

## **THE GOVERNING BODY OF HOPTON PRIMARY SCHOOL**

Minutes of the meeting of the Governing Body held at 7.15pm at school on, Tuesday 28 March 2023

### **PRESENT:**

Mrs T Grooby (Chair), Mr A M Blakeley (Head teacher), Mr R MacDonald, Mrs L Stubbs, Mrs K Bates, Mrs H Edwards, Mr M Pelan, Mrs B Hornby

### **In Attendance:**

Ms J Clavin (Minute Clerk)

Ms A McCabe (Observer)

## **1. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST**

Apologies for absence were received from Mrs N Daly, Mrs I Parveen and Mrs S Render with consent and there were no declarations of interest.

## **2. NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS**

There was on Item notified for discussion under Any Other Business:

- Union Letter

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

## **3. REPRESENTATION**

### 3.1 Parent Governor vacancy

**RESOLVED:** That following a parent election held by the school it was noted that Mr R McDonald was re-elected as Parent Governor for a further four years commencing 12 February 2023.

### 3.2 Co Opted Governor Vacancy

Mrs Amanda McCabe was welcomed to the meeting as a prospective Co-opted governor.

**RESOLVED:** That the governors unanimously agreed Mrs Amanda McCabe be co-opted for a term of four years.

## **4. MINUTES OF THE MEETING HELD ON 07 FEBRUARY 2023**

**RESOLVED:** That the minutes of the meeting held on 07 February 2023 be approved and agreed by the Governing Body. Confirmation of the change of Governor type –

Application made and agreed to change from Co-Opted to LA Governor for remaining term of office until 05/01/2026.

## 5. MATTERS ARISING

Complete and approve SFVS.

**Action:** Mrs Grooby and Mr Pelan to approve

## 6. REPORTS FROM COMMITTEES

The minutes from the following committee meetings had been added to Google Drive:

Finance Committee  
Budget Committee

The documents had been reviewed and everyone was happy with them.

No further questions arose.

## 7. 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.

Budget

This was the summary of the report and the biggest concern area, covered in the next point - item 8

## 8. FINANCIAL MANAGEMENT AND MONITORING

a) Complete and approve SFVS.

This was covered in item 5 with an action for Mrs Grooby and Mr Pelan.

b) Finalise next years budget.

This was discussed in detail and the Head Teacher explained version 3 of the proposed budget to help the school manage with limited funds. School was cutting down on everything that was not a necessity.

c) Teachers' salaries

An expected uplift for teachers salaries from September had been added

d) Nursery

A deficit had been built in and also an uplift added as provision for next year would be based on this.

- e) Staffing costs  
These had been increased by 5%.
- d) Repairs  
School was down from £4K to £1K.
- f) Utility costs  
School was reducing the heating after Easter as the weather warms up.  
Cost effective taps had been installed to reduce water costs.
- g) DFC money  
£25K of this would be used on items such as fencing/toilets and locks.
- h) Resources  
The school was possibly losing PUMA and PIRA - Dynamo costs £1900 per year - Nussy would end in September/October time.  
New printers had still not arrived although these should have been available 2 years ago. Free copies were supplied by way of compensation until this was resolved. When they arrive, this would cease.
- i) Catering  
Free school meals had to be paid from pupil premium.
- j) Course fees  
These have been decreased.  
Additionally, IT costs had been broken down and reduced as much as possible.

There were some sources of income reported:

- £3200 - shop
- £400 - Easter egg raffle
- £88K (approx.) - Government grants
- £30K - Buffer/contingency

**Q. What would be used if not using interventions ?**

A. Individual licences could be purchased.

**Q. How has intervention software helped as there were concerns of additional work for staff without any interventions or support**

A. Nussy/ Puma and Pira were the Head Teachers preference and Mrs Bates explained manual ways of getting information which took longer.

The benefits of interventions and which ones were discussed.

**ACTION:** Head Teacher to speak with the LA and get the final figure then draft version 4 of the budget. This could then be discussed again.

**9. SAFEGUARDING**

The report had been added to Google drive - there were no additional questions from Governors to record.

It was suggested that raising the profile and the process of SEND could be achieved through a newsletter insert.

**ACTION:** The Head Teacher, Mrs Bates and Miss Henderson to discuss this further.

**10. KLP (Kirklees Learning Partner)**

No report received - carried forward to the next meeting.

**11. POLICIES FOR REVIEW BY FULL GOVERNING BODY**

There were no policies to review.

**12. WELLBEING AND MENTAL HEALTH**

a) Staff Wellbeing

The school had a focus on counselling/ money and health.

b) Staff Training

Staff were attending two upcoming training courses:

Racism training.

Staff Safeguarding training.

c) Governor Training

Mrs Parveen - completed a Health and safety course.

Mrs Edwards - completed a Staff wellbeing and workload course.

Mrs McCabe - completed her Governor training courses.

Mr McDonald - had booked onto course (still to complete)

**13. ANY OTHER BUSINESS**

Letter from the Union

This was discussed and clarified and there was no other business.

**14. DATES OF NEXT MEETINGS**

**RESOLVED:** That the next meetings of the Governing Body be held at :

I. 7.15pm at the school on Tuesday 16th May 2023

II. 7.15pm at the school on Tuesday 11th July 2023

**15. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY**

**RESOLVED:** That no part of these minutes, agenda or related papers be excluded from the copy to be made available to the School, in accordance with the Freedom of Information Act.