

**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 15 March 2018.

Present: Charles Crossland (CC), Stephen Clarke (SC), Nicola Holgate (NH), Angela Hornby (AH), Rebecca Townsend (RT), Allister Turner (AT)

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

Apologies: Yvonne Donkersley (YD), Lauren Metcalfe (LM), Vivienne Short (VS)

The meeting commenced at 6.45pm and closed at 8.40pm.

Agenda Item	Discussion and Decisions	Action – who / by
2289.	<p><b>Apologies for Absence, Consent, Declarations of Interest</b></p> <p>The governing body <b>accepted</b> the apologies of YD, LM and VS.</p>	
2290.	<p><b>Notification of items to be brought up under Any Other Business</b></p> <p>(i) Governors Action Plan. (ii) Governors Action Review. (iii) School Vision.</p>	
2291.	<p><b>Representation</b></p> <p>It was confirmed that CB has stepped down. The candidate who had previously spoken with CC declined to join us. CC has subsequently spoken with another candidate whose expertise was finance but who felt the GB had enough financial expertise and had joined elsewhere. It was noted that many potential candidates were not in the local area. CC is to continue checking the Governors website. It was suggested that the GB contact Lloyds Bank, Cummings Turbo and Longley Farm. The GB therefore still has 2 co-opted vacancies.</p>	CC
2292.	<p><b>Minutes of the Previous Meeting</b></p> <p>The Minutes of 23<sup>rd</sup> January 2018 approved subject to the following amendments:</p> <p>(i) <u>Matter 2276</u></p> <p>The last sentence of paragraph 3 should read : ‘... £20,000 for the current year which is in line with the budget.’</p>	

	<p>(ii) <u>Matter 2277</u> YR in question 11 should read EY.</p> <p>(iii) <u>Matter 2286</u> The last word in the last question should be communication.</p>	
2293.	<p><b>Matters Arising</b></p> <p>(i) <u>Matter 2272</u> The agreed candidate was invited to join the GB but declined.</p> <p>(ii) <u>Matter 2273</u> The amendments were followed up and approved.</p> <p>(iii) <u>Matter 2274</u> VS has forwarded the feedback.</p> <p>(iv) <u>Matter 2276</u> YD has met with RT to discuss safeguarding, they are yet to meet to discuss matters of the curriculum.</p> <p>(v) <u>Matter 2277</u> RT is to share the minutes of the Financial Committee. The student teacher has started, however, he is not going to fill the gap of the substantive teaching role. A supply teacher who taught VM's class has been approached for the long-term supply vacancy. Cover for LV has not been established so RT will take over necessary needs.</p> <p>(vi) <u>Matter 2283</u> RT will circulate the agreed Kirklees Teacher Appraisal and Teacher pay policies.</p>	<p>YD/RT</p> <p>RT</p> <p>RT</p>
2294.	<p><b>Reports from Committees</b></p> <p>The next FGB meeting will have an update from the Financial Committee.</p> <p>The Curriculum Committee meeting looked at the various policies to ensure they all followed the same structure and consistency in style. The latest data was perused and the additional data available to governors will be circulated.</p>	YD/RT
2295.	<p><b>Head Teacher's Report and Governors' questions</b></p> <p>The Report had been previously circulated to governors and questions had been sent in. RT was pleased that lots of questions had been raised. In reply:</p> <p>It is confirmed that the school was coasting in 2016/2017; it is hoped that Y6 will be above coasting this year. NH reported that 16 children are aiming to be</p>	

	<p>at greater depth and 2 are to meet expected in Maths which is a challenging target based on prior attainment at KS1. Staff and children are working really hard.</p> <p><b>Q: How did the snow days affect attendance?</b></p> <p>CC praised staff for their resilience in turning up at school on recent snow days and for opening the school at normal time during the second week of snow. Communication with parents was good.</p> <p>On a snow day, even if opening at 9.00am, no-one receives a late mark until 10.00am. If parents have a valid reason for late arrival then an absence will be allowed.</p> <p><b>Q: Was attendance good on the Friday when school was open after the snow?</b></p> <p>A: There was not a significant dip, attendance was good. It was icy underfoot and there was a leak above the entry door into the car park which meant that RT was required to clear a route. There was no outdoor play for Health and Safety reasons due to the ground being icy and the field's mole holes were covered in snow making uneven ground not visible.</p> <p>RT noted that there had been a concern raised to pupils who were not dressed for the weather - wearing shorts, resulting in a disagreement when Mrs Townsend suggested that these pupils put their jogging bottoms on over shorts for lunchtime break due to cold temperatures. After receiving this query RT contacted other local schools and communicated back to the family. Parents will be asked that children be appropriately dressed for the weather for health and safety reasons but it will not be insisted upon. It was suggested that this message be reiterated from time to time to remind parents.</p> <p>There is to be a KLP visit next week by Emma Brayford which will be drop-ins and book scrutiny.</p> <p>Spring B data drop is to take place in the near future. Recent results show that a greater proportion of PP children are moving further along than SEN children.</p> <p><b>Q: If all 20 children were allowed, what would be the situation if a Y1 child moved to the school?</b></p> <p>In respect of the current SAM, this shows that 20 families have the school as their first choice. Lots of potential parents have visited and been impressed. Under the present PAN 16 will be allowed and 4 able to go to appeal. However, allocation of pupil is not yet ranked.</p>	RT
--	--	----

	<p>This is parental choice as Y1 has space and the child would be allocated a place. If the Y1 child was SEND then they have a choice of the school they attend. As a small school there is a need to be flexible.</p> <p><b>Q: At what point and by who is a decision made about this scenario?</b></p> <p>A: This is the decision of the Head Teacher. 16 children will be admitted and 4 can appeal and they may get in. This is dependent on the appeals outcome. RT will need to put a case forward to appeal. However, if an extra Reception child was to apply then they would not be allowed because Reception is full.</p> <p>School tries to keep year groups together ideally – some schools have Y1/Y2 classes on birth date, we did it on ability.</p> <p><b>Q: Do you know on application if a child is PP?</b></p> <p>A: No and not even at the appeals committee. School will offer free school uniform for a PP child. It is vital for funding support, however, with universal free school meals we encourage parents who apply and are successful a free piece of uniform.</p> <p><b>Q: Can you expand on how school fines for unauthorised absences?</b></p> <p>A: Each situation is unique. School can only fine if the absence is over 5 days. RT hands out the letter personally to explain why the absence is authorised or unauthorised. It is hoped that parents will be honest in explaining why their child is going to be absent.</p> <p><b>Q: Where does the fine go?</b></p> <p>A: General government funds, not to school.</p> <p><b>Q: Does the absence affect the absent child?</b></p> <p>A: Yes. The child will miss out on valuable areas of learning as well as social interaction between peers and adults at school, all of which is very important.</p> <p><b>Q: What if the absence is primarily down to saving money on a holiday?</b></p> <p>A: If applying for a child to be absent, it would be preferred if the application go to Kirklees. Some families find it cheaper to take children out of school during term time even with the fine therefore this is sometimes not a deterrent.</p> <p>RT thanked the GB for their questions.</p>	
2296.	<p><b>School Assessment Data</b></p> <p>Covered under Matter 2293.</p>	

2297.	<p><b>SEF</b></p> <p>To be circulated.</p>	RT
2298.	<p><b>School Development Plan (Standing Agenda item)</b></p> <p>AT and RT have discussed point 1.1 prior to the GB meeting. Further meetings with the triad schools are to take place.</p> <p>Further points under discussion:</p> <p>1.2 – CC has produced a Governors’ Action Plan to be circulated. The GB need to consider a training package when the GLAD membership expires on 31st March.</p> <p>2.1 – CC is to fill CB’s role until a new governor can take over.</p> <p>2.2 – Standards are on track; a work analysis, the pupil voice and book sampling are to take place in the spring term.</p> <p>2.3 – Effective assessment and monitoring is on track; computing assessment and monitoring is to be completed in due course.</p> <p>3.1 – There is a whole school approach to PSHCE; at the recent visionary activity parents were enthusiastic; a pupil vision exercise is to take place; the governor’s exercise took place prior to the GB meeting with comments briefly discussed.</p> <p>3.2 – Pupils’ resilience and independence – due to the recent alteration to school lunchtime, children have become more independent in respect of tidying up dirty places. Y6 apply for jobs around the school which has been successful. Y6 are to run the next bookfair.</p> <p>4.1 – EY/Y1; VM reported that following the training for support staff working in Holly Class, staff are now working really well together, there is greater teamwork, staff are more confident which is very encouraging.</p> <p>4.2 – VM has collated evidence of EY/Y1 improved writing as well as mark making, making shapes and drawing.</p>	<p>RT</p> <p>CC</p> <p>CC</p>
2299.	<p><b>Equal Opportunity Incidents (Standing Agenda item)</b></p> <p>There have been no incidents.</p>	
2300.	<p><b>Pupil Progress (Standing Agenda item)</b></p> <p>Discussed under matter 2293 and linked to the assessment data.</p>	
2301.	<p><b>Safeguarding</b></p> <p>VS and SC are yet to undertake the safeguarding training, all other governors have done so.</p>	SC/VS

2302.	<p><b>Financial Management and Monitoring</b></p> <p>To be addressed at the next meeting of the Financial Committee on 27<sup>th</sup> March.</p>	Financial committee
2303.	<p><b>Teacher Appraisal Policy &amp; Teacher Pay Policy (deferred from previous meeting)</b></p> <p>This will follow Kirklees' policy and will be circulated in due course.</p>	
2304.	<p><b>General Data Protection Regulation (GDPR)</b></p> <p>To be discussed at the next Financial Committee meeting on 27<sup>th</sup> March.</p>	Financial committee
2305.	<p><b>Governor Training and Governor Visits (Sharing learning outcomes and key points)</b></p> <p>The governors' induction training ran by Dughall McCormick was well received with lots of learning for all governors.</p> <p>CC has made 2 visits: 6<sup>th</sup> February to meet Emma Brayford (KLP) who gave support in the recruitment of governors and also discussed ASP/SEF, GB structure and OFSTED; also 9<sup>th</sup> February to discuss SDP progress in three areas.</p> <p>The governor visit feedback form has been updated and completed forms will go on the website.</p>	
2306.	<p><b>Any Other Business</b></p> <p>(i) Governors' Action Plan – CC reported that Kirklees require governors to undertake a governors' review. On 27<sup>th</sup> September 2018 at 6.30pm an independent reviewer is to come into school to question governors and discuss their roles. The Action Plan will be circulated to governors nearer the time.</p> <p>It was suggested that the independent review be discussed at the FGB meeting of 20<sup>th</sup> September 2018. It was <b>agreed</b> that the Governors' Action Plan go on the website.</p> <p>(ii) Governors' Action Review – This was circulated for general discussion. Governors were reminded to inform VS when training is undertaken as she keeps the central governors' training log updated on the governor login section of the website. Most of the GB have completed and returned the governors' skills audit.</p> <p><b>Q: What happens if vacancies are not filled?</b></p> <p>A: If a quorum is in attendance then the GB meeting can continue, posts for new governors are being advertised.</p> <p>(iii) School Vision – Most items are complete, however, the long-term vision and the development of the 1-5 year GB strategy are ongoing. The Vision Evening comments</p>	CC

	<p>were very positive and reflected the school's core values. AH is to collate and analyse the comments. Class charters are made by each class at the beginning of the school year. It was suggested that a school charter be created and pupils and staff be asked to design a new school motto or acronym.</p>	AH
2307.	<p><b>Date(s) of Next / Future Meeting(s) and Possible Agenda Items</b></p> <p>The next three meetings were <b>agreed</b> to be as follows:</p> <p><b>Wednesday 7<sup>th</sup> May 2018</b></p> <p>Curriculum, pupils' achievement and outcomes Committee 6.00pm – attendance; updates on assessment, safeguarding; finalise curriculum; SDP; policy progress; governor visits feedback.</p> <p><b>Tuesday 15<sup>th</sup> May 2018</b></p> <p>Leadership, Financial Management, Health &amp; Safety Committee 6.00pm – Year-end budget; approve final budget; policy progress; sports/PP review; grant opportunities; health &amp; safety report.</p> <p><b>Tuesday 15<sup>th</sup> May 2018</b></p> <p>Full Governing Body 6.30pm – HT report; approve final budget; finance report; policy progress; feedback from committees.</p>	
2308.	<p><b>Agenda, Minutes and Related Papers – School Copy</b></p> <p><b>Agreed:</b> 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>	