

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 15 May 2018.

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

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

Apologies: Lauren Metcalfe (LM), Vivienne Short (VS)

The meeting commenced at 6.37pm and closed at 8.31pm.

Agenda Item	Discussion and Decisions	Action – who / by
2309.	<p>Apologies for Absence, Consent, Declarations of Interest</p> <p>The governing body accepted the apologies of LM and VS. CC reported that VS has asked to be excused from her role due to personal circumstances at least until September 2018. SS to ask the Governor Service as to how to deal effectively in this situation.</p>	SS
2310.	<p>Notification of items to be brought up under Any Other Business</p> <p>(i) Governor recruitment. (ii) Financial audit. (iii) SDP. (iv) Recruitment. (v) Head Teacher appraisal.</p>	
2311.	<p>Minutes of the Previous Meeting</p> <p>It was resolved that the Minutes of the meeting held 15 March 2018 be approved as a correct record of the meeting and signed by the Chair.</p>	
2312.	<p>Matters Arising/Actions</p> <p>(i) <u>Matter 2291</u></p> <p>CC has contacted several companies in Huddersfield and continued checking the governor recruitment website. There has been no reply as yet.</p> <p>Q: Are there any schools who may have more governors than they need.</p> <p>A: There could be governors at the High School who may be interested.</p> <p>Q: Could local GP surgeries be contacted directly?</p> <p>A: That is a possibility.</p>	

	<p>CC offered to undertake this task.</p> <p>(ii) <u>Matter 2293</u> <u>Item 2276</u> – YD has met with RT. <u>Item 2283</u> – Pending.</p> <p>(iii) <u>Matter 2294</u> To be circulated.</p> <p>(iv) <u>Matter 2295</u> RT has discussed the matter with other schools. It was concluded that it is the responsibility of parents to consider their children’s dress in respect of the weather.</p> <p>(v) <u>Matter 2297</u> Pending.</p> <p>(vi) <u>Matter 2298</u> The meeting between AT and RT has taken place. CC is to take over CB’s role in SEND.</p> <p>(vii) <u>Matter 2301</u> SC is still to undertake safeguarding training.</p> <p>(viii) <u>Matter 2304</u> The GDPR plan is in action; a letter is to go to parents this week.</p>	<p>CC</p> <p>RT</p> <p>SC</p>
2313.	<p>Reports from Committees</p> <p>(i) The Curriculum Committee met on 23rd March. CC reported. VM gave a subject update on maths – she is looking into different schemes and will report back with further information. The White Rose scheme appears to be effective.</p> <p>There was an assessment update for Spring term B. Safeguarding – nothing to report. An office audit took place on 19th March. SDP was discussed. Governor visits were recorded.</p> <p>(ii) The Finance Committee met on 27th March. It was reported that outstanding policies were agreed and are now on the website. The lockdown policy is not to go on the website.</p> <p>Health & safety – all incidents must be recorded. Grant opportunities have been passed on to relevant staff. LM discussed benchmarking with other schools and was pleased to report that the school is doing very well.</p> <p>(iii) The Curriculum Committee met again on 8th May. YD reported.</p>	<p>VM</p> <p>Staff</p>

	<p>NH gave a presentation on standards in science, she has been working with the science lead at Hepworth. The assessment tracking system recognises the skills covered and secured. STEM activities are taking place. Pupils seem to enjoy science but the question is not on the surveys. It was suggested by YD that specific questionnaires might be a consideration for forthcoming years to gauge pupil voice.</p> <p>Attendance is 97%. On snow days class registers were kept open until 10am and the front door kept open to latecomers.</p> <p>SATs – Safe storage of Y6 and Y2 papers. More readers to be used this year which has had implications on classes.</p> <p>RT discussed the staffing structure.</p> <p>YD is to visit Early Years and look at safeguarding.</p> <p>(iv) The Finance Committee met again on 15th May immediately prior to the FGB. AT reported.</p> <p>GDPR – an audit checklist has been created and a letter is going to parents. The school has teamed up with Netherthong to reciprocate GDPR representation.</p> <p>Budget – the budget for the last full year was finalised, school has eaten into the £20K contingency. This year's budget was approved. Staff changes are going to positively affect the budget which is likely to be tight but there is a £10K contingency which can be used if necessary.</p> <p>Sports premium – £10K to be carried forward which is ringmarked for the MUGA. If this is not used for the MUGA then it must be used for other sports related use.</p> <p>Q: What kind of things can be unforeseen?</p> <p>A: Electric rates, building repair, staffing costs.</p> <p>Q: What monies can go to classroom improvement?</p> <p>A: Devoled formula capital is specific for building improvements and as Holly class will mve into the downstairs classroom off the current Computing suite it would be nice to consider an extension with possibly a set of toilets.</p>	<p>VMC</p> <p>YD</p>
2314.	<p>Head Teacher's Report and Governors' questions</p> <p>RT addressed the GB and circulated the HT report. Several items had previously been raised under items 2313 (i) and (iii).</p> <p>Further items:</p> <p>PPA hours have been picked up by HLTAs. The IT curriculum is now taught by teachers. Maternity cover is to be covered by a new teacher.</p>	

Two prospective children are going to an appeal. This would make us a full school which is good news.

RT has spent some time at another school out of the Holme Valley to look at how they record data. She had previously explained the data recording with Emma Brayford and the Curriculum Committee and now passed this on to the FGB. It should be borne in mind that the curriculum has changed for Y5 and Y6. Maths is an area to be improved – it is expected the White Rose scheme will address this. Emma Brayford, RT and VM have triangulated the data, conducting drop ins and book sampling to evidence attainment and pupil progress.

It is intended to share the children's attainments with parents throughout the year instead of solely at the end of the academic year.

RT also discussed SEN and PP progress from the data on the Head Teacher's report.

Q: Who has the final say in respect of an appeal?

A: Kirklees.

Q: Are the children in the catchment area?

A: No, however, there is a sibling already at the school.

Q: Can you explain Helen Lee's role?

A: Helen is a HLTA supporting staff member who took over working 1:1 with a pupil and will continue working 1:1 so will not be working any HLTA hours next year.

Q: Were the SEN/PP pupils identified at the time of recording?

A: Some of the children may not have had assessments in previous years (lower KS1). Ofsted will look at KS1 and KS2 results. This school is looking further by looking at the Foundation stage when predicting progress targets.

Q: By showing Foundation/KS1/KS2 results there are bound to be fluctuations?

A: The data shows that school is following progress all the way through school. Dependant on the grid it will show varying levels of progress as each are measured from different points.

Progress data tacked from the end of year data (last year) will show in year progress that pupil has made in the current year group. Progress measured from Key stage 1/ data will reflect the progress measure since a pupils last phase of education.

Q: Can you explain the maths assessment for Y5?

A: It is based on prior attainment at KS1, the predictions are also based on last year's end of year expectations to

	<p>show progress in greater detail. Final assessments will be dependent on the KS2 SATs tests results.</p> <p>Q: Will the school still be classed as 'coasting' if the pupils exceed expectations?</p> <p>A: This year's attainment should be higher if we meet our predicted results expectations.</p> <p>RT thanked the GB for their questions.</p>	
2315.	<p>Approve the final Budget</p> <p>The budget has been viewed by the Financial Committee only. It was requested that the GB agree that the Financial Committee approve the budget and recognise that it is a tight budget.</p> <p>It was agreed to confirm the forthcoming staff appointments and approve budget at that time by email.</p> <p>Q: Does the Financial Committee review the budget each meeting?</p> <p>A: It is reviewed 3 times a year to make any necessary adjustments due to any major financial occurrence.</p>	FGB
2316.	<p>Finance Report</p> <p>Reviewed under matter 2313 (iv).</p>	
2317.	<p>Policy Progress</p> <p>Policies were discussed by the Committees. RT to share the policy progress tracker.</p>	RT
2318.	<p>School Development Plan (Standing Agenda item)</p> <p>Lead staff members are to work on their specific subjects and report to their particular governor by the deadline of 15th June to allow the GB time for discussion and visits.</p> <p>As staff roles have developed, appraisals have covered the highlighted areas, progress is key within the SDP.</p> <p>CC, SC, AH and AT have made visits and will circulate reports in due course.</p> <p>Q: How are the reports noted?</p> <p>A: A proforma template is available. These will be emailed.</p>	Lead staff CC, SC, AH, AT
2319.	<p>Equal Opportunity Incidents (Standing Agenda item)</p> <p>There have been no incidents.</p>	
2320.	<p>Pupil Progress (Standing Agenda item)</p> <p>Discussed under matter 2314.</p>	
2321.	<p>Safeguarding</p> <p>A lockdown rehearsal was carried out on 23rd April which went very well. The children were exemplary. A</p>	

	<p>visitor from the LA came and presented an assembly for the children. Parents were notified.</p> <p>Q: Do the children understand the word 'lockdown'?</p> <p>A: Yes.</p>	
2322.	<p>General Data Protection Regulation (GDPR)</p> <p>Under item 2313 (iv).</p>	
2323.	<p>Governor Training and Governor Visits (Sharing learning outcomes and key points)</p> <p>CC is to circulate a proforma for governors to list the training undertaken during the last 12 months.</p> <p>It was decided not to resubscribe to GLAD. Governors were encouraged to look at the Modern Governor online e-training package which is free until January 2019. A governor partnership with Netherthong will enable the schools to discuss and learn from each other.</p> <p>It was agreed to continue with Modern Governor e-training, then discuss and train informally as well as sharing training with other small schools.</p> <p>SC visited in March to meet with NH to review tracking attainment in topic subjects. RT explained how tracking takes place in science, geography and history. SC to have another visit to look further at humanities.</p> <p>AH visited on the 8th May to meet with RT to review progress and informing parents. AH found the visit fascinating. It was agreed that circumstances which may affect progress (eg a supply teacher being in place) are noted on the progress chart.</p>	<p>CC</p> <p>SC/RT</p>
2324.	<p>Any Other Business</p> <p>(i) Governor recruitment – The GB was requested to consider speaking to potential governors, especially in the light of VS being absent. CC has been Chair now for 4 years and is considering stepping down due to changing work commitments and is prepared to discuss his role with the GB at the next FGB.</p> <p>(ii) Financial internal audit plan – this has been carried out by Kirklees. Items raised:</p> <p>4.2(i) Create online log of governors and attendance at meetings. It was agreed that CC take a copy of the governors' attendance record to put on the website as an additional record to the minutes.</p> <p>It was noted that the school is good in safeguarding, governance, policies and finance. School is outstanding in administration, assets, sports premium and pupil premium. Overall school is good.</p> <p>(iii) SDP – GB self-review moved from 27th September to November (tbc) as YD is unable to attend. Following a visit to another school, RT would like to review the SDP throughout the whole school so that staff and children</p>	<p>CC</p> <p>CC</p>

	<p>have more input. She and CC are to discuss when a meeting can take place where the lead staff member meet with their subject governor.</p> <p>(iv) Recruitment – two posts have been advertised. One is a fixed term post from September 2018 to August 2019, the other to cover maternity leave in KS2 in Y6 (NH to move to Y4/5). Interviews to take place on 24th and 25th May at school.</p> <p>(v) Head Teacher’s appraisal – to take place on 16th July at 4.00pm and will be approximately 2 hours. Two governors are required to attend along with CC and a representative from Kirklees. AH and AT to confirm availability.</p> <p>Q: Can governors informally broach recruitment? A: Yes.</p>	<p>RT/CC</p> <p>RT/VC</p> <p>AH/AT</p>
2325.	<p>Date(s) of Next / Future Meeting(s) and Possible Agenda Items</p> <p>The next three meetings were agreed to be as follows:</p> <p>Wednesday 4th July 2018</p> <p>Leadership, Financial Management, Health & Safety Committee 6.30pm – (3 months) budget monitoring report; evolve report; policy progress; monitoring & appraisal cycle; health & safety report update; set finance SDP; grant opportunities; agree terms of reference for coming year.</p> <p>Thursday 12th July 2018</p> <p>Curriculum, pupils’ achievement & outcomes Committee 6.00pm – assessment updates; pupil premium; end of year assessment report, attendance report; safeguarding update; SDP review; policy progress; governor visits feedback.</p> <p>Tuesday 17th July 2018</p> <p>Full Governing Body 6.30pm – HT report; review SDP 2017-18; approve SDP 2018-19 priorities; pupil attendance; feedback from committees; role of Chair.</p>	
2326.	<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>	