

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 20 September 2018.

Present: Charles Crossland (CC), Stephen Clarke (SC), Deborah Hirst (DH), Nicola Holgate (NH), Angela Hornby (AH), Lauren Metcalfe (LM), Rebecca Townsend (RT), Allister Turner (AT)

In Attendance: Sandra Schoolar (SS) – Clerk, Victoria McCormick (VM) – Observer, Robert Coates (RC) – Co-opted Governor

Apologies: Yvonne Donkersley (YD), Vivienne Short (VS)

The meeting commenced at 6.45pm and closed at 9.10pm.

CC welcomed Robert Coates who had been invited to join the GB.

Agenda Item	Discussion and Decisions	Action – who / by
1.	<p><u>Election of Chair.</u></p> <p>This matter had been previously discussed under item 2337. It was agreed that the GB continue with the previously agreed terms of election.</p> <p>RESOLVED: That CC be elected Chair until the first meeting after the first anniversary of this annual meeting; YD to shadow with the intention of taking over the duties of Chair at that time (subject to correct procedures).</p>	
2.	<p><u>Apologies for Absence, Consent, Declarations of Interest</u></p> <p>The Chair accepted the apologies of YD and VS. There were no declarations of interest.</p> <p>a) It was agreed that consent for apologies would be on an individual basis depending on the circumstances.</p> <p>b) The NGA Code of Practice was signed by governors present at the meeting.</p> <p>c) Declaration of Business Interest information:</p> <p>(i) The Declaration of Business Interest form to be updated and published on the school website.</p> <p>(ii) Governors and staff have completed the register of business interest form, to be retained by RT.</p>	<p>RT/CC</p> <p>RT</p>
3.	<p><u>Notification of items to be brought up under Any Other Business</u></p> <p>i) Governor's SEF.</p> <p>ii) Feedback of Ofsted reports.</p>	

4.	<p><u>Representation</u></p> <p>i) It was verified that DH was appointed as co-opted governor to take effect from 3 September 2018.</p> <p>ii) Mr R Coates (RC) was nominated as co-opted governor with responsibility for safeguarding. He gave a brief résumé of his career and reasons for joining the GB. He left while the GB voted.</p> <p>RESOLVED: It was unanimously agreed to invite him to join the GB and he then rejoined the meeting.</p> <p>It is possible that VS is stepping down as LA appointed governor. She is to write to the Governor Service. Her term of office ends January 2019. This would leave the GB with two vacancies (LA and Co-opted).</p> <p>CC has received an enquiry through 'Inspiring Governance' from Julian Kennett of New Mill who sent a résumé of his experience of education in a diversity of schools. The LA suggest that Mr Kennett possibly take over as LA governor if VS resigns.</p> <p>It was agreed that RT, CC and any other governor who wished to be present meet with Mr Kennett to discuss the role, the school and his experience.</p> <p>Q: Under the present circumstances, could this role be as a probationary period?</p> <p>A: That is a possibility we can look into.</p>	VS RT/CC/GB
5.	<p><u>Election of Vice-Chair</u></p> <p>Prior to the election of the Vice-Chair the GB agreed that:</p> <p>a) Nominations would not be accepted from governors not present at the meeting.</p> <p>b) The term of office of Vice-Chair ends on the first meeting after the first anniversary of the annual meeting of 20 September 2018.</p> <p>RESOLVED: That AT was nominated and asked to continue in this role. It was unanimously agreed that he do so.</p>	
6.	<p><u>Review of Committees</u></p> <p>CC circulated a provisional School Governor Committee Structure for perusal. It was agreed that RC sit as observer on both the Curriculum and Finance Committees to decide where his strengths would be best suited.</p> <p>a) <u>Membership</u></p> <p>RESOLVED: That the membership of Committees is confirmed as:</p> <p><u>Curriculum, Pupil Achievement and Outcomes Committee</u></p> <p>Mr Charles Crossland Mr Robert Coates (as observer) Mrs Yvonne Donkersley (Chair)</p>	RC

	<p>Miss Deborah Hirst Mrs Nicola Holgate Mrs Angela Hornby Mrs Rebecca Townsend</p> <p><u>Leadership, Financial Management, Health & Safety Committee</u></p> <p>Mr Stephen Clarke Mr Robert Coates (as observer) Mr Charles Crossland Mrs Lauren Metcalfe Mrs Rebecca Townsend Mr Allister Turner</p> <p><u>Complaints Committee</u></p> <p>To be drawn upon from a pool of eligible governors should the need arise.</p> <p><u>Staff Dismissal Committee</u></p> <p>To be drawn upon from a pool of eligible governors should the need arise.</p> <p><u>Staff Dismissal Appeals Committee</u></p> <p>To be drawn upon from a pool of eligible governors should the need arise.</p> <p>The GB split into the two committees for 15 minutes to agree agendas, dates and times of meetings for the academic year.</p> <p>RESOLVED: That the Curriculum Committee meet at 5pm on the agreed proposed dates; no change to the agenda items. The Finance Committee to have a single meeting in November instead of two meetings over the autumn term; this meeting to cover Kirklees' standard policies as well as the standing agenda; NH is to be invited to attend November Leadership and Finance committee meeting.</p> <p>b) <u>Terms of Reference</u></p> <p>RT and CC have requested the terms of reference but have not yet received the documentation, therefore, the terms of reference cannot be agreed.</p> <p>ACTION: That CC update the proposed dates document.</p>	<p>NH</p> <p>CC</p>
7.	<p><u>To appoint Governors with Specific Responsibilities</u></p> <p>RESOLVED: That the following governors be appointed with specific responsibility:</p> <p>Safeguarding Governor – Angela Hornby Special Educational Needs Governor – Stephen Clarke Governor Training Contact – Deborah Hirst Governor for Looked After Children – Charles Crossland Child Protection Governor – Angela Hornby Early Years Governor – Yvonne Donkersley Equality Governor (optional) Premium link Governor - Stephen Clarke</p>	

8.	<p><u>Chair's Delegated Powers</u></p> <p>The Chair's delegated powers were reviewed concerning:</p> <ul style="list-style-type: none"> a) change of date of a scheduled meeting, for good reason. b) Chair's powers to grant retrospective consent to absence in the event that a governor would have become disqualified if the matter had to wait for the next governors' meeting. c) To determine in advance of a meeting whether any items of the agenda should be deleted from the copy to be made available at the School. <p>RESOLVED: That the Chair be granted the above delegated powers. CC informed the meeting that although he is Chair, he is treated no differently than any other governor.</p>	
9.	<p><u>Delegation of Financial Powers to the Head Teacher</u></p> <p>RESOLVED: That the GB delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:</p> <ul style="list-style-type: none"> a) Planning and conducting the affairs of the school to remain solvent. b) Establishing proper financial management arrangements and accounting procedures, which comply with the LA's financial regulations and standing orders, and maintaining a sound system of internal controls. c) Ensuring that funding from the LA and any other sources is used only accordance with the conditions attached to that funding. d) Providing such information as the LA may reasonably require to satisfy the LA that the financial management and organisation of the GB are such as to enable it to fulfil its specified obligations. <p>The GB established that £5,000 be the financial limit granted to the Head Teacher.</p>	
10.	<p><u>Minutes of the Previous Meeting</u></p> <p>The minutes of the meeting held on 17 July 2018 were agreed. The Chair signed the minutes.</p>	
11.	<p><u>Matters Arising/Actions</u></p> <p><u>Matter 2330</u></p> <ul style="list-style-type: none"> i) Item 2301 – DH has undertaken, SC is still having logging on difficulties (the LA have been informed). ii) Item 2317 has been distributed. <p><u>Matter 2324</u></p> <ul style="list-style-type: none"> i) The attendance register and minutes are now on the school website under the governors' area. 	

	<p>1.2 <u>Spending</u>. SC and LM are to continue to track spending and the outcome of that spending. A good evidence base is needed and also proof of how the evidence base is used. SC suggested splitting these two criteria and look further into each element.</p> <p>2. <u>Outcomes for Pupils</u></p> <p>2.1 <u>Progress Achievement</u>. AH reported that some progress had been made and also on how progress was demonstrated as well as resolving gender gaps (especially girls in maths and boys in reading). Further sessions at lunchtimes and other convenient times have been a great help. Reinforcing STEM is encouraged but which does not impact on other learning. An idea would be to invite an engineer/plumber to come to school to build something with the children to progress STEM. It was suggested that parents be asked to volunteer.</p> <p>Q: We already have a Maths Day and this academic year a history day to celebrate the centenary of World War I. Could we have a science day?</p> <p>A: It is not possible to hold a day for each subject each year but this is certainly something that can be looked into. NH reported that Holmfirth High have commented that Hinchliffe Mill children are noticeable in their good progression and knowledge of science.</p> <p>AH asked to meet with subject leaders to discuss progress in each subject as well as literacy and numeracy leaders.</p> <p>2.2 <u>Achievement and Results</u>. DH reported that the main focus is not only with VM but also ETAs. Lots of work has already been planned and weekly planning meetings take place. EYFS has a very impressive classroom and outside learning space. Children think they're playing but are actually learning a lot. There is plenty parental engagement in the weekly information sent out to parents. DH is now helping on a Monday afternoon in EYFS.</p> <p>3. <u>Quality of Teaching, Learning and Assessment</u></p> <p>3.1 <u>Reasoning</u>. AT had noted that there has been increased reasoning throughout school to help reach greater depth in maths and literacy. This has started with gradual planning of reasoning into maths, then literacy, followed by other subjects. AT and NH to meet in November to discuss progression.</p> <p>RC suggested that staff encourage deeper thinking by asking pupils 'what can you do from the marking?' to understand where we are now and review April 2019.</p> <p>3.2 <u>Computing and Technology</u>. CC reported that staff were using the PCs to access learning more since moving the computers into the classrooms. Children in all age groups are able to access a wider curriculum.</p> <p>3.3 <u>Assessment in Music, Art and Computing</u>. SC noted that assessment is straightforward, it ensured monitoring and progression is in place following SMART milestones and</p>	<p>SC/LM</p> <p>AH/subject leaders</p> <p>AT/NH</p>
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	<p>success criteria. All staff are able to account for and track attainment, not just subject leaders.</p> <p>4. <u>Personal Development, Behaviour and Welfare</u></p> <p>DH reported that personal development is very good, however, it can always be improved. She had met with Helen Cooper. The school vision and values are incorporated into school assemblies, the Head Teacher awards are good. The class leaflets give important information. It was suggested that a governors' newsletter be produced.</p> <p>5. <u>Effectiveness of the Early Years</u></p> <p>YD's comments on the SDP for EYFS have been shared with VM. YD is positive about the planned actions in EYFS/Y1 to raise attainment. An initial discussion has been planned to discuss VM's move to EYFS/Y1 and the development of the provision, provision and learning ethos both indoors and outdoors. A meeting is planned for November to discuss outcomes for pupils; effectiveness of early years standards review 2017/18; strategies to raise outcomes for EYFS at the end of 2019; review baseline and ongoing assessments; discuss plans for staff training to gather information to inform assessments and awareness of characteristics of effective learning. YD will meet with VM in January 2019 and May 2019 to review progress. VM to share with YD milestones and monitoring in spring.</p> <p>VM commented that it is pleasing how the changes have gone in the first 3 weeks. Staff and children are all meeting the challenges.</p>	YD/VM
15.	<p><u>Pupil Progress (Standing Agenda item)</u></p> <p>The baseline assessment has been completed in EYFS.</p>	
16.	<p><u>MUGA development</u></p> <p>Numerous quotes have now been received. LM will clarify the final quotes. The MUGA may possibly be approved by next meeting.</p>	LM
17.	<p><u>Governor Action Plan – Approve and progress</u></p> <p>CC handed out the Review of governance: action plan 2017-2020 (updated September 2018) with highlighted actions to work on.</p> <p><u>Governor recruitment induction, training and succession planning developing the strategic role.</u></p> <p>Develop a strategic relationship with another valley GB – CC has forged links with Netherthong GB. Feedback to be given at FGB following shadowing meetings.</p> <p>Two new governors to undertake induction by December 2018. Two to undertake safer recruitment by July 2019 and safeguarding online by December 2019 (to be decided at a later date). DH to send RC details for business solutions for training.</p>	<p>All GB</p> <p>SC/RC</p> <p>DH</p>

	<p><u><i>Develop a whole school vision and long-term strategy</i></u></p> <p>Develop a long-term vision with contributions by parents, pupils, staff and governors – possibly a digital online survey to obtain the views of the whole school community.</p> <p>RESOLVED: To concentrate on a 1-3 year plan.</p> <p><u><i>Establish the role of Governors as strategic stakeholders in contributing to the SEF</i></u></p> <p>All governors to contribute to the development and regular tracking to be discussed at the next meeting.</p> <p><u><i>Increase Governor engagement and exposure to parents and community</i></u></p> <p>Produce a termly governor newsletter about governor roles, focus and objectives – possibly as part of the existing newsletter explaining who the governors are and what they do so that not all the information is from the teachers, also to be displayed on the noticeboard for parents to see. CC and DH to discuss drafts to put to the PTA and parents at parents' evening. It was also agreed that governors attend the parents' assembly wearing their lanyards so as to be recognised as part of the school.</p>	CC/DH FGB
18.	<p><u>Set annual Policy Review</u></p> <p>Deferred to the meeting of the Finance Committee on 18th October.</p>	
19.	<p><u>Governor Skills Audit</u></p> <p>DH to circulate the new skills audit.</p>	DH
20.	<p><u>Safeguarding</u></p> <p>RT reported that during the final week of last academic year a child was brought to school then they left through the gate and returned home prior to registration. Doors open at 9.00 but the gates open at 8.45. It has been decided that RT will open the doors at 8.45 and lock the gates at 9.00 every morning. Dawn Hosker to do this if RT is absent.</p> <p>Q: Was there anyone on duty in the playground at the time? A: No, RT was not in attendance that day.</p> <p>Two new fire doors with an opening alarm are to be put in place in due course.</p>	RT/Dawn Hosker
21.	<p><u>Financial Management and Monitoring</u></p> <p>School Fund Audit Report – deferred to next meeting.</p>	
22.	<p><u>Teacher Appraisal Policy and Teacher Pay Policy</u></p> <p>Deferred to next meeting.</p>	

	<p>set annual policy review; grant opportunities; review H&S report; H&S audit review; review Kirklees standard policies and other written policies from school (NH to be invited).</p> <p>Thursday 22nd November 2018</p> <p>Full Governing Body 6.30pm – HT report; SEF update; staffing structure; staff appraisal; performance management report; autumn assessment report; review SDP; finance report; feedback from committees; review report from school improvement partner; parent survey approval; FFT demonstration; policy review; admission arrangements 2020/21.</p>	
28.	<p>Agenda, Minutes and Related Papers – School Copy</p> <p>RESOLVED: That no matter be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.</p>	