, Mrs L Stubbs, Mrs H Edwards, Mrs B Hornby, Mr M Pelan, Mr R Bairstow, Mrs A McCabe, Mrs I Parveen and Mrs F Kellet

In Attendance

Judy Clavin (Minute Clerk)
Mr C Bull (Associate)

1. ELECTION OF CHAIR

No election was necessary as Mrs Grooby was elected Chair for 4 years at the annual meeting on 5 October 2021.

Mrs Grooby confirmed that this would be her last meeting and that Mr Bull would take over as Chair from the next meeting and Mr Pelan would continue as deputy chair.

2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mr R McDonald, Mrs N Daly and Mrs S Render (all with consent)

There were no declarations of interest.

Governors were also asked to agree the following:

(a) Approve the Governors Code of Conduct

RESOLVED: That Governors confirmed they had read the code of conduct and would adopt the NGA model code.

(b) Declaration of Business Interest Information

RESOLVED: That Governors confirmed they had completed this action

(c) Get Information About Schools

Governors confirmed that was up to date and would remain so.

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

There were no Items notified for discussion under Any Other Business

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

4. REPRESENTATION

(a) End of Term of Office

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Katrina Bates	Staff	02/10/2023
Tabitha Grooby	Co-opted	13/10/2023
Louise Stubbs	Co-opted	11/12/2023

Appointments

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Richard Bairstow	Co-opted	03/07/2023
Faye Kellet	Staff	06/10/2023

Mrs Bates and Mrs Grooby would not continue as Governors when their term of office ended.

RESOLVED: That Governors agreed Louise Stubbs would continue for a further term.

RESOLVED: That Governors agreed for Mr C Bull to take over Tabitha Grooby's seat as Co-opted Governor when her term ends.

5. ELECTION OF VICE-CHAIR

RESOLVED: (i) That Mr Mark Pelan was nominated to continue his role as Vice Chair, there were no other nominations
(ii) That the Term of Office be a period of 4 years.

RESOLVED: That it was unanimously agreed by the Governors that Mr Pelan continue as Vice Chair for a further 4 years.

6. REVIEW OF COMMITTEES

(a) Committee Membership

RESOLVED: That this be deferred to next meeting.

(b) Head Teachers Performance Management

A date had been agreed for the Head Teachers performance review.

(c) Terms of Reference

The School adopted the Kirklees Model terms of reference.

7. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES

RESOLVED: That this be deferred to next meeting.

8. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER

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

9. MINUTES OF THE PREVIOUS MEETING HELD ON 11 JULY 2023

RESOLVED: That the minutes of the meeting held on 11 July 2023 be approved by the Chair as a correct record.

10. MATTERS ARISING

There were no matters arising

11. REPORTS FROM COMMITTEES

The minutes from each committee meeting had been added to Google drive and emailed to Governors who confirmed that they had read them.

(a) Fundraising

- Mr Bull confirmed that the fundraising account was now closed.
- Fundraising from 2022/23 was £19K
- The tuck shop had raised over £2K
- Mr MacDonalds sponsored cycling had raised £1286
- Donations, Christmas Fair and Extras curricular clubs had all contributed to the fundraising.

(b) Finance

The meeting minutes were added to Google Drive.

This item would be covered under the Head Teachers report.

12. 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, which was on Google Drive.

Miss Mistry wanted to welcome Governors into school so they could see what happened on a day-to-day basis in school. Any support that they could offer would also be welcome, as the school was very short staffed at times.

(a) Buildings and Premises

The Head Teacher met the asset manager and LA surveyor with regard to the toilets, fencing and Magni locks.

A surveyors report and quote would be needed, consideration could then be given on how much of the DFC money could be used.

The School was visited by Yorkshire Water over the summer in their compliance capacity. They found three defects which required immediate action (otherwise YW would repair and charge). Two of these were the responsibility of the LA, whilst the third was the School's responsibility. This would mean the removal of the washing machine from Nursery, as it was not an industrial one and to replace it would cost £3000.

The Server also needs replacing and an initial quote had been £8K. The DFC money could be used for this however suggestions for a 3rd back were made and also to move to The Cloud

(b) Budget

The Head Teacher confirmed that this year's budget was going to be very difficult and some challenging times were ahead in the coming year.

Nursery had proved to be a great success so far, and credit should be spread widely for this.

In the summer term school had lower numbers than had been paid for and therefore money had to be repaid. Figures from September through to the end of March show that school should gain money again and there was still time for more children to sign up.

School had started to take additional children for April 24 onward.

(c) Behaviour

There had been 93 incidents recorded, which included biting, hitting, name calling and wetting.

Ways to improve behaviour were discussed.

There were no other questions raised from the report.

13. FINANCIAL MANAGEMENT AND MONITORING

There was nothing additional to report

14. SCHOOL DEVELOPMENT PLAN - PRIORITIES 2023/24

This was on Google drive and would be discussed in more detail at the next Meeting, as well as committee meetings before that.

15. GOVERNING BODY DEVELOPMENT: ACTIONS AND PRIORITIES 2023/24

Roles and changes to agenda were discussed with Chris. There was new safeguarding material to read this year (and every year).

If anyone knows of anyone who wants to be a governor as back up till I needed

16. SAFEGUARDING

The reports were added to Google drive, there were no additional questions from Governors to record.

Governors noted the following:

- Wellbeing
- SEN
- Raising awareness going on throughout the country
- Curriculum report - good

17. POLICIES FOR REVIEW BY FULL GOVERNING BODY

- Kirklees Model Appraisal Policy 2023 – this was accepted.
- Kirklees Model Complaints Policy 2023 – to carry forward to next meeting
- Whistleblowing – to carry forward to next meeting

RESOLVED: That The Governors unanimously agreed to the updated policy and would review the others before the next meeting.

18. GOVERNOR TRAINING AND GOVERNOR VISITS

- The LAC report had been completed by Ms Henderson and Mrs Bates.
- A website check had been completed by Mr Bull and the pupil premium would be updated shortly.
- A wellbeing report had been completed by Mrs Hornby
- All reports were added to Google drive and the Governors confirmed they had read them.
- The Head Teacher commented that the difficulties school faced were relentless. Headship had changed completely and felt a lot of what the SLT did was fighting fires. He asked Governors to reflect on how they can support the staff .

19. ANY OTHER BUSINESS

PAN

The PAN would remain the same as previous years

20. DATES OF NEXT MEETINGS

RESOLVED: That the next meetings of the Governing Body be held at 7.15 pm as follows:

Tuesday 5 December 2023 - online
Tuesday 6 February 2024 - online
Tuesday 19 March - online
Tuesday 7 May - in school
Tuesday 9 July - in school

21. 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