

THE GOVERNING BODY OF HOPTON PRIMARY SCHOOL

Minutes of the meeting of the Governing Body held at 7.15pm on, Tuesday 09 December 2025

PRESENT

Mr B Smith, Ms C Cherryholme, Mrs H Edwards, Mrs B Hornby, Mrs F Kellet, Mr R MacDonald, Mrs A McCabe (Vice Chair), Mrs Lucy Meade

In Attendance

Judy Clavin (Minute Clerk)
Sarah Haigh (Designate)

1. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

There were apologies for absence from Mr C Bull (associate member) and Mr M Pelan both with consent.

There were no declarations of interest.

Mrs McCabe chaired the meeting in Mr Pelan's absence.

Get Information About Schools (GIAS)

This would be confirmed at the next meeting.

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

LA – Governor audit
Parent evening date and Governors to attend
Update on Complaint on exclusion panel

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

3. REPRESENTATION

There were 3 vacancies for Co Opted Governors.

Recruitment may be needed going forward.

4. MINUTES OF THE MEETING HELD ON 7th OCTOBER 2025

RESOLVED: That the minutes of the meeting held on 7th October 2025 be approved and agreed by the Governing Body as a correct record with some amendments.

5. MATTERS ARISING

Amendments to the minutes - LA to action please.

Head Teachers Report - Update the name from Andy to Ben – agenda point 7.

Committee's Amendments

Standards and Effectiveness. Amanda McCabe - Chair
Chris Bull
Ben Smith
Martin Pelan
Barbara Hornby
Lucy Meade

Resources Martin Pelan - Chair
Rob MacDonald
Ben Smith
Helen Edwards
Chris Bull
Amanda McCabe

Actions on the log were now complete

Minute number	Action	By Whom
Minute 106	<u>School Self Evaluation</u> Mrs McCabe and Mr Pelan to agree a date and complete this audit <u>Progress</u> Mrs McCabe confirmed that an audit had been completed and the findings were being worked on. <u>Outcome</u> This action was completed	Mrs McCabe and Mr Pelan

Minute 113	<p><u>Governing Board Development</u></p> <p>GCS to add governor recruitment to Autumn 1 meeting agenda</p> <p><u>Progress</u> There would be 3-4 vacancies and it would be timely to also review the balance of Governors. There were 2 parent representatives that were potentially interested.</p> <p><u>Outcome</u></p> <p>Governor recruitment would be addressed as needed and this action was now complete</p>	GCS
Minute 113	<p><u>PE & Sports Premium Funding</u></p> <p>Mr Smith to complete the PE & Sports Premium Funding Report and publish</p> <p><u>Progress</u> Mr Smith had spoken to the LA regarding funding and the information would be taken forward by a working party</p> <p><u>Outcome</u> This action was complete</p>	Mr Smith

Minute 119	<u>Attainment and progress data over the year</u> GCS to add end of year attainment to the summer 2 agenda <u>Progress</u> This item had been covered in the Head Teacher's report and would be discussed further at the next meeting. <u>Outcome</u> Action complete by school	GCS
------------	--	-----

6. REPORTS FROM COMMITTEES

Finance Committee

The Finance Committee met and the report was on Google drive

Training and Reports

Mr Bull had updated the Governor training record
Certificates of completed courses needed to be sent to Mr Bull with dates of completion.
Mrs McCabe completed the Health and Safety report at the last meeting however there was an update to the report - see point 14

Website Oversight

Mr MacDonald provided an update of what he had completed on the website.
He had updated the list of Governors and teachers
There would soon be a new website and on 15/12 /25 the old information would be transferred to the new one and then the new one could be updated after that.
The policies would need renewing in February 2026 and the Health and Safety policy was one of them.

Q - Mrs Bates asked if all the wellbeing information would transfer across
A – Mr MacDonald confirmed that it would, yes

Newsletters from 2021 were still on there and would need removing.
Safeguarding reports were completed but would need reviewing.
The Quality report would be ready for next meeting.

SEND

Mrs Bates presented an overview of SEND

Presentation – this covered an overview of the work and how it lined into Ofsted expectations.

Inclusion – lots of methods used to ensure children were being truly integrated and included.

Promoting the ethos -

School had always been family centred and inclusive of SEND.

All children have the right to an education alongside others that don't have SEND.

Staff need to be confident putting in place practical strategies and children to be safe in school.

There needs to be a realistic expectation of boundaries and consequences.

Reforms were in process and there was more recognition of inclusive practices.

There was a grading system for SEND provision

If school can't provide evidence that they were in a strong position with SEND provision, they wouldn't get a good rating and this would be over all subjects.

What does it mean?

There were some challenges and opportunities -

- Increased scrutiny.
- Evidence based practice.
- Some workload increase.
- More clearer information about SEND children.
- Focus on how to support cognitive overload.
- Cognitive tuition coming into school to support this.

Documentation would improve and each class room would have a referral file, but there would now also be a quick overview sheet of each child and their needs. This would support staff access the information quickly.

An example of the document was shown and staff would be expected to add notes of what the child had done.

Q – Are staff aware that this was being implemented

A - Yes - it had just started and there would be a training day in January

Ofsted inspections for other schools have previously brought this area up.

Q - What were the long term plans and what progress was taking place? e.g. how were curriculum plans being adapted?

A - Staff training records and case studies of previous interventions were needed for evidence for Ofsted.

Q - Who should be tracking wellbeing and social development as well as achievement?

A - Making sure that SEND provision was meaningful and was recognised at every level and was documented.

14% of pupils were on the SEND register in school

6 children were diagnosed with autism

4 children were diagnosed with ADHD

Some had a dual dyslexia/ ADHD diagnosis

Outside agencies actively were involved with school e.g. CCI and Salt

Early years SEND included - occupational health, therapy, educational psychologist, visual and hearing impairment.
Northorpe Hall was also supportive.

Q – How was the information about the pupils shared with teachers?

A – In the SEND file that was being introduced the documents would be in there for the class teacher highlighting the children with SEND and another on the teachers table/door. There would be a transition from class charts to Arbour

Q – For full inclusivity children who were non SEND would need to know why other children were treated differently so how would that education take place?

A – In March there would be some training for that and it would also be through picture news and assemblies.

Assemblies were recorded, anything that was ad hoc needed to be documented so that school can meet the standards that Ofsted require.

The SEND policy had been sent through for Governors to approve.

7. HEAD TEACHERS REPORT/DATA REPORT AND GOVERNORS QUESTIONS

The Head Teacher circulated his report to Governors prior to the meeting and Governors confirmed they had read this.

Class reading amendments had been made -

- KLP - Kirklees Learning Partner came into school and there was positive feedback in the report.
- Year 2 have adopted the reading amendments after coming off phonics.
- I was pleasing to see lots of effective teaching taking place.
- An audit by Kirklees had taken place and a number of months ago school was in a significant deficit. After the restructure it was now in an improved position.

Early years – there had been a number of actions -

- Different settings and exposures
- Amendments to teaching practice and timetables
- Joanne Henson came in to school to provide quality assurance
- Hopton had aligned with another school and looked at agendas and there would be a review at the end of Spring term 1.
- Hopton hadn't accessed any support from the English hub previously but they have now.
- Graves Heights specialists had been in today and this had been a useful visit.
- Reading sessions need reviewing and this would be looked at.
- Internal clubs would continue.
- PSL – 2 additional members

Early Years picture news had been a big success and this would also confirm a lot of information for Ofsted.

- This had been trialled and was successful, there was a small fee and this had been purchased.
- Elsa practitioner – 9 were on this and need 3 more children to be added to the case load.

Q – Was this just for school or does information go to the LA?

A - It was just for school

Risk assessment for trips – paper copies needed to be kept with details of these as documentation.

Exclusion

- 1 child has been excluded from school permanently. There would be a cost to school of approximately £7200 after the panel meeting and was a last resort.
- 24 children in Kirklees this year have been permanently excluded and these are always a last resort.

Finance

This had already been covered – internal financial audit

Mr Smith had worked with LA for a projection

Mr Bull had completed background work and the figures corresponded with the LA ones.

Significant savings had been made with the restructure and school know where we can be mindful of spending.

Clawback of funding for Early Years children reduction was not yet known.

Still use supply teachers but this needs to be budgeted for.

Staffing

1 member of staff was retiring after 35 years service.

There was an advert for a full time member of support staff – closing date 2/1/26.

1 member of breakfast staff was no longer in that role.

1 member of staff would be taking maternity leave later in the year.

Q – From Resource committee - did you look at the financial benchmarking tool?

A – Not yet

- Currently 51% of schools in Kirklees are maintained schools

- The Head Teacher was part of working party in collaboration with other schools.

- The working party would brain storm ideas for effectiveness.

- The roundtable meeting took place with Nick Long KLP and Joanne Henson and Emma Brayford and the discussion was around what support was available for Hopton.

Pupil Numbers on Roll

- 298 on roll

- Foundation 1 have reduced by 4 so no additional staff were needed

An open day was planned for the first week back for nursery provision. Parents would need to decide provision by 16/1/26 however the advert was not out yet.

2 children with English as an additional language have started school and settled in well.

Attendance

- The policy was being reviewed on Wednesday
- Letters would be then sent out to parents
- Suspensions would be on the report

Behavioural incidents

14 had been recorded

Buildings

DFC money would be used for improvements in the shared area with KS1. Sensory rooms/areas were being planned and to be discussed further.

SEND

Mrs Bates had already discussed this in her report.

Q - 17 Assaults what were these?

A - These included pushing children and adults and was mainly attributed to the child that was excluded but also includes 2 other pupils.

Staff use React and positive handling when the incidents occur.

Safeguarding

The Head Teacher asked if there were any questions from this section. There weren't any questions raised.

Q – Have you considered doing the stabbing course/ how to support the victim until the ambulance arrives.

A – no I haven't but if you have some details please pass them on.

Action : Mrs Edwards to send the details on to the Head teacher

Q – The Single Central Record was only available to 1 person and when that person wasn't available it caused some difficulty

A – The Head Teacher would collate the paper work so safeguarding was met.

Q – Wellbeing staff meeting – there had been a lot of change since the Head Teacher started how was the wellbeing of teachers with the volume of change?

A – Staff appreciated the hamper that was provided. The Head Teacher had now completed the staff appraisals and had the opportunity to see everyone on a 1-1 basis to explain the plans for school. He would ideally have drip fed this with more time but there had been a lot of work to do to get in a good position and started straight away.

Staff were extremely tired but the changes and work were for the better and getting school ready for Ofsted.

Positive feedback had been received from the KLP on the changes made.

Staff Absence

This was high at the start of year and communication regarding the process and management of absence had been circulated.

- A member of staff had reached stage 2.
- 2 members of staff were training on SENCO

There were no further questions from the Head Teachers report

8 WELLBEING

Wellbeing report was completed last meeting and covered in HT report

Mrs McCabe had checked in with Mrs Bates to ensure that she was OK and her workload was manageable.

Staff were enjoying the school sing alongs and the school fayre which was very busy however there wasn't any financial information yet.

There was feedback on dates not being known by Governors so this would be taken on board for next time.

9. CURRICULUM

The Head Teacher covered reading in his report and would also be covered further in the next meeting when by Mrs Etheridge attends.

10. FINANCIAL MANAGEMENT AND MONITORING

An audit had taken place and the Head Teacher had spoken to LA finance. They have now provided up to date finance figures and they will be scanned on to Google drive for the Head Teacher to work on with Mr Bull, Miss Henderson, Mrs Bates and the LA .

Looking at a projection early would hopefully support and stabilise finances.

11. SCHOOL DEVELOPMENT PLAN: PRIORITIES 2025/2026

The report was on google drive and the Governors confirmed they had read it.

12. GOVERNING BOARD DEVELOPMENT - Actions and Priorities 2025/26

An audit was completed by Mrs McCabe and Mr Pelan looking at Ofsted and Governance standards.

They were looking for areas to improve on where the Governing body were weaker. Input was also received from the LA.

They were looking at quick fixes that would show Ofsted how school was performing and progressing.

There was a round table meeting and the LA were happy with progress.

Nick Long would join the next meeting to confirm what work the Governing body would be doing. There would be a review of how Governors document things, how we should work and how we were doing what we signed up to do as Governors.

He would also attend the February meeting.

There would be an audit by Forest Out in the summer term funded by the LA as school was in a transition phase.

Governors were to take responsibility for doing the job they signed up for, reading documents, learning and understanding what was happening within school and reading the information on the governing body drive.

There were 11 categories that scored 2 so there were lots of things that could be done.

13. SCHOOL TEACHERS PAY AND CONDITIONS ORDER 2025 AND MODEL TEACHER PAY POLICY

The Head Teacher had confirmation from the LA about what PRP was and what the removal of it meant and from the 2 policies to follow he recommended the one without performance pay progression.

There was some concern in the wording around capability and the differences that any teacher on main pay scale can request to go up a pay scale on either policy

An appraisal process needs to be in place

If school adopted the performance related pay progression the wording of concern is subjective and without the pay progression it was more sensible for Hopton to adopt without PRP.

RESOLVED – The Governors agreed unanimously to go forward without PRP

14. REVIEW OF POLICIES

Whistleblowing

To adopt the LA Policy

RESOLVED: The Governors unanimously agreed to adopt the LA policy.

SEND Policy

An amendment had been made to remove Mrs Stubbs and add Mrs Hornby

RESOLVED: The Governors unanimously agreed to approve the SEND policy.

Attendance Policy

Main differences -

- Parents can use a leave of absence form which was passed to Ben and then back to the parent and was a paper process
- A penalty notice may be issued if there have been 10 cases in a rolling period
- Coding of absences was explained
- School day was clarified
- Attendance is improving with structure and process

RESOLVED – The Governors agreed unanimously to the changes and approved the Attendance policy and the Head Teacher would share this.

Health and Safety Policy

This item was carried forward to the next meeting

15. CONSULTATION ON ARRANGEMENTS FOR 2027/28

The PAN would not be changing and this item was completed last meeting
– Pan 45 per year group Foundation to Year 6

16. GOVERNOR TRAINING AND GOVERNOR VISITS

Governors had attended school and supported with activities

Mrs Hornby had completed the following since the October meeting of the GB.

Training

LA Governor Briefing Session 16/10/2025 (slides and agenda on the GB drive)

NGA How to review Suspensions and Exclusions 14/11/2025

Updated NGA course on Safer Recruitment as her LA one expired November 2025 and they were not offering one in the GLAD booklet.

Meetings

October 20th met with Mr Smith and Ms Ball re attendance (report on drive)

November 7th SEC meeting in school

November 27th Exclusion panel meeting

3 Transition group meetings

26 hours learning support in school

4 hours general support

Attended KS1 performance on the 8th December in her role as governor and helped at the Tombola evening on the same day.

Mrs McCabe had completed the following since the October meeting of the GB

Meetings

8th October 2025 – volunteer – F1 & 2 input as a police officer – 3hrs

20th October 2025 – Health and Safety training on line

27th October 2025- backing and boarding in school – 3hrs

7th November 2025 – appraisal meeting BS – 3HRS

Standard and effective meeting – 2hrs

10th November 2025 – backing and boarding in school – 2hrs

11th November 2025 – walk to Cenotaph with school council Remembrance service
2hrs

12th November 2025 – walk to Cenotaph F2 children trip 2hrs

13th November 2025 – yr 1 & 2 school trip Eureka (0830 - 1500)

17th November 2025 – SEC meeting minutes prepared – 2hrs

21st November 2025 – meet with BS 1HR

25th November 2025 – Resource and Finance meet 2hrs

26th November 2025 – 2 x learning links completed Exclusion

27th November 2025 – pre gov meet with BS - 1hrs

Exclusion panel meet – 2 ½ hrs
30th November 2025 – minutes from Finance and Resource meet prepared – 2hrs
Health and Safety report – 2hr
1st December 2025 – LA training course – Effective Governance 2hrs
8th December 2025 – yr 1 |&2 Christmas performance 1hr
Tombola night school fundraising – 2hrs
9th December – Roundtable meet 2 ½ hrs online meet

Training completed (all updated on gov training file with certificates)

20/10 – Health and Safety e learning link
26/11 – Exclusion panel learning link
Panel learning link
01/12 – LA training course Effective Governance

17. ANY OTHER BUSINESS

Round table – this had already been discussed.
Ongoing complaint – now resolved and no further action required

18. DATES OF FUTURE MEETINGS AND AGENDA ITEMS

RESOLVED: That the next meeting of the Governing Body be held as notified below at 7.15pm as follows -

February 10th 2026 - in school
April 28th 2026 - in school
May 19th 2026 - in school
June 26th 2026 - 10.00 - 16.00 - in school

19. AGENDA, MINUTES AND RELATED PAPERS - SCHOOL COPY

To determine whether any part of the agenda, minutes or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.

RESOLVED: That nothing be excluded from the minutes available at school in accordance with the freedom of information Act.

Meeting ended 21.50