

**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 21 March 2019.

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

**In Attendance:** Lia Heaton (Minute Clerk)  
Victoria McCormick (VM)

**Apologies:**

The meeting commenced at 6.30pm and closed at 9pm

<b>Agenda Item</b>	<b>Discussion and Decisions</b>	<b>Action – who / by</b>
71.	<p><b><u>Apologies for Absence, Consent, Declarations of Interest</u></b></p> <p>There were no apologies for absence.</p> <p>There were no declarations of interest.</p>	
72.	<p><b><u>Notification of items to be brought up under Any Other Business</u></b></p> <p>The following items were notified to be brought up under Any Other Business:</p> <ul style="list-style-type: none"> <li>i) Strategic Plan.</li> <li>ii) Pupil survey.</li> <li>iii) Governor training/skills audit update.</li> <li>iv) Use of Twitter.</li> </ul>	
73.	<p><b><u>Minutes of the meeting held on 24 January 2019</u></b></p> <p><b>RESOLVED:</b> That the minutes of the meeting held on 24 January 2019 were agreed and signed by the Chair as a correct record.</p>	
74.	<p><b><u>Matters Arising</u></b></p> <p>(a) <b><u>Head Teacher's Report - meeting with Kirklees Re: Finance and feeding back to the Finance Committee (Minute 60 refers)</u></b></p> <p>The Head Teacher reported that an opportunity had not arisen in her meeting for a detailed discussion on finance/additional funding.</p> <p><b>ACTION:</b> Still to be discussed with Kirklees.</p>	<b>LM</b>

	<p>(b) <u>Head Teacher's Report – SEF to be distributed to all Governors with a key for the colour codes (Minute 60 refers)</u></p> <p><b>ACTION:</b> SEF to be distributed to Governors electronically.</p> <p>(c) <u>Pupil Progress – PUMA and PIRA results (Minute 61 refers)</u></p> <p><b>ACTION:</b> PUMA and PIRA results will be sent out together. PIRA tests have been completed, PUMA takes place next week. Results will be discussed in detail at the next Curriculum Committee.</p> <p>(d) <u>OFSTED – Pupil Premium (Minute 63 refers)</u></p> <p><b>RESOLVED:</b> Governors agreed to address this item in more detail when the Strategic Plan arose as an agenda item. Pupil Premium would be a theme also in the School Development Plan (SDP).</p> <p>(e) <u>OFSTED – Phonics and book choices (Minute 63 refers)</u></p> <p>It was reported that the PTA were happy to commit a good proportion of funding to books.</p> <p>(f) <u>OFSTED – Training of Support Staff (Minute 63 refers)</u></p> <p>It was reported that links were being created between teaching and support staff. One example is that support staff are being invited to training sessions alongside teaching staff.</p> <p>All other actions were complete.</p>	<p><b>Head Teacher</b></p> <p><b>Head Teacher</b></p>
75.	<p><b><u>Reports from Committees</u></b></p> <p>(a) <u>Finance Committee</u></p> <p>Mr A Turner updated on the Finance Committee meeting held 21<sup>st</sup> March 2019.</p> <p>Headlines included:</p> <ul style="list-style-type: none"> <li>• There were no Health and Safety issues since the last Committee meeting in February.</li> <li>• The financial year to date performance was as expected. All the contingency had been used. There would be no carry-forward for next year.</li> <li>• Teaching staff costs were still the largest area accounting for around 85%-90% of the total budget.</li> <li>• The MUGA funding had been used, grants would be key going forward.</li> <li>• The Financial Value Charter was to be distributed to all Governors.</li> </ul> <p>(b) <u>Curriculum Committee</u></p>	

	<p>Mrs Y Donkersley updated on the Curriculum Committee meeting.</p> <p>Headlines included:</p> <ul style="list-style-type: none"> <li>• The Homework Policy was pending.</li> <li>• Phonics was a key focus to be on purchase of appropriate reading materials which introduce reading through a phonic approach.</li> <li>• PUMA and PIRA assessments were discussed.</li> <li>• The new multiplication test to be introduced in 2020 for Y4 cohort was being prepared for by introduction of 'TT Rockstars' an on-line learning resource which can be used at school and at home.</li> </ul> <p><b>ACTION:</b> Head Teacher to forward her Question and Answer response from the Curriculum Committee to the Chair of the Committee.</p> <p>It was noted that the use of PUMA and PIRA in Parents' Evening was very useful and helpful. Parent Governors felt that this allowed a better perspective of their child's performance.</p>	<p><b>Head Teacher</b></p>
76.	<p><b><u>Head Teacher's Report and Governors' questions</u></b></p> <p>The Head Teacher showed Governors a short video of pupils delivering the Pupil Survey results. The results were delivered alongside actions/forums for areas with room for improvement.</p> <p><b>ACTION:</b> Video to be put on the school website as a webinar.</p> <p><b>ACTION:</b> Invite the children involved in the video to update Governors on the forum outcomes.</p> <p>The Head Teacher's report had been delayed in light of budget work and would be distributed to Governors as soon as it was available.</p> <p><b>ACTION:</b> Distribute Head Teacher's Report.</p> <p>The main item for discussion in this agenda item was based on staffing and class proposals. A confidential document had been pre-circulated to all Governors which detailed the Head Teacher's proposal.</p> <p>In summary, due to lower pupil admissions in reception and a subsequent reduction in budget, changes were required. Her proposals were based on reducing classes from 4 to 3, with Year 4 split (for literacy only). This would also result in more mixing of year groups in classes. The impact on staffing was also detailed including the use of HLTAs and ETAs.</p> <p>Governors held a lengthy discussion around the proposals including class size and numbers, timetabling and communication of the change.</p>	<p><b>Head Teacher</b></p> <p><b>Chair</b></p> <p><b>Head Teacher</b></p>

<p><b>Q:</b> How confident are you of a positive parent reaction?  <b>A:</b> The changes need to be fully and clearly explained. The 'split' of Year 4 is solely in literacy. With PIRA scores now available, this creates a robust method of how the children could be split which makes this much more quantifiable. The children will only be 'split' for one hour per day.</p> <p><b>Q:</b> The proposals rely on HLTA to teach identified lessons. How confident are you that they can deliver the curriculum and have you ever considered appointing a teacher as an ETA?  <b>A:</b> ETA's are actually cut back the most in the proposals. HLTA's have attended staff training. Yes, teachers could choose to apply for HLTA positions and although this is seen locally and nationally it is not necessarily guaranteed.</p> <p><b>Q:</b> Have you considered using volunteers to save costs?  <b>A:</b> The idea of volunteers is a wonderful one. However, a big drawback is that it is not consistent.</p> <p><b>ACTION:</b> Check with Kirklees admissions regarding Beech class maximum numbers.</p> <p><b>Q:</b> What are the next steps in this decision making progress?  <b>A:</b> I believe this proposal will work. Whilst I would prefer 4 classes, the budget does not allow this. The decision is operational and does not require Governor sign off. However, I welcome Governor feedback, input and support. My next step would be to speak with staff after the Easter holidays. Consultation with parents would follow.</p> <p><b>Q:</b> Is there a tipping point with pupil numbers when the scenario may change?  <b>A:</b> Up to 8 more pupils currently unaccounted for could still be accommodated in the proposal in Holly class. More than 11 extra could certainly allow us to revert to our current position.</p> <p>Governors held a discussion about ideas they had of marketing the school along with some advantages and disadvantages of this.</p> <p><b>Q:</b> Have you consulted with Kirklees?  <b>A:</b> Yes, in terms of both budget and the split of Year 4.</p> <p><b>Q:</b> Will there be a bigger challenge in improving children learning at greater depth if the class sizes are bigger?  <b>A:</b> This will only be relevant in literacy and these will be separated on ability determined from PIRA scores. All other subjects will be taught in year groups.</p> <p><b>Q:</b> Will the proposal hinder our opportunities for staff development (one of the OFSTED focuses)?  <b>A:</b> No, teaching across year groups can offer learning development and new skills for teachers and the possibility of further joint working.</p>	<p><b>Business Manager</b></p>
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	<p><b>Q:</b> Are there any other minor effects of reducing classes?  <b>A:</b> The House system will remain in place and may even provide more opportunities from fewer classes.</p> <p><b>Q:</b> How sustainable is your proposal? What if admission numbers continue to fall?  <b>A:</b> Governors will need to consider the further changes to the financial and organisational structure of the school.</p> <p><b>ACTION:</b> Send a detailed plan to Governors following confirmation of September's pupil numbers which will be available in April. At this stage the FGB did not come to any definite conclusion on the proposal put forward by the HT and it was agreed to discuss further.</p> <p><b>ACTION:</b> Organise an earlier date for the next Finance Committee when the end of year budget is available (likely to be mid May)</p>	<p><b>Head Teacher</b></p> <p><b>AT</b></p>
77.	<p><b><u>Pupil Progress (Standing Agenda item)</u></b></p> <p>This will be covered in the soon to be distributed Head Teacher's Report. It will cover predictions for phonics – 90% expected for Year 1 and 100% from re-sits. This will also be covered in more detail at the next Curriculum Committee.</p>	
78.	<p><b><u>School Development Plan (Standing Agenda item)</u></b></p> <p><b>RESOLVED:</b> That Governors agreed to defer this item to the next meeting.</p> <p><b>ACTION:</b> Governors to send their questions to the lead staff members who will compile these for the Head Teacher to response to.</p> <p><b>ACTION:</b> Add School Development Plan to the next FGB agenda.</p>	<p><b>ALL</b></p> <p><b>Clerking Service</b></p>
79.	<p><b><u>Review Report from School Improvement Partner</u></b></p> <p><b>RESOLVED:</b> Governors agreed CC to follow up this item in relevant Action Points.</p>	
80.	<p><b><u>Staff Wellbeing</u></b></p> <p>The School Business Manager reported that yoga sessions have commenced. Other new initiatives included wellbeing posters and calendars with daily wellbeing ideas. She had met with support staff to go through policies including compassionate days and sickness. Other potential ideas included a wellbeing display in the staff room, a lottery syndicate, pizza pay-day, Costa Fridays a radio in the staff room, a shout-out sheet and a work-load share system.</p> <p><b>Q:</b> Is there anything staff would like from Governors? How do we keep the progress moving forwards?  <b>A:</b> We will ask the staff for their opinions on this.</p>	

	<b>ACTION:</b> Report back to Governors staff opinions on next steps in relation to wellbeing.	<b>Business Manager</b>
81.	<p><b><u>Safeguarding</u></b></p> <p>The Head Teacher reported that the Safeguarding Audit is not yet complete. The deadline is April 30<sup>th</sup> and she assured Governors this would be finalised on time.</p> <p><b>ACTION:</b> Send Safeguarding Audit to Governor with responsibility for Safeguarding will have view of the full safeguarding Audit, when available.</p> <p>The Head Teacher also wanted to report to Governors about the year 5/6 pupils' recent visit to Cliffe House. Parents had signed forms about photography and use of images. Unfortunately, photos of a child whose parents had not signed the form was used. Cliffe House immediately removed all images of the school's pupils once they were alerted.</p> <p>HT shared a concern that Cliffe House does not keep a record of parental permission for on-line images (due to shredding of confidential information). If, in the future, parents were to raise concerns about images there would be no evidence on permission given, or not given to support our, or any, school and Cliffe House.</p> <p>The Head Teacher also noted that a warden was now employed by Cliffe House which the school was not aware of until they arrived. This employee is DBS and safeguarding checked which was confirmed upon arrival.</p> <p>The Head Teacher also reported that the school would now keep pink forms to record issues where a child hurt another child, and these would be logged as a safeguarding incident.</p>	<b>Head Teacher</b>
82.	<p><b><u>Future Full Governor meeting format</u></b></p> <p><b>RESOLVED:</b> That Governors agreed that meetings would follow an alternative sequence of a more structured meeting followed by Governor led agendas.</p>	
83.	<p><b><u>SEF Update</u></b></p> <p>This item was covered in minute 74(b).</p>	
84.	<p><b><u>MUGA update – Latest/Budget/Lettings</u></b></p> <p>The School Business Manager reported that the MUGA was completed and in use. Due to a mix up with the contractors, a fence had been provided free of charge although a small fee to make good had been requested.</p> <p>A snagging list was available for staff to add issues to.</p> <p><b>Q:</b> How has it coped with the rain?</p>	

	<p><b>A:</b> Brilliantly. It has received many positive comments and this has already been tested by the substantial amount of rain that we have had since it was installed.</p> <p><b>Q:</b> Has there been any negative comments?  <b>A:</b> No negative comments but there have been a comment made to the Headteacher about drainage and the lifespan of the grass life span. It has shown to hold up well through recent. It has shown to hold up well through recent wet weather.</p> <p><b>Q:</b> Has the additional marking been put on?  <b>A:</b> Not yet, it is on the to do list.</p> <p>Expressions of interest had already been incoming regarding letting the facility out externally. RT advised this would be investigated further.</p> <p><b>Q:</b> If we let it out to a number of organisations, will it last as long?  <b>A:</b> The warranty is 10 years, usage is not quantified.</p>	
85.	<p><b><u>Any Other Business</u></b></p> <p>(a) <u>Strategic Plan 2019 – 24</u></p> <p>The Head Teacher described how she had formulated the plan. The document is new to the school and as the Head Teacher had not written one previously it had been challenging. Other local schools do not appear to have a publicly visible Strategic Plan so examples had been used from other national primary schools. She had received guidance and support from her leadership coaching sessions.</p> <p>Governors debated the use of markers and measurability in the document and the links to the SDP.</p> <p>The Head Teacher welcomed Governors' input and views on the document. It was agreed that it should remain authentic to the school and be used as a driving force. It was noted that it would be a public document available on the school website.</p> <p>It was agreed that the school prospectus was in need of an update and once this was complete, the prospectus should be placed in sales offices at new local housing developments.</p> <p><b>ACTION:</b> YD offered to help with review of Prospectus, if required.</p> <p>Governors held a debate over approach and wording in relation to equality and diversity.</p> <p><b>ACTION:</b> Consider how the Strategic Plan should address equality and diversity and email their suggestions to the Head Teacher.</p> <p>(b) <u>Pupil Survey</u></p> <p>This had been addressed in minute 76.</p>	<p><b>YD</b></p> <p><b>ALL</b></p>

	<p>(c) <u>Governor training and audit update</u></p> <p>Miss D Hirst thanked Governors for their responses. Upon a quick evaluation, it looks like Governors have a good cross section of skills. Gaps would be analysed and training requirements identified.</p> <p><b>ACTION:</b> Update at the next meeting.</p> <p>(d) <u>Use of Twitter</u></p> <p>Governors discussed the use of social media including Twitter. Many other schools used social media and Governors considered their views on using it for the school – positive and negative. It was felt that if it was a route the school did go down, all staff would need to be involved. This would add additional pressure to staff and be a new process to manage. There was the opinion that face to face communication was valued more. It was noted that an app was soon to be launched as another a communication tool. An additional feature to the text service to parents will be added shortly which will allow links to online resources/school communications. No further consideration was actioned in regard to social media.</p> <p>(e) <u>Chair</u></p> <p>With the current chair soon stepping down, Governors were asked to consider their interest in the position. Mrs Y Donkersley had agreed to volunteer as Chair on the provision there was no other interest.</p> <p>The Head Teacher wished to thank the Chair and let him know how highly valued his contribution as Chair had been.</p>	DH
86.	<p><b><u>Date(s) of Next / Future Meeting(s) and Possible Agenda Items</u></b></p> <p><b>RESOLVED:</b> That the next meetings will be:</p> <ul style="list-style-type: none"> <li>• Full Governing Body – Thursday 16 May 2019 at 6.30pm</li> <li>• Curriculum Committee – Thursday 2<sup>nd</sup> May 2019 at 5pm</li> <li>• Finance Committee - TBC</li> </ul>	
87.	<p><b><u>Agenda, Minutes and Related Papers – School Copy</u></b></p> <p><b>RESOLVED:</b> That no matter be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.</p>	