

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 Tuesday 23 January 2018.

Present: Charles Crossland (CC), Stephen Clarke (SC), Yvonne Donkersley (YD), Angela Hornby (AH), Lauren Metcalfe (LM), Vivienne Short (VS), Rebecca Townsend (RT), Allister Turner (AT).

In Attendance: Sandra Schoolar (SS) – Clerk, Victoria McCormick (VM) observer

Apologies: Nicola Holgate (NH)

Before the meeting started, CC welcomed the new Governors SC and AH on behalf of the Governing Body. The meeting commenced at 6.45pm and closed at 9.00pm.

Agenda Item	Discussion and Decisions	Action – who / by
2270.	<p>Apologies for Absence, Consent, Declarations of Interest</p> <p>The governing body accepted the apologies of NH. CC announced the CB had tendered her resignation due to work commitments.</p>	
2271.	<p>Notification of items to be brought up under Any Other Business</p> <p>(i) LM to update on Multi-Use Games Area (MUGA). (ii) Parents' survey.</p>	LM SC
2272.	<p>Representation</p> <p>AP and CB have stepped down (both co-opted governors). SC (parent governor) and AH (parent governor) have been appointed, leaving 3 co-opted vacancies. CC circulated details of an advertisement for a governor which can go online or be produced as a hard copy. CC and RT have spoken with a potential candidate who is employed by Kirklees College and appeared very keen and highly qualified.</p> <p>Q: Has the candidate previously been a governor? A: She has had experience of governorship and been a Chair of Governors.</p> <p>Q: Is the candidate able to attend school during the day? A: Yes, their employees time off work to take part in GB activities.</p> <p>It was agreed that CC invite her to join the GB (with an interest in safeguarding governor) and the curriculum</p>	CC

	<p>committee subject to the necessary safeguarding checks (YD is willing to release the safeguarding interest to concentrate on Early Years). CC is to speak with another candidate on 24th January.</p> <p>It was agreed that advertisements go out further afield to invite candidates from other areas of the valley. YD is to move forward in respect of the U3A Holmfirth.</p>	YD
2273.	<p>Minutes of the Previous Meeting held 16 November 2017</p> <p>RT had not received an up to date copy of the minutes, only the draft copy; SC had not received a copy of the agenda. SS to contact the Governor's Service.</p> <p>Approved subject to the following amendments:</p> <p>(i) <u>Matter 2258</u> The second to fourth paragraphs should now read: "The update should be finalised within the next two days and recirculated. School has received £16K sports premium, £8k has been ring fenced for the alterations to the sports field."</p> <p>(ii) <u>Matter 2259</u> The last sentence of Q2 should read: "Paul Thomson suggested that if teachers take higher level children and HLTAs take the remainder of the class, the progression of higher level children could be better targeted."</p> <p>The last sentence of paragraph 7 should read: "Most of the children who are targeted to be working at greater depth, are meeting the challenge."</p> <p>The following paragraph should be deleted.</p> <p>The following question should read "... monitor PP funding?"</p> <p>The next question and answer should read: "Q: As Governors, how can we track PP funding?" A: A standing agenda item linked to Y6 progress, pupil progress meetings, good quality teaching. Four children come in at 8.30am on a Friday to work with Mrs Jepson and this will continue. Additionally boasting on a Wednesday afternoon started this half term".</p> <p>CC deferred signing the minutes.</p>	SS
2274.	<p>Matters Arising</p> <p>(i) <u>2255</u></p>	

	<p>A Governor cannot remain in post until a replacement is found unless they remain in post for another term.</p> <p>(ii) <u>2263</u> RT is to contact neighbouring properties in respect of the repairs to the damaged wall in the near future.</p> <p>(iii) <u>2266</u> The teacher pay policy will be circulated in due course once it is finalised; teacher appraisals should go ahead as usual.</p> <p>CC is to circulate the minutes of the last meeting for approval.</p>	<p>RT</p> <p>CC</p>
2275.	<p>Feedback on GLAD meeting</p> <p>VS to circulate GLAD feedback via email. She noted that one stand-out item was it appeared that, in general, governors of all schools may not always be aware of new changes and responsibilities along with the financial constraints that schools are under.</p>	VS
2276.	<p>Reports from Committees</p> <p>The Curriculum, Pupil Achievement and Outcomes Committee met on the 11th January. YD gave a brief report and circulated hard copy. YD was elected Chair and AH Vice-Chair. The Model Terms of Reference and purpose of the Committee was agreed along with the dates of future meetings. YD is to meet with RT before the next meeting.</p> <p>AT gave a brief resumé of the Financial Committee meeting – the agreed Model and Terms of Reference are to be finalised. The Committee are to look at various policies including the Lockdown Policy – a visit from Kirklees is to take place on Friday 2nd February; Charging Policy and Medicine Policy.</p> <p>RT had produced a health & safety report and took questions. The glazing in the windows in the hall was discussed. The current financial position was also considered. Not all of the sports premium had yet been spent, however, the MUGA is still to be paid for. There looks likely to be a deficit of approximately £20,000 in the current financial year, which was forecast within the budget.</p> <p>RT reported that 18 children would be leaving school at the end of the academic year; 19 children had expressed that the school was their first choice in the school admissions.</p>	YD/RT

	<p>Q: Does the school admission figure relate to Reception? A: Yes.</p> <p>Q: What is the situation if a child admitted to the school has an older sibling? A: There are now places in every year group due to a low birth rate.</p> <p>CC reported that the Governors met on the 11th January 2018 to discuss the last Ofsted report, how to progress as well as how to link the report to the SEF and SDP. The ASP performance data was revisited. Governors fielded questions; the report has been shared on the website. The structure of the committees was reformed.</p>	
2277.	<p>Head Teacher's Report and Governors' questions</p> <p>Before the HT report was discussed, RT informed the GB of the following: Currently there are 4 staff on sick leave, 2 teachers are on long term sick leave; a HLTA is sick and the PPA teacher has been off sick for part of the last week. She is thankful to all staff for their contribution at this difficult time and is hopeful that staff will continue to be flexible and move roles slightly to cover.</p> <p>Lindsay Vann (LV) is moving on from her current post as teacher of Beech class. The new role is a promotion and the school is very pleased for her. She is due to leave on the 27th April; it is envisaged that a fixed term replacement will start at the same time as there will be a final placement student in that class from 12th March. A substantive replacement for this position will be appointed in the summer term to start in September 2018.</p> <p>LV is a much valued member of staff who will be missed by the school and the GB. The GB expressed their congratulations and thanks to her.</p> <p>RT has spoken with the West Yorkshire Teaching Alliance (WYTA) with the result that a male student teacher is due to start at the school on the 12th March. To ensure stability for the pupils and the student teacher Mrs Townsend plans to cover the gap with a known supply staff member.</p> <p>Q: Will all parents be notified of the situation in respect to Miss Vann? A: Beech class parents will be informed initially. All parents will be informed of the changes by February half-term.</p> <p>Q: Is the new teacher straight from University or has he other life experiences to draw on? A: We have yet to meet but feedback will be provided in the next Head Teacher's report.</p>	<p>RT</p> <p>RT</p> <p>RT</p>

Q: How will the children be prepared?

A: LV will tell the children personally and so that they can ask questions.

Q: Is NH on long-term sickness leave?

A: She has a sicknote until 5th February. The supply teacher, Mrs Patel has agreed to work for a further week until Friday 2nd February. Mrs Jepson has agreed to take over the day that Mrs Patel does not work and on Monday 5th February – am as it is Nicola's PPA in the afternoon. LV has been teaching literacy to Beech and Rowan with Mrs Patel teaching maths to both classes.

Q: Sicknotes are generally weekly – how is school dealing with the changes?

A: LV had been drawn in very quickly to teach literacy which has been very successful and a supply teacher has been secured until 2nd February.

Q: LV is the literacy co-ordinator, how is the SDP affected?

A: It will be necessary to look at the staff structure.

Q: Are the support staff up to required numbers?

A: Mrs Hosker is an ETA in the mornings and HLTA in the afternoon. She teaches computing; teaching staff are now teaching their own computing lessons.

The Report had been previously circulated and RT reported the following in reply to Governors' questions raised. A hard copy of the report and questions were circulated (questions to go to the relevant committee had been highlighted).

RT went over the various ways that data was shared in the report. She explained the presentation of data. It was noted that pupils can be working over 2 bands which will be explained in more detail at the next curriculum meeting.

The HT went through the governors' questions and expanded on the data results. In respect of the question relating to the appointment of a new LTS, RT informed the GB that Miss Roberts has previously worked at the school on a casual basis, she will be working 2 days a week initially, moving onto 3 days.

RT and NH will be looking at maths levels in YR6 pupils on NH's return to work.

To further clarify the question on attendance, it was reported that attendance is very good at 97% which is above national figures.

Further questions from the Head Teacher's report:

RT/NH

Q: Is a record kept of pupils who are consistently absent?

A: If a child's attendance goes below 95% then that child is flagged and parents/carers are contacted. It was noted that if child is absent then they will lose important learning time.

Q: What is the procedure if a child does not turn up at school?

A: Parents/carers are asked to contact school before school starts if their child is going to be absent. Parents/carers are phoned at 9.15am if no contact has been made; if there is no answer, then LM will chase up. If there is still no answer then school policy is to make a home visit to the address to go and knock on the door of the pupil's house.

Q. On pupil survey, where the answers are in the Never box, is this generally one pupil, and is there an issue here or just the way they have answered the question and the child has other issues.

The pupils' survey has taken place December 2017. This is not just one pupil, it consists of the response from 5 pupils in the never category. Where 'never' responses have been given these questions will be fed into forum discussions.

The specific questions are:

7. Behaviour at my school is good (12 response – sometimes/ 1 response never)

9. I know I am doing well at school (3 never/13 sometimes)

15. I am trusted to do things on my own – 5 never responses

YR6 analysed the results. In EY/Y1 complete, smiling/sad/plain faces were put up in various areas of the room and the children moved to the face that they felt happiest with. Staff counted up the number of children in each area.

Q. The school capacity is 112. We are 9 below capacity with Early years having only 10 children. Is the school doing anything to encourage parents of pre-school children to look at Hinchliffe Mill School prior to registering their children for as hook place?

SAM is showing currently 19 pupils for 2018/19 have us as their preference school.

Leaflet drops have been undertaken. It was suggested that copies of the prospectus be circulated, e.g. doctors' surgeries and preschool.

RT thanked the GB for their questions.

The following questions will be further answered in the following committees:

Curriculum, standards Committee

- Yr 6- Based on target figures what are the underlying factors causing three children to be at level 1? What actions are we taking and are they being successful?
- Yr6 -What actions are we taking, bearing in mind we should have 16 of 18 at greater depth by the end of the year in Maths, and are they being successful?
- Yr2 2 children are below age related- is there a reason behind this- does it tally to PP and SEN- If so how are resources and finances being deployed to improve? Have these been successful?**
- There are quite a few in the 1,2 category. How do we see these progressing, are there concerns over these and would we have expected more to be a 3. What are we doing to ensure they make progress.
- I would hope that year 6 is benefiting from the change (have we seen any impact), is there any impact on Year 2/3, struggles with balancing KS1 and KS2 for staff, impact on start to KS2.
- Following my EYFS Meeting the long term absence of the teacher was discussed. How is the school managing this absence to ensure good progress for the pupils and workable systems for the supply teacher? Foundation Stage Assessment. How confident are you in your judgements in this stage? (I can keep really specific questions for my next meeting with Mrs McCormick)
- Looking at the ' Pupil Attainment Expectations in Each Term' You mention developing 'stamina in writing' for all pupils was raised. How confident are you that the identified pupil progress will move from 'emerging' to 'exceeding' in potentially just over 25 weeks? (to end of June, minus holiday)

Finance, leadership and health and Safety Committee

- I would hope that year 6 is benefiting from the change (have we seen any impact), is there any impact on Year 2/3, struggles with balancing KS1 and KS2 for staff, impact on start to KS2.
- Has the PP /SEND funding enabled greater progress for the identified pupils?

2278.	<p>School Development Plan (Standing Agenda item)</p> <p>The Lead Governor in each area was clarified for the new governors. AH and SC were asked to consider the 3 vacancies that had arisen due to recent resignations. It was thought that the prospective candidate may choose 2.1. With this in mind, AH chose 2.2 and SC chose 2.3.</p> <p>A round-up and governor update on each area was deferred until the next meeting.</p> <p>Updated SDP to be circulated.</p>	RT
2279.	<p>Equal Opportunity Incidents (Standing Agenda item)</p> <p>There have been no incidents.</p>	
2280.	<p>Pupil Progress</p> <p>Discussed under matter 2276.</p>	
2281.	<p>Safeguarding</p> <p>The safeguarding audit was completed and circulated. After school club teachers and supply staff must wear photo ID badges, undertaken DBS checks and wear visitor badges. Volunteers must have DBS checks and wear visitor badges. YD has read through the information and appreciates the detailed work that has gone into safeguarding at the school.</p>	
2282.	<p>Financial Management and Monitoring</p> <p>Discussed under matter 2275.</p>	
2283.	<p>Teacher Appraisal Policy & Teacher Pay Policy (deferred from previous meeting)</p> <p>This will follow Kirklees' policy and will be circulated in due course.</p>	RT
2284.	<p>General Data Protection Regulation (GDPR)</p> <p>To be discussed at the next Finance Committee meeting.</p>	Finance committee
2285.	<p>Governor Training and Governor Visits (Sharing learning outcomes and key points)</p> <p>YD had attended the 'Knowing the data for your school' course. She found it a very useful course with lots of useful information, she highlighted that all governors must be aware of the achievements at their school.</p> <p>CC and YD attended a 'Getting ready for Ofsted' course. They found it an excellent course which helped to point out areas to improve.</p>	

	<p>It was noted that the GLAD membership expires on 31st March.</p> <p>RT and YD met for a safeguarding visit on the 23rd November 2017.</p> <p>YD visited VC in her role as EY link Governor to discuss various provisions in relation to EY. VC had created an action plan. It was noted that the current staffing issues have affected other staff and there is a need to look at where money is spent and how this impacts on school. The GB is very much supportive of VC.</p>	
2286.	<p>Any Other Business</p> <p>(i) <u>Parental questionnaire</u></p> <p>SC gave a presentation of the analysis. There was a good response with positive comments. Of 700 questions responded to from all 55 questionnaires returned, only 17 responses out of 700 questions were negative. Areas for improvement included parent/school communication; 'my child makes good progress' and 'my child understands how to improve work through feedback'. 50% had written comments which praised the school ethos and community spirit among others. Negative comments included school/parent communication, have more creativity in learning, raise exposure to ethnic groups. Suggestions included more male teachers; release SATS results earlier and have more staff on playground duty. Prior to the survey, more staff have been on playground duty. In respect of pupils' progress, it was suggested that although this is discussed with parents at parents' evenings, this could be shared more often throughout the year.</p> <p>Full details of the analysis will be circulated to the GB highlighting 'next step' suggestions, one of which was that a webinar of discussions/meetings be put on the website to increase communication between school and home.</p> <p>Q: If the children go out to the forest school, what is the situation if a child does not have the appropriate gear? A: School has some boots that they can provide but generally pupils bring these items.</p> <p>Q: Can we issue a request for parents to donate spare clothing for use at the forest school? A: School could request that the PTA raise money to buy spare coats/boots for the younger children.</p> <p>Q: Could a webinar be created to disseminate information to parents as another method of communication? A: This can be considered.</p>	<p>SC</p> <p>RT/VM</p>

	<p>It was agreed that the two areas to focus on in the short term were to be school/home communication and the importance of pupil progression.</p> <p>(ii) <u>Multi Use Games Area (MUGA)</u></p> <p>LM gave an update. The GB had previously looked at different varieties of artificial grass. LM had spoken informally to Kirklees planning department who had confirmed there should be no issues if the area was not used by the public.</p>	
2287.	<p>Date(s) of Next / Future Meeting(s) and Possible Agenda Items</p> <p>The next four meetings were agreed to be as follows:</p> <p>Monday 12th February 2018 Curriculum, pupils' achievement and outcomes Committee 6.00pm – attendance; updates on assessment, safeguarding, curriculum; SDP; policy progress; governor visits feedback.</p> <p>Monday 5th March 2018 Curriculum, pupils' achievement and outcomes Committee 6.00pm – safeguarding update; SDP; policy progress; governor visits feedback.</p> <p>Thursday 15th March 2018 Full Governing Body 6.30pm – HT report; school assessment date; SEF; SDP; feedback from committees.</p> <p>Tuesday 27th March 2018 Leadership, finance, Health and Safety Committee 6:30pm – Budget, evolve, SFVS, monitoring, appraisal cycle; funding</p>	
2288.	<p>Agenda, Minutes and Related Papers – School Copy</p> <p>Agreed: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.</p>	