

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

Minutes of the meeting of the Governing Body held at 7:15 pm on Tuesday, 10 February 2026.

### PRESENT

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

### In Attendance

Liz Kilner (Minute Clerk)  
Nick Long (KLP)

#### 44. ELECTION OF CHAIR

**RESOLVED:** That Mrs A McCabe be elected as Chair for a term to last until end of term of office as a governor in June 2027.

**RESOLVED:** That Mrs B Hornby be elected as Vice Chair for a term to last until end of term of office as a governor in May 2027.

**RESOLVED:** That Mrs L Meade be link governor for Health and Safety and Ms C Cherryholme be link governor for Wellbeing.

#### 45. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

There were apologies for absence from Mr R MacDonald, Mr Chris Bull and Mr Martin Pelan all with consent.

There were no declarations of interest.

*It was agreed to change the agenda at this point in the meeting.*

#### 46. LEADERSHIP AND GOVERNANCE PRESENTATION

Mr N Long (KLP) presented Leadership and Governance slides on screen and summarised them for the meeting covering the key areas below.

- Six key Ofsted evaluation areas.
- Grading scale – new 5 point grading scale.
- Leadership and Governance – what is expected.
  - Strategic leadership
  - Statutory Duties
  - Leaders workload and Wellbeing
  - Context and School Improvement
  - Monitoring and Quality Assurance
  - Professional Learning
  - Vulnerability
  - Parental, professional and community engagement

- Effective Standard – Ofsted report extract
- Strong Standard – Ofsted report extract
- Exceptional Standard – Ofsted report extract
- Next Steps
  - Governance Evidence Trawl
  - Action Planning
  - Review

**ACTION:** Nick Long and the Chair to arrange a meeting with governors to progress next steps and the Governance Evidence trawl.

*Nick Long left the meeting at 8.00pm.*

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

The following Items were notified to be brought up under any other business:

- Equity Policy to review
- Maths Curriculum update
- Policies for approval (Online Safety, Health and Safety)
- Action Plan for governing body including governor Self Evaluation

#### 48. REPRESENTATION

The following matters of representation were noted.

##### Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Sarah Haigh	Co-opted	07.10.2025

The Chair noted that there are currently 3 vacancies for co-opted governors. The LA have suggested a potential reconstitution of the governing body. We are awaiting a meeting with the LA to discuss potential options and proposals.

#### 49. MINUTES OF THE MEETING HELD ON 9 DECEMBER 2025

**RESOLVED:** That the minutes of the meeting held on 9 December 2025 be approved and agreed by the Chair subject to the amendments below.

##### Minute 31 – Head Teachers Report / Data Report and Governor Questions

In the seventh bullet point under Early Years replace ‘Graves Heights’ with ‘Great Heights’.

##### Minute 34 – Financial Management and Monitoring

In the first paragraph, delete ‘Miss Henderson’.

50. MATTERS ARISING

There were no matters arising for discussion.

51. REPORTS FROM COMMITTEESa) Governor Training

Governor training has been updated for on the Governor Drive for all governor training that has taken place.

b) Website

The Head Teacher has continued to work on updating and improving the school website, work is still ongoing.

Governors noted that the new website is much easier to navigate.

Link governors for Website are continuing to provide oversight for the website in relation to legal and statutory requirements and a governor report has been completed.

c) Finance and Resources Meeting 27.01.26

The minutes from the Finance and Resources Meeting 27 January 2026 were circulated before the meeting.

d) Standards and Effectiveness Committee 30.01.26

The minutes from the Standards and Effectiveness Meeting 30 January 2026 were circulated before the meeting.

52. HEAD TEACHERS REPORT / DATA REPORT AND GOVERNORS QUESTIONS

The Leadership Report to Governors Spring term 1 – 2025/2026 was circulated before the meeting.

The Head Teacher summarised the key areas of the report for the meeting.

a) Current Self Evaluation Judgements

**Q. Why is Inclusion judged as ‘Needs Attention’ in the current self evaluation judgements?**

A. We do still have work to do on Inclusion in school.

**Q. We did look at Inclusion in January?**

A. We do have increased monitoring, but consistency is not where we want it to be. Internal and external monitoring of Inclusion has taken place. The key issue is consistency.

It was noted that Personal development and wellbeing is judged to be at the Expected Standard.

b) Executive Summary

- Early Years external reports – Early Years in now judged to be at the Expected Standard. We are happy with progress that has been made in Early Years, but we still have more work to do. We expect to have a Quality Assurance visit soon for Early Years.
- The English Hub have revisited school. We will receive resources from the visit. English Hub visits have covered phonics and reading.
- Working Party – we are keen for the school to remain as an LA maintained school. Maintained schools do need to work more effectively together in Kirklees. A working group of 9 primary school Head Teachers has been set up. The LA are looking to group maintained schools to allow them to work together in small groups.

c) Any Issues Governors need to be aware of

- We have 25 first choices for Reception class in September 2026. We currently have 41 children in Reception. This will be an issue if we do not get additional pupils for Reception class before September.
- TES – We have had a TES subscription for the school which was agreed by governors for Head Teacher recruitment. The subscription is very costly, circa £4.6k. This subscription has now been cancelled. The school are looking at how the services from the subscription can be used in school until the end of the subscription.
- We did have an issue of theft of small items in the school before Christmas, this is thought not to be by children. The issues were discussed with staff as a group. There have been no further incidents since the discussion. We do not have any indication of who was responsible.

**Q. What was the total value of the theft?**

A. It was minimal. Theft was of small amounts of money and food. The total value was circ £40.

**Q. What was the location of the thefts?**

A. It was different locations in the school.

**Q. Have we changed any processes in school as a result of the theft?**

A. Thefts were from different areas of the school. There have been no process changes other than the discussion with staff. Staff do have lockers in school. Increased staff vigilance was suggested.

d) Pupil Overview

It was noted that one child is expected to leave the school not because of a house move.

The cost implications to the school of a Permanent Exclusion are circa £7,200.

**Q. Have we had any feedback in relation to the Permanent Exclusion?**

A. No but we are providing support as required.

e) Attendance

It was noted that the report from the governor visit for Attendance on 12 January 2026 had been circulated to all and saved on the Governor drive.

The Head Teacher noted that the school is working hard to identify families to work with to reduce Persistent Absence in school.

**Q. What actions do the school take in relation to Persistent Absence?**

A. We have systems and processes in place including letters and meetings with families to provide support.

**Q. Do we have any trends in absence?**

A. We do have a lot of medical appointments.

**Q. Do we fine for unauthorised absence and are fines made for holiday absence paid?**

A. We follow the LA process. We do not get any feedback from the LA on if fines are paid by parents.

**Q. If children are absent from school for medical appointments, do they miss out on attendance rewards?**

A. They may do but we can look into this.

**ACTION:** The Head Teacher to review attendance rewards to ensure that children who are absent for medical appointments do not miss out on rewards.

It was noted that Attendance does have a high profile in school.

f) Suspensions

- Suspensions have increased in school. We do have a small group of children who need to understand that some behaviours are unacceptable. Suspensions are out of school.
- A huge amount of work has been done on lunchtime arrangements. We do now have greater staff capacity at lunchtime. We are trying to meet the needs of our children and we have seen improvements.

**Q. Will groups of children be integrated back into a normal lunchtime?**

A. Yes. We do have a group of children who are highly supported at lunchtime.

g) Alternative Provision

There is not a lot of Alternative Provision capacity in the LA. The LA are setting up Student Support Centers.

**Q. Are there cost implications of the Student Support Centers?**

A. This would depend on SEND documentation.

h) Number of reported bullying, discriminatory and prejudiced behaviour incidents

We have made some progress with physical assaults against staff. This may be related to the Permanent Exclusion.

i) SEN Overview

- SEND Awareness Week – we will take part.
- Wigits – Wigits are used in school to support children.
- We have teachers trained in Cognitive & Learning Strategy (CLS) approach.

- A lot of our SEN children in school are awaiting diagnosis.

The Head Teacher was thanked for the report.

j) Maths Curriculum Update

Mrs F Kellet updated the meeting as the Numeracy coordinator in school. The update took place in a classroom.

The Numeracy Working Wall & Assessment for Learning document was circulated and summarised for the meeting including the key areas below.

- Introduction
- The Working Wall: A Live Teaching Tool
- Flip Chart: Making Mathematical Thinking Visible
- I Do, We Do, You Do: Supporting Assessment for Learning
- I Do – Teacher Modelling
- We Do – Guided Practice
- You Do – Independent Application
- Impact on Learners
- Summary

Mrs F Kellet was thanked for the update.

53. RECONSTITUTION DISCUSSION / DECISION

The LA have suggested that the governing body should consider a reconstitution. We are awaiting a meeting with the LA to understand options and proposals.

Options will then be discussed with the governing body to allow a decision to be made.

54. SAFEGUARDING

It was noted that Mrs Lucy Meade has completed a Health and Safeguarding review and visit to school on 23 January 2026 and 5 February 2026 and completed a report.

The report was circulated before the meeting and has been saved on the Governing Body drive.

There were no questions from governors in relation to the report.

55. SEN REPORTS

It was noted that Mrs Barbara Hornby has completed a SEND (pupil voice) review and visit to school on 4 February 2026 and completed a report.

The report was circulated before the meeting and has been saved on the Governing Body drive.

There were no questions from governors in relation to the report.

57 ATTENDANCE REPORTS

It was mentioned about in the meeting the Mrs Barbara Hornby had completed an ATTENDANCE report after a visit with Ben Smith and Tracy Ball on 12<sup>th</sup> January 2026 and completed the report.

The report was circulated before the meeting and is saved on the governing body drive.

There were no questions arising from the report

## 56. FINANCIAL MANAGEMENT AND MONITORING

### a) SFVS

The Chair updated that the SFVS review of school financial controls and processes had been completed by the Chair and Head Teacher.

The SFVS needs to be approved by governors, signed by the chair and submitted to the LA by 31 March 2026.

**ACTION:** The Chair to circulate the SFVS document to all by email for approval before submission to the Local Authority. Governors to confirm approval by Friday 27 February 2026.

### b) Budget

The 2026/27 budget work is ongoing. The Head Teacher will progress the budget with the Local Authority.

## 57. MONITORING SCHOOL IMPROVEMENT PLAN

Monitoring of the School Improvement Plan was included in the Head Teacher report above.

It was confirmed that monitoring of the School Improvement Plan is ongoing.

There were no further questions from governors.

## 58. REVIEW OF POLICIES

Policies for approval had been circulated before the meeting.

**RESOLVED:** That the policies below be approved and adopted subject to agreed amendments

- Health and Safety
- Equality
- Online Safety

## 59. GOVERNOR TRAINING AND GOVERNOR VISITS

### (a) Training

Governor training has been updated on the Governing Body drive for all governor training that has taken place.

The Chair noted that governors should review the requirement for the LA GLAD training package as it may be more cost efficient to purchase the package rather than pay for individual training courses for governors.

**ACTION:** The Head Teacher to confirm the annual cost of the LA GLAD training package.

**ACTION:** The Chair and governors to consider the cost effectiveness of purchasing the LA GLAD package.

(b) Visits

The following governor visits to school were noted.

**Mrs Barbara Hornby**

- 5 January 2026 – Inclusion training in school
- 12 January 2026 – Attendance review meeting with Ben and Tracey
- 15 January 2026 – Interviewed for a TA
- 20 January 2026 – Attended school council meeting
- 27 January 2026 – Finance meeting
- 30 January 2026 – SEC meeting
- 4 February 2026 – Interviewed 6 SEND children (pupil voice)
- 4 February 2026 – Governor representation and parents evening
- Learning support years 5/6 – 24 hours in total

**Mrs Amanda McCabe**

- 11 December 2025 – F1 and F2 Christmas Concert (1 hour)
- 18 December 2025 – Santa for F1, F2, Year 1 and 2 – volunteer (4 hours)
- 7 January 2026 – Online budget meeting (1.5 hours)
- 9 January 2026 – Volunteer year 5/6 class (4 hours)
- 20 January 2026 – Observe a school council meeting (2 hours)
- 27 January 2026 – Chair Resources Committee (2.5 hours)
- 28 January 2026 – Minutes prepared Resources Committee (2 hours)
- 30 January 2026 – Pre governors meeting and SEC (2.5 hours), Visit F2 Setting and speak to staff (1.5 hours)
- 2 February 2026 – Governor audit meeting – cancelled
- 3 February 2026 – Parents evening (1.5 hours)
- 5 February 2026 – Minutes for SEC meeting prepared (3 hours)
- 6 February 2026 – Volunteer Year 5/6 class (4 hours)
- 10 February 2026 – Meet with Head Teacher re SFVS (2 hours)

**Mrs Lucy Meade**

- 23 January 2026 – Governor visit for Safeguarding
- 3 February 2026 – Governor representation and parents evening
- 5 February 2026 – SEND meeting with Head Teacher re Governor Safeguarding report
- 6 February 2026 – Safeguarding report prepared and uploaded to governor drive

**Mrs Sarah Haigh**

- 4 February 2026 – Governor representation and parents evening

**Mr Rob McDonald**

- 4 February 2026 – Governor representation and parents evening

60. ANY OTHER BUSINESS(a) Governor Self Evaluation and Governor Action Plan

Mrs B Hornby updated the meeting.

The Governor Self Evaluation and Governor Action Plan has been saved on the Governing Body drive.

Review of the Governor Self Evaluation has led to the development of the Governor Action Plan. Actions are being progressed.

- We proposed to do a Chair's Annual Report to Parents. The report will reinforce works done by governors and leadership. We plan to do an annual report at the end of each school year.
- We will progress a governor skills audit. This will be used to identify skills gaps in the governing body and inform the appointment of new governors.

**ACTION:** All governors to send a paragraph to the Chair summarising key skills, experience and available time. This should be completed by 27 February 2026.

61. 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:

April 28th 2026 - in school

May 19th 2026 - in school

June 26th 2026 - 10.00 - 16.00 - in school

62. AGENDA, MINUTES AND RELATED PAPERS - SCHOOL COPY

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

The Chair closed the meeting at 9.30pm

**ACTION LOG:**

Minute	Action	Action By
46	<u>Leadership and Governance</u>  Nick Long and the Chair to arrange a meeting with governors to progress next steps and the Governance Evidence trawl.	<b>Chair</b>
52(e)	<u>Attendance</u>	<b>Head Teacher</b>

	The Head Teacher to review attendance rewards to ensure that children who are absent for medical appointments do not miss out on rewards.	
56(a)	<u>SFVS</u> The Chair to circulate the SFVS document to all by email for approval before submission to the Local Authority. Governors to confirm approval by Friday 27 February 2026.	<b>Chair</b>
59(a)	<u>Training</u> The Head Teacher to confirm the annual cost of the LA GLAD training package.	<b>Head Teacher</b>
59(a)	<u>Training</u> The Chair and governors to consider the cost effectiveness of purchasing the LA GLAD package.	<b>Chair</b>
60(a)	<u>Governor Self Evaluation and Action Plan</u> All governors to send a paragraph to the Chair summarising key skills, experience and available time. This should be completed by 27 February 2026.	<b>All</b>