

THE GOVERNING BODY OF HOPTON PRIMARY SCHOOL

Minutes of the meeting of the Governing Body held at 7.15 pm online on Tuesday, 11 July 2023

PRESENT

Mrs T Grooby (Chair), Mrs K Bates, Mr A M Blakeley, Mrs N Daly, Mrs B Hornby, Mr A McDonald, Mr M Pelan, Mrs S Render, Mrs L Stubbs.

In Attendance

Judy Clavin (Minute Clerk)
Mr R Bairstow (Observer)

16. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mrs A McCabe (consent), Mrs I Parveen (consent) and Mrs Edwards (consent).

There were no declarations of interest.

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

The following items were notified for discussion under Any Other Business:

- Business Links fundraising
- Complaints Procedure
- Communications - new process
- SATs (to be covered in Head Teacher's Report)

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.

18. REPRESENTATION

Governors noted the following matter of representation:

(a) Appointments

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Amanda McCabe	Co-opted	22/06/2023

(b) Appointment of a Co-opted Governor

RESOLVED: That Governors unanimously agree to appoint Mr Bairstow as a Co-opted Governor.

19. MINUTES OF THE MEETING HELD ON 16 MAY 2023

RESOLVED: That the minutes of the meeting held on 16 May 2023 be approved and agreed by the Governing Body subject to the following amendment:

To change Mr Swinnow to read Mr Bairstow in the following minutes:

- Observer – 7 February 2023
- Apologies with consent – 28 March 2023
- In attendance – 16 May 2023

20. MATTERS ARISING

There were no matters arising.

21. KLP VISIT

Mr Bull had sent a letter requesting a visit from a KLP. An acknowledgement and apologies had been received, however, a date for the Head Teacher's appraisal was to be confirmed.

22. REPORTS FROM COMMITTEES

Governors confirmed they had received and read the Committee minutes that had been circulated to them by email and added to the Google drive.

(a) Standards

Topics that had been covered in the Standards Committee meeting included behaviour, curriculum, strikes and results.

Reading scores were not vastly different to last year and the information would be added to the website shortly.

Compared with local data school results were above average, school results were in-line with or above national data.

(b) Behaviors

Q: A Governor asked why behaviors were being prioritized over SEN?

A: The Head Teacher confirmed that this was not the case and the concern had been discussed and explained with the parent concerned.

Q: What made the parent think that it had?

A: Some parents had commented that unregulated children were being sent there when other children had been using the Learning Loft as a quiet space and for reading. The Head Teacher explained that as soon as the child becomes regulated the space becomes free again

(c) Finance

The meeting minutes had been added to Google Drive.

This item would be covered in the Head Teachers report (Minute 8 refers).

23. HEAD TEACHER'S REPORT /SCHOOL DEVELOPMENT REPORT AND GOVERNORS QUESTIONS

The Head Teacher spoke to his report which had been circulated prior to the Meeting. He highlighted the following items and answered the questions raised by Governors.

It was confirmed that the report could be accessed on Google Drive.

(a) Budget

- The Head Teacher had met with the Asset Manager to review spending the DFC money of £32K. It was noted that £16K of the £32K available had to be spent on energy efficiency.
- Improvements to the toilets, furniture and sinks were discussed and the latter could be covered by the energy money.
- Additional Magni Locks were discussed, and these would be covered within energy efficiency.
- It was reported that the extension of fencing would not be covered by the energy efficiency grant monies.
- The funds would not be sufficient to cover all the work required.
- A meeting with the LA fire safety colleague to review the fire plan had been held. The Head Teacher was hopeful that several fire doors would be replaced at the LA's expense.
- A lockdown alarm engineer had attended school to update the software.

(b) Class Charts

Since the last meeting the percentage of positive points has risen from 98.49% to 98.7%.

Aggression stood out as a focus and it was felt this area needed to be redefined as it was too broad. Disrespect was also an ongoing area of focus.

(c) Removal from class

The additional behaviour strategy of removal from class had started. In the 15 days since the holiday there had been 9 removals on the report and this had recently increased to 13.

Support had been provided by external agencies with strategies and pupils had benefitted from reduced disruption in class.

(d) Finance

- The budget was described as very tight.
- Lockdown alarms would be a high cost, however, they were required.
- A meeting had been held with Mr Bairstow on behalf of the governors at which the need for several finance items was discussed. A list had been compiled to share with parents.
- A meeting had also taken place with a parent who wished to help and had asked what was needed by the school.
- Parents that wanted to or could support the school would be welcome especially in technology.
- The next review of the budget would be in October and although it should be sufficient this year, there was uncertainty over next year.

(e) Fundraising

Staff had made a list of a broad range of items needed in school that would be shared with parents should they be able to offer support.

(f) SAT's Results

- The school had received KS2 results and these had been added to Google Drive. There were 14 comparisons made to last year - 5 were behind, 6 ahead and 3 the same.
- Reading at greater depth was very good at 41.7%
- Expected 72.9%
- Writing was in line with last year.

(g) GPS

- Expected - 83.3%
- Greater depth had improved at 31.3%
- Overall - 106.4%

(h) Maths

- Above expected - 81.3%
- Greater depth - 22.9%

Reading, writing and maths were all in line or ahead of the national average and the overall outcomes were pleasing.

Reading at all levels had improved, however, maybe not as much had been done.

Q: A Governor asked what the difference was between the packages such as White Rose maths and Accelerated reading?

A: The Head Teacher explained that the packages were bought and then the content and guidance was followed.

It was felt that this supported teacher workload, however, may be a hindrance to individual teaching styles.

Accelerated Reader could be limiting if a pupil enjoys reading. Progress for some pupils was slow whereas others were quite quick to progress. Children could also, eventually, bring in their own books.

The Head Teacher added that this was only a small part of teaching reading.

Q: A Governor asked whose responsibility it was if the fire doors needed replacing?

A: The LA had that responsibility.

Q: A Governor asked if there was a behaviour policy for children is there one for Staff as a parent had heard a teacher saying something that was inappropriate. If the child had said it there would have been a sanction.

A: The Head Teacher explained that a Code of Conduct was signed by all staff And also covered under safeguarding. Information about the incident was requested.

Q: A Governor asked if removing disruptive children from class was seen as a reward?

A: The Head Teacher said that they were not pleased at being removed from class and wanted to return. Assemblies had been used to cover what dysregulated/unregulated behaviour was and why this might happen.

24. SAFEGUARDING

The Safeguarding Report was due to be added to Google Drive. Governors had not submitted questions prior to the meeting.

(a) Mirfield Respect Charter

It was explained that this is managed by Helen Butler and includes:

- Respect for Self
- Respect for Others
- Respect for the Community

The aim of the charter was to help older children become better citizens and to improve young people's views so that Mirfield became a better place.

(b) Single Central Record

This had been checked by Mr Pelan and was up to date.

(c) To become a Governor

It was explained that there were required courses that must be completed prior to the first meeting. This then triggered the DBS check.

Information would then be sent on a Governors email address and this could be removed should a Governor leave.

Miss Henderson added it to the report to explain the process.

(d) SEND

The EHC process and SEND provision in mainstream school was being reviewed.

The report had been added to Google Drive.

(e) Mental Health and Wellbeing

A well-being coach was scheduled to visit school to talk. Mrs Bates and Miss Henderson had covered most of this with the support of Northorpe Hall. It was noted that all support would be welcomed.

Mrs Render had arranged to spend time with Miss Henderson.

25. POLICIES FOR REVIEW BY FULL GOVERNING BODY

(a) Sun Safety Policy

Water could be brought into School.

(b) Medication in School Policy

Staff cannot be asked to give medication, however, some would volunteer, including the Head Teacher and Mrs Bates.

The policies had been updated with minor changes.

RESOLVED: That Governors approve the Sun Safety Policy and the Medication in School Policy.

26. GOVERNOR TRAINING AND GOVERNOR VISITS

Mrs Parveen had completed a Health and Safety visit; the minutes would be added for discussion at the next meeting.

Mr McDonald, Mrs Render and Mrs Bairstow still had school visits to complete.

Governors were advised there was a list of recommended courses and were asked to complete one.

27. REGISTER OF BUSINESS INTEREST

All Governors were asked to complete the Register of Business Interest form.

28. ANY OTHER BUSINESS

(a) Business Raised Fundraising

This had been delayed due to work on another committee issue, however, Mr McDonald would be reviewing the wording to approach businesses for support for School.

(b) Complaints Procedure

A formal written complaint had been received and investigated by the Complaints Committee. Upon completion a response had been sent to the complainant. Should the complainant be dissatisfied the complaint would be taken externally. The process could have had more clarity which would have helped to resolve the situation.

The Complaints Committee would take away any learning points and look to improve the process for the future.

(c) Communication

A new application for communication called Integra had been released which was described as a one stop shop parent platform. Integra could be used to report and monitor sickness, attendance, and class charts. Dojo could be linked to Integra which could also serve as a communications portal and create reports.

The application appeared to have numerous, good features, however it would need further investigation and testing to explore it more fully.

29. DATES OF NEXT MEETINGS

RESOLVED: That the next meetings of the Governing Body would be decided and forwarded to Governors for agreement.

30. 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