

THE GOVERNING BODY OF HINCHLIFFE MILL JUNIOR AND INFANT SCHOOL

Minutes of the meeting of the Governing Body held at 6.30 pm at the School on Thursday 22 November 2018.

Present: Charles Crossland (CC), Stephen Clarke (SC), Yvonne Donkersley (YD), Deborah Hirst (DH), Nicola Holgate (NH), Angela Hornby (AH), Rebecca Townsend - part (RT), Allister Turner (AT), Robert Coates (RC).

In Attendance: Elizabeth Kilner (EK), Victoria McCormick (VM).

Apologies: Lauren Metcalfe (LM)

The meeting commenced at 6.30pm and closed at 9.15pm

Agenda Item	Discussion and Decisions	Action – who / by												
29.	<p><u>Apologies for Absence, Consent, Declarations of Interest</u></p> <p>Apologies were received from Mrs L Metcalfe with consent.</p> <p>There were no declarations of interest.</p>													
30.	<p><u>Notification of items to be brought up under Any Other Business</u></p> <p>The following items were notified to be brought up under Any Other Business.</p> <p>i) Governor's SEF. ii) MUGA update. iii) School Vision.</p>													
31.	<p><u>Representation</u></p> <p>RESOLVED: That the following matters of representation be noted.</p> <p><u>Appointment</u></p> <table border="0"> <tr> <td style="text-align: left;"><u>Name</u></td> <td style="text-align: left;"><u>Category</u></td> <td style="text-align: left;"><u>With Effect From</u></td> </tr> <tr> <td>Mr R Coates</td> <td>Co-opted</td> <td>20 September 2018</td> </tr> </table> <p><u>Resignation</u></p> <table border="0"> <tr> <td style="text-align: left;"><u>Name</u></td> <td style="text-align: left;"><u>Category</u></td> <td style="text-align: left;"><u>With Effect From</u></td> </tr> <tr> <td>Mrs V Short</td> <td>LA</td> <td>5 November 2018</td> </tr> </table> <p>The governors thanked Mrs V Short for all her work as a governor at the school.</p> <p>It was noted that there are two vacancies for governors (one LA and one Co-opted). The Chair confirmed that advertising is being</p>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Mr R Coates	Co-opted	20 September 2018	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Mrs V Short	LA	5 November 2018	
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	<p>done on the Inspiring Governance website for the Co-opted vacancy.</p> <p>Q. Are we compliant with the one third maximum rule for staff governors?</p> <p>A. Yes because Mrs V McCormick attends as an observer not a governor.</p>	
32.	<p><u>Minutes of the meeting held on 20 September 2018</u></p> <p>RESOLVED: That the minutes of the meeting held on 20 September 2018 were agreed and signed by the Chair as a correct record subject to the following amendments:</p> <p><u>Minute 14 (3.3) – Assessment in Music, Art and Computing</u></p> <p>Replace ‘SC noted that assessment is straightforward’ with ‘SC noted that the system of assessment that has been developed is easy to interpret given the complex data’.</p> <p><u>Minute 17 – Governor Action Plan – Approve and Progress</u></p> <p>In the second action, replace ‘SC/RC’ with ‘DH/RC’.</p>	
33.	<p><u>Matters Arising</u></p> <p>(a) <u>Apologies for Absence, Consent, Declarations of Interest (Minute 2 refers)</u></p> <p>Actions have been completed.</p> <p>(b) <u>Representation (Minute 4 refers)</u></p> <p>It was noted that Mr Kennett withdrew his offer.</p> <p>(c) <u>Review of Committees (Minute 6 refers)</u></p> <p>Actions have been completed.</p> <p>(d) <u>Matters Arising (Minute 11 refers)</u></p> <p>All actions are complete or are in progress.</p> <p>(e) <u>Head Teacher’s Report and Governors’ questions (Minute 13 refers)</u></p> <p>The Policy Plan will be included as part of the School Development Plan.</p> <p>(f) <u>School Development Plan (Minute 14 refers)</u></p> <p>The School Development Plan has been circulated. The 3 year plan is currently being developed with a focus on ‘what does good look like’.</p>	

	<p>All actions have been completed or are in progress.</p> <p>(g) <u>MUGA Development (Minute 16 refers)</u></p> <p>Update to be covered under AOB.</p> <p>(h) <u>Governor Action Plan – Approve and progress (Minute 17 refers)</u></p> <p>ACTION: RC has completed induction training and DH will complete in January 2019.</p> <p>ACTION: RC has not yet completed Safeguarding training.</p> <p>Q. Are we still planning to do a parent’s survey? A. Yes this will be done annually.</p> <p>Actions to increase governor engagement are ongoing including the development of a newsletter which will go to parents before Christmas.</p> <p>(i) <u>Governor Skills Audit (Minute 19 refers)</u></p> <p>ACTION: DH will circulate the skills audit to governors next week.</p> <p>(j) <u>Safeguarding (Minute 20 refers)</u></p> <p>Actions agreed are ongoing.</p> <p>(k) <u>Governor Training and Governor Visits (Minute 25 refers)</u></p> <p>Governor training will be covered under the main agenda.</p> <p>ACTION: The Chair will arrange to attend committee meetings at Netherthong school.</p> <p>(l) <u>Any Other Business (Minute 25 refers)</u></p> <p>Actions have been completed. The development of the Governors SEF is in progress following the visit from the KLP.</p> <p><i>Mrs Rebecca Townsend joined the meeting.</i></p> <p>(m) <u>School Closure</u></p> <p>The Head Teacher updated the meeting on the school closure on Tuesday 20 November 2018. On Monday 19 November 2018 a total of 25 children were absent due to illness. The Headteacher sought advice from Kirklees and Public Health England. The matter was escalated to Kirklees Emergency planning who were unable to advise on actions required. Discussions were also held with Jo-Anne Sanders and Natalie McSheffrey at Kirklees.</p>	<p>DH</p> <p>RC</p> <p>DH</p> <p>CC</p>
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	<p>The Head Teacher considered all the risks to children and consulted with the Chair. It was decided that the school should be closed on Tuesday 20 November for a deep clean at an estimated cost of £100.</p> <p>The Head Teacher is sending feedback to Kirklees on the incident and asking for a set of standard guidelines to be put in place.</p> <p>Q. Was there any similar illness in other local schools? A. Nothing significant.</p> <p>Q. Do we know the cause of the illness? A. Samples have been collected and sent to the GP.</p> <p>Q. Have siblings also been ill who do not attend the school? A. Yes.</p> <p>Q. How will deep clean be funded? A. A request has been made to Kirklees but the school may have to pay.</p> <p>Q. Will the importance of handwashing be reinforced with children? A. This has been done and hand sanitising pumps are in place.</p>	
34.	<p><u>School Vision</u></p> <p>Mrs V McCormick updated on proposals for the school vision. The proposal is 'We want our Children to Fledge and Fly High'. This incorporates both nurturing and is also aspirational. It was noted that the vision is primarily for the children but also needs to be shared with other stakeholders including parents.</p> <p>Q. Is the rainbow image to be retained? A. Yes, the vision and bird images will be incorporated.</p> <p>Q. How will the vision be used? A. The Vision will be used with the values, to pull the values together and will be used on the website and paperwork.</p> <p>Q. What does 'fledge' mean? A. It's when a young bird leaves the nest.</p> <p>Q. Is this too hard to understand? A. We could include a paragraph to expand.</p> <p>Q. Will the vision be reinforced through the school including in assemblies? A. Yes.</p> <p>Q. Do we need to include 'High'? A. This is the aspirational aspect.</p>	

	<p>ACTION: The Head Teacher to ensure that children are consulted on the proposed vision statement for the school.</p> <p>ACTION: The Head Teacher to draft Vision and Values on 1 page and circulate to the governors for review before Christmas.</p>	<p>Head Teacher</p> <p>Head Teacher</p>
35.	<p><u>Reports from Committees</u></p> <p>(a) <u>Curriculum Committee</u></p> <p>Mrs A Hornby updated on the Curriculum Committee meeting.</p> <p>Discussions included:</p> <ul style="list-style-type: none"> • Data for SEND and Pupil Premium cohorts and changes in cohorts were noted. • The new Ofsted framework was discussed. • SDP progress was reviewed. • Curriculum action planning was discussed including actions to address gender bias and plans for internal and external moderation. • Progress for SEN and PP pupils was discussed. • Policies were reviewed and agreed. • There were no safeguarding issues for discussion. • GDPR procedures were reviewed. • It was noted that school attendance was good <p>(b) <u>Finance Committee</u></p> <p>Mr A Turner updated on the Finance Committee meeting.</p> <ul style="list-style-type: none"> • Policies were reviewed and agreed. • The Health and Safety KPI report was reviewed, there are no issues to report. • The half year finance report was reviewed. The current view is that costs may be slightly over budget in the year. • The School Funds audit was reviewed. • The MUGA update will be covered in AOB. • Sports and Pupil Premium spend was reviewed. • SDP progress was reviewed for progress on finance actions. <p>Q. Should Committee meeting minutes be circulated to all governors? A. Agreed</p>	
36.	<p><u>Head Teacher's Report and Governors' questions</u></p> <p>The Governor Briefing Report from the Headteacher – Thursday 22 November 2018 had been circulated before the meeting. The Head Teacher updated the meeting and responded to questions.</p> <p>The Head Teacher updated that:</p>	

- Data drops will be separated between boys and girls.
- Assessments will be used to give standard scores including PIRA and PUMA
- It was noted that Ofsted will focus on progression.
- Children are better writers than readers (reverse of national trend).

Q. Can reporting include analysis of how many SEND an PP children are in each year?

A. Yes, this can be included.

Q. Are SEND boys outperforming girls?

A. Yes, this will continue to be tracked.

Q. Is writing better than reading in both attainment and progression?

A. It is mainly in attainment.

Q. Is Teacher appraisal done?

A. Yes by the Head Teacher and Senior Leadership Team.

Q. Can we see anonymised targets?

A. Yes, they will be presented to the next meeting.

Q. Are responsibilities balanced across staff in the right way?

A. We try to do this as well as possible. Workloads are very high for everyone and all staff are working very hard.

Q. Are the DfE considering work life balance?

A. Yes but all work still needs to be done.

Q. Is there a mechanism to discuss workloads with other schools?

A. All schools have the same problem.

Q. In book sampling do you look at presentation of work, challenge and feedback?

A. Yes, we do.

Q. Are actions and interventions used where children are below age related attainment?

A. Yes via staff deployment and interventions to address specific skills e.g. maths. In early years we ensure the provision meets specific needs.

Q. Are action plans in place to help children exceed age related attainment?

A. Yes, we do have action plans in place.

Q. Do we have a feedback loop to previous settings?

A. Yes these are in place.

ACTION: An Agenda item on Staff Wellbeing is needed for the next Governing Body meeting.

Head
Teacher

37.	<p><u>School Development Plan (Standing Agenda item)</u></p> <p>The Chair confirmed that reports from Governor visits should be updated and circulated by all governors.</p>	All Governors
38.	<p><u>Review Report from School Improvement Partner</u></p> <p>This item will be deferred to the next meeting as the report has not yet been received.</p>	
39.	<p><u>Financial Management and Monitoring</u></p> <p>Mr A Turner updated that the School Fund Audit had been completed. The balance on the school fund is £3k. It was noted that the School Fund was available for use by the Head Teacher for appropriate spend.</p>	
40.	<p><u>Pupil Progress (Standing Agenda item)</u></p> <p>The Head Teacher updated that this will be covered at the next meeting when the next set of data is available.</p>	
41.	<p><u>Autumn Assessment report</u></p> <p>This has been covered under the Head Teachers report above.</p>	
42.	<p><u>Staffing Structure</u></p> <p>This has been covered under the Head Teachers report above.</p>	
43.	<p><u>Staff Appraisal</u></p> <p>The Head Teacher updated that all staff appraisals were complete.</p>	
44.	<p><u>Safeguarding</u></p> <p>The Head Teacher updated on an incident where a child was taken ill on the way home from school. The Head Teacher has investigated to ensure that the school had not missed symptoms prior to the child leaving school.</p> <p>It has been confirmed that there were no symptoms while the child was in school and that the parent is happy with the investigation and the outcome.</p> <p>The school has reviewed communication processes.</p>	
45.	<p><u>Ofsted Parent view update and feedback from parents evening</u></p> <p>The Chair reviewed the results of the Ofsted parent view update and presented benchmarking to other schools in the valley. It was noted that the school shows very positive results across the survey and 96% of parents would recommend the school to other parents.</p>	

46.	<p><u>Parent Survey approval</u></p> <p>Q. Do we want to circulate the survey before Christmas? A. Yes and we need to have an action plan of what we will do with responses.</p> <p>Q. Do we want to change the questions? A. We should add a box for comments on school values and add response option 'not experienced' for the question relating to bullying.</p> <p>ACTION: The updated parent survey should be circulated to parents before Christmas – one paper copy should be sent per child. A draft will be sent to governors for review before circulation to parents.</p>	Head Teacher / DH
47.	<p><u>Teacher Appraisal Policy and Teacher Pay Policy</u></p> <p>This was discussed in detail at the Finance committee meeting.</p> <p>RESOLVED: That the Teacher Appraisal Policy and Teacher Pay Policy be agreed and adopted.</p>	
48.	<p><u>Policies for Review by Full Governing Body</u></p> <p>RESOLVED: That the LA Whistleblowing Policy be agreed and adopted.</p>	
49.	<p><u>Consultation on Admission Arrangements for 2020/21</u></p> <p>ACTION: Could copies of papers and documents referred to in the agenda be circulated with governor papers.</p> <p>ACTION: The Head Teacher to produce a SWOT analysis on the proposed reduction in school PAN from 16 to 15.</p>	Governor Clerking Service Head Teacher
50.	<p><u>Governor Training and Governor Visits (Sharing learning outcomes and key points)</u></p> <ul style="list-style-type: none"> • DH and AH attended the parents evening which went very well. • CC attended the KLP visit, Governor Briefing and the Governor Review. • DH circulated the Full Governing Body Learning and Development Plan September 2018 – July 2019. This will be circulated to all governors by email. <p>ACTION: All governors to provide feedback on the plan to DH.</p> <p>ACTION: All governors must complete Safeguarding training as soon as possible.</p>	All Governors All Governors

	<p>ACTION: On completion of any training, all governors must notify DH and complete and return the evaluation form.</p>	All Governors
51.	<p><u>Any Other Business</u></p> <p>(a) <u>MUGA</u></p> <p>The Chair updated that quotes had now been received for the planned work on the MUGA with costs ranging from £27.5k to £30k. Samples of grass were circulated. A preferred supplier has been chosen being West Yorkshire Artificial Grass. Due Diligence on the preferred supplier has been performed including review of case studies. Work will be guaranteed.</p> <p>RESOLVED: That approval to progress with the West Yorkshire Artificial Grass be agreed with a total spend up to a maximum of £28.5k.</p> <p>It was noted that planning permission has not yet been confirmed but is expected in December and that funding of the £28.5k has been ringfenced from lottery funding and sports premium funding.</p> <p>(b) <u>Governor External Review</u></p> <p>This will be deferred until the next meeting.</p> <p><i>Mrs V McCormick and Mrs N Holgate left the meeting.</i></p>	
52.	<p><u>Staff Appraisal</u></p> <p>The Head Teacher circulated a report. The Head Teacher updated that all staff appraisals and target setting were complete. The governors were updated on the appraisal system, process and targets.</p> <p>Q. Does the Head Teacher do observations? A. Yes for teaching staff and the Senior Leadership Team do observations with support staff.</p> <p>Q. Can admin work be reorganised to free up the Head Teacher and Senior leadership team? A. This can be reviewed.</p> <p>Q. What is the impact of a budget overspend? A. The aim is to have a balanced budget. The school would be expected to restructure if budgets and plans were for a deficit.</p> <p>ACTION: All governors to send any further questions to the Head Teacher.</p>	All Governors

53.	<u>Date(s) of Next / Future Meeting(s) and Possible Agenda Items</u> RESOLVED: That the next meetings will be: <ul style="list-style-type: none">• Governing Training - Wednesday 12 December 2018 at 6pm• Full Governing Body – Thursday 24 January 2019 at 6.30pm	
54.	<u>Agenda, Minutes and Related Papers – School Copy</u> RESOLVED: That no matter be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.	