

THE GOVERNING BODY OF HOPTON PRIMARY SCHOOL

Minutes of the meeting of the Governing Body meeting held at 7.15 pm at the school on Tuesday 19 May 2026.

PRESENT

Mrs A McCabe (Chair), Mr B Smith, Mrs B Hornby, Mrs C Cherryholme, Mrs H Edwards, Mrs S Haigh, Mrs F Kellet, Mr M Pelan, Mr R MacDonald.

In Attendance

Ms J Clavin (Minute Clerk)
Mr C Bull (Associate Member)

84. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mrs L Meade, with consent.

There were no declarations of interest.

85. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

The following items would be raised under any other business:

- Policies to approve (4)
- Grant submission from Mrs Haigh
- How the next Governing body meeting will run

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

86. MINUTES OF THE MEETING HELD ON 28 APRIL 2026

RESOLVED: That the minutes of the meeting held on 28 April 2026 be approved and agreed by the Governing Body as a correct record.

87. MATTERS ARISING

There were no matters arising.

88. REPORTS FROM COMMITTEES**Standards & Effectiveness Committee**

The meeting had covered the following areas:

Safeguarding

- The safeguarding review report was discussed and added to the Governing Body drive.

- Maxine Wood, from the LA, had visited school and felt that the school was Ofsted ready with some minor highlighted amendments and actions to complete.
- DSL refresher training would be completed by 2 members of staff. The safer recruitment training could be accessed through the NSPCC.
- There would be a push on the RESPECT programme after feedback from Helen Butler.
- Mental Health Awareness week was 11-17 May 2026.

Inclusion

- One member of staff was absent.
- Two members of staff were completing training on the NPQ Send qualification.

Curriculum and Teaching

- There had been a focus on core subjects.
- Staff were now also looking at non-core subjects.
- Every teacher had a subject responsibility.
- Phonics and maths were a focus on the School Development plan.
- The Marking and Feedback Policy would be discussed as part of the training day.

Achievement

- Mock SATs test results from Year 6 had been received.
- SATs had taken place 11- 14 May 2026.

Attendance and Behaviour

- This would be discussed later in the Head Teacher's report

Personal Development and Wellbeing

- The Head Teacher felt that staff morale was at its lowest since he took over the role.
- One member of teaching staff was absent.
- One member of support staff was absent.
- ETA absence had a big impact on school and staffing.

Leadership and Governance

- The Safeguarding Review has indicated strong Leadership and Governance.

EYFS

- Time was given to plan for the restructure.
- Foundation & Early Years and the Nursery would be merged.
- Two nursery teachers had requested a reduction in hours.
- Mrs Bates would work in the unit and have more time for her SENCO role.
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Finance report

The finance report was stored on the Governing Body drive for information and would be covered later in the meeting.

89. HEAD TEACHER'S REPORT/DATA REPORT AND GOVERNORS' QUESTIONS

The Head Teacher had circulated his report to Governors prior to the meeting and Governors confirmed they had read the document. The following areas were highlighted:

The KLP writing report was circulated.

The SATs had gone well and consideration would be given for support for additional needs, e.g. if a reader was required or 1:1 adult support.

It was noted that a fire drill took place after school at 5.00 pm. The system used to identify staff on site operates through a specific computer, and where a member of staff is not recorded, this aspect of the system needs to be tested. It was also noted that cleaners and After School Club staff need to be clear on where to go, what to do, and how to carry out the procedures.

The school budget was available in the governors' folder.

The pyramid maths event had taken place and the Head Teacher had observed Mrs Kellet and looked at books.

A lockdown discussion would take place tomorrow and an external review of the site had been completed; a staff briefing would be held.

In the first week back after the holiday there would be an assembly for parents along with parent communications to be sent out.

A risk assessment for a member of staff had also been completed.

Pupil numbers

One pupil in KS1 was leaving to have elective home schooling.

One pupil was leaving at the end of the week and a further one in September; one of the children was moving house

Q: Where is the child that is leaving going?

A: To a smaller mainstream school.

Suspensions

A pupil had been suspended for one day.

Q: Was this discussed with the KS1 teacher?

A: Yes.

SEND

Mrs Bates had added the figures to the report for those pupils transferring school.

Safeguarding

One Child In Need had been added to the report. The DSL refresher had been completed by the Head Teacher and Suzy.

Staffing updates

Cover supervision had been agreed and would be implemented.

New classes

The new class information was eagerly awaited by parents and teachers and should be announced after the half-term break. The ETA staff would then know where they were to be deployed for the new academic year. Year 3/4 movement was in progress.

Staff absence

One member of staff was currently on long term sick.

CPD meetings

CPD and group meetings were continuing. The Head Teacher had attended the Early Years Assessment.

Health and Safety / Sports Premium Spending

The final quote would be received in the first week after the break so a decision would be made then.

Colour Run

This would be held after school.

Q: Can Governors/Teachers to take part and how will they do this?

A: Yes they can and just need to make the Head Teacher aware.

Volunteers would also be needed to support with refreshments.

A movie night was also to be held.

Q: When will you know if the school is being moderated for writing?

A: The school will not be moderated for writing.

The Head Teacher was thanked for the report.

90. SAFEGUARDING

Mrs Bates had added the report to the Governing Body folder and the Governors confirmed they had read it.

The Head Teacher has received a report from Kirklees Safeguarding body. Some area had been highlighted red; these have now been actioned and are now amber.

- Lockdown process
- To have an induction folder with policies in one place, this would be useful for new staff and governors.
- Smoothwall for alerts – these go to the Head Teacher, Mrs Etheridge and Mr Asbery.

Q: What are the Smoothwall alerts? Is this when children search for something and it comes up as inappropriate?

A: Yes, it would flag the search and then a staff member would go into the class and question it. A major issue is making sure that children log off systems so it is tracked correctly.

The website was noted as clear for Safeguarding and policies and there is also a Bereavement Policy in place. The Head Teacher had arranged for a 'Bereavement through Suicide' briefing to be attended by senior staff. Medication and Anti bullying policies were still to complete. Overall the safeguarding review had been good with most areas to address known and the majority had now been actioned.

91. FINANCIAL MANAGEMENT AND MONITORING

The budget had been added to the Governors' drive and needed to be approved. The Head Teacher went through the main points of the budget with the Governors.

There was a small carry forward amount and that helped but the School was not working with a positive budget. Points highlighted were:

- The impact of reduction in nursery nurse hours since the budget was last discussed.
- Support staff were really stretched and not happy with the support going forward as there would be 1 less staff member in the Early Years Unit.
- Two classes were without morning ETA support, with KS1 being one of them; the Head Teacher was trying to get some more hours to cover.

Q: Will the saving with the reduction in hours cover the morning hours needed?

A: Yes possibly.

Q: Will this add to a deficit to the budget for next year as it will still be spending the money?

A: Yes, but there is a need to balance the safety of the children against the budget too.

Governors agreed that the safety aspect for staff and dysregulated children is worth the spend.

Q: How will the LA support school?

A: They have not been specific.

Q: Is the support staff pay rise funded from the school budget or covered by the LA?

A: This is not known yet as grants can appear or disappear mid-year.

Q: How many are you thinking of?

A: Two classes in the morning and 1 in the afternoon have KS1 support

Q: Why mornings?

A: These cover the core subjects.

Q: The main area of risk appears to be the supply budget as school is now 2 months into the budget year, how is this looking?

A: The tightness of the budget and staffing is making this difficult predict.

RESOLVED: That the Governors unanimously approve the school budget based on the figures presented.

92. REVIEW/APPROVAL OF POLICIES

RESOLVED: That the Governors unanimously approve the following policies:

Safeguarding Policy (circulated via email)
Medicines in School
Mental Health policy
Online Safety policy

93. GOVERNOR TRAINING AND GOVERNOR VISITS

The Governor visit reports by Mrs Cherryholme and Mrs McCabe had been added to Google drive. The reports covered what was seen in school, how it affected teaching and what measures had been put in place.

Q: Year 2 were doing practice SATs this week - how will the marking be affected with one member of staff being off?

A: We are hoping that they will be back after half term but if not, it will be shared out with the other teachers.

Mr Bull had updated the Governing Body drive with all training information which had been sent to him. There had been no further progress on NGA.

Governors had supported the school in their capacity either as a Governor or volunteer as follows:

Amanda McCabe

29th April 2026: Yr 5/6 Classroom Support
30th April 2026: Yr 5/6 Classroom Support
1st May 2026: Yr 5/6 Classroom Support
5th May 2026: Yr 5/6 Classroom Support / Governor representation at Finance & Resources Committee
8th May 2026: Gov representation at Standards & Effectiveness Committee / Yr 5/6 Classroom Support / Governor support refreshment and fundraising at Yr 6 Semi Final
11th May 2026: Governor representation Yr 6 SATs / Volunteer Yr 5 swimming
12th May 2026: Governor representation Yr 6 SATs
13th May 2026: Governor representation Yr 6 SATs
14th May 2026: Governor representation Yr 6 SATs
15th May 2026: Governor wellbeing report / Yr 6 SATs Treat Event
18th May 2026: Yr 5 Swimming Support
19th May 2026: Governor representation School Council meeting / Governor representation as a judge at Hopton's Got Talent Final / Governor support at Yr 6 football inter-school final

Lucy Meade

29th April 2026: Accompany Yr 5 on local secondary school visit
30th April 2026: Governor representation at Safeguarding Audit
15th April 2026: Governor representation at Hopton's Got Talent

Martin Pelan

8th May 2026: Governor representation Standards & Effectiveness Committee meeting / Governor representation Yr 6 semi-final football

Claire Cherryholme

8th May 2026: Governor representation at Standards & Effectiveness Committee meeting
 15th May 2026: Wellbeing Report with Chair

Rob McDonald

5th May 2026: Governor representation at Resource & Finance Committee meeting

Helen Edwards

5th May 2026: Governor representation at Resource & Finance Committee meeting

Sarah Haigh

15th May 2026: Governor representation – update re successful grant application

Chris Bull

5th May 2026: Representation at Resource & Finance Committee meeting / Meet BS re finances in school

8th May 2026: Representation at Standards & Effectiveness Committee meeting

14th May 2026: Update the Training Drive with additional learning by Governors

Barbara Hornby

28th April 2026: Attendance at meeting with BS and TB

5th May 2026: Representation at Resource & Finance Committee meeting

8th May 2026: Representation at Standards & Effectiveness Committee meeting

12th May 2026: Governor Representation Yr 6 SATs / Governor representation at interviews for Yr3/4 maternity leave cover

19th May 2026: Governor representation at School Council meeting / Governor representation as judge at Hopton's Got Talent final

Provided 6 hours of classroom support since last meeting at various times in Yr 5/6

94. ANY OTHER BUSINESS(a) Grant Application

Mrs Haigh confirmed that she had successfully applied for a grant on the School's behalf from the Mirfield Educational Trust for wrap around care. When costs had been incurred, the money would be reimbursed when receipts were submitted. Suggestions for the use of the money were for the outside play areas such as scooters, skipping ropes and Jenga.

The Nursery needed a qualified level 3 practitioner to work within the setting until 4pm, after which they would provide additional support for the after-school club.

Q: The Head Teacher asked if the Declarations of Interest platform was working?

A: There appeared to be some technical difficulties but this had been reported to the LA.

(b) Policies to Approve

These had been discussed under Minute 92

(c) Next Governing Body Meeting: 26 June 2026

Governors were invited into school prior to the meeting from 10.00 am to meet with pupils and teachers. The Governing Body meeting would take place at 1.30 pm to 3.30 pm.

(d) Fundraiser Idea

Mrs Edwards shared a fundraising idea for the school: 'Break the Rules Day' - her school had raised £2k with this and she gave some examples of what could be done:

50p a rule break

£5 to leave an hour early

£10 for staff to leave an hour early

The children had been very much engaged in this and the school could agree their own 'rule breaks'.

The School Fayre would be held on 8th July and the Governors were asked to contribute to a hamper for a raffle prize. Mrs McCabe offered to take charge of this and supply the hamper to be made from donations from Governors. Mrs McCabe also confirmed that she had raised £19 from donated buns, teas and coffees.

(e) Hopton's Got Talent Event

This had been a big success with 8 acts, including:

- A child who completed flag naming finished third in the competition by naming 100 flags of countries in 3 minutes
- A child danced to 'I'm a Barbie Girl' with a hula hoop gained 2nd place
- A mixed group, dancing to a Justin Bieber song had won the competition

The Head Teacher requested help with Sports day which would be much appreciated.

95. DATES OF FUTURE MEETINGS AND AGENDA ITEMS

RESOLVED: That the next meetings of the Governing Body be held at 7.15pm at the school on:

26 June 2026 (10.00am - 4.00pm, in school with governors' meeting at 1.30pm – 3.30pm)

29 September 2026

8 December 2026

2 February 2027

23 March 2027

18 May 2027

96. 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 no part of these minutes, agenda or related papers be excluded from the copy to be made available at school in accordance with the freedom of information Act.

The meeting closed at 8.50 pm.