

Kirklees Directorate for Children & Young People

**THE GOVERNING BODY OF HOLME JUNIOR AND INFANT SCHOOL**

Minutes of the meeting of the Governing Body held at 6.45 pm at the School on Wednesday 17 January 2018

Present: Mrs B Hilton (Chair), Mrs S Amesbury, Mr S Bell, Ms J Brook,  
Mrs R Gough, Dr L Hughes, Mrs D Smith, Mrs G Taylor, Dr A Williams  
(Head Teacher)

In attendance: Mrs M Shaw – Minute Clerk

**2324 APPOINTMENT OF CHAIR**

- (a) All Governors had been informed, prior to today's meeting, of Dr Rose Dodd's resignation from the Governing Body with effect from 8 January 2018. Accordingly it was now necessary to appoint a new Chair of the Governing Body.

The Minute Clerk invited nominations for the position of Chair and Mrs Brenda Hilton, current Vice-Chair, was nominated and seconded.

RESOLVED: That Mrs Hilton be appointed Chair, with immediate effect, for the period up to the Annual meeting in September 2019.

Mrs Hilton thereupon took the Chair.

- (b) Dr Rose Dodd

Mrs Hilton, on behalf of the whole Governing Body, asked that their gratitude and appreciation be recorded and conveyed to Dr Dodd for her excellent Chairmanship and particularly her unwavering efforts in ensuring an outstanding leader was in place to take the school forward, following a difficult and unprecedented period.

**2325 APPOINTMENT OF VICE-CHAIR**

Following Mrs Hilton's appointment as Chair, the position of Vice-Chair was now considered and Mrs Rebecca Gough expressed an interest. However, since Mr Richard Knight, a long-standing Governor, had sent apologies for this meeting, it was agreed that he also should also be given the opportunity to stand for Vice-Chair.

RESOLVED: That the appointment of Vice-Chair be deferred to the next meeting scheduled for 14 March 2018.

**Action: Governor Clerking Service**

**2326 APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST**

Apologies for absence were received from Mr Knight (consent). Dr Hughes had notified of her unavoidable later arrival at this meeting.  
There were no declarations of interest.

2327 REPRESENTATION

The following matters of representation were noted:-

(a) Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Dr Lucy Hughes	Co-opted	21.12.17

(b) Resignation

Dr Rose Dodd	Co-opted	8.1.18
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(c) Appointment of Co-opted Governor

It was agreed that Dr Williams would seek interested parties and report back to the next meeting of the Governing Body.

2328 MINUTES OF THE MEETING HELD ON 8 NOVEMBER 2017

RESOLVED: That the minutes of the meeting held on 8 November 2017 be approved and signed by the Chair, as a correct record.

2329 MATTERS ARISING(a) Head Teacher's Report and Governors' Questions – Minute 2308(ii)  
(School PAN)

Dr Williams reported that he had contacted the Local Authority, as requested by Governors, and received the response that they were currently processing the outcomes of their consultation.

Dr Williams took this opportunity of informing Governors that the school had received five, first choice applications, for Reception class places for September 2018.

**Q** Are there some siblings in there?

**A** Yes, two siblings and three children from families new to the school.

**Q** Do you know how the new families have come to us?

**A** Yes, either new to the village or by word of mouth recommendations.

(b) Pupil Assessment Data – Minute 2311

No further feedback had been received on papers circulated on 9 October 2017, Governors being satisfied with discussions held at the 8 November 2017 Standards Committee and full Governing Body meeting, when it had been pointed out that the school had scored 100% in all three areas covered.

2330 REPORTS FROM COMMITTEES(a) Standards and Effectiveness Committee – 8 November 2017

All Governors had received copies of the above minutes prior to today's meeting.

It was noted that the committee had discussed and agreed suggested principles for a new Assessment policy, which was to have been submitted to a Standards Committee scheduled to take place prior to this full Governing Body meeting. However, due to adverse weather conditions, the committee meeting had been cancelled in order that the business of the full Governing Body could go ahead at a slightly earlier time. The Assessment Policy would, therefore, be presented to the next meeting of the Standards Committee to be held on Tuesday 23 January 2018.

**Action: Dr Williams**

The committee had also discussed and agreed an updated version of the July 2017 Marking Policy which had been revised following the KLP's suggestion at her last visit that "there was less developmental marking in evidence". The new, amended policy version gave a clearer picture of the type of developmental marking referred to and differentiated it from diagnostic assessment with which it was being confused. It was proposed that this amended policy be referred to at the next external work scrutiny exercise and the outcome reported to a subsequent meeting of the Standards Committee. (This had now been done).

RESOLVED: That the minutes of the Standards and Effectiveness Committee held on 8 November 2017 be received.

(b) Finance and Resources Committee – 24 November 2017.

Dr Williams presented a tabled copy of the minutes of the above committee meeting which had focused largely on premises' matters. The following documents had been circulated at that meeting:-

- (i) Health and Safety Audit
- (ii) Fire Risk Assessment
- (iii) School Fund Policy – new policy
- (iv) Credit Card Policy – new policy

and it was noted that:-

(i) Health and Safety Audit

The committee had discussed the Health and Safety audit report and noted that, while there were no 'high risk' issues to be addressed, several areas for action had been highlighted. Mrs Amesbury, Health and Safety Governor, had been thanked for her time, kindly given, in accompanying Dr Williams around the school premises and reviewing paperwork. It had been agreed that Dr Williams would bring an update and action plan to the next meeting of the committee.

(ii) Fire Risk Assessment

The committee had considered a risk assessment template provided by the Fire Service and completed by Dr Williams and Mrs Amesbury. There were no known serious fire risks.

(iii) School Fund Policy

The committee had received and agreed a copy of a new School Fund Policy. Dr Williams had confirmed that the new School Fund Account was now open.

(iv) School Credit Card Policy

The committee had agreed further controls, including scrutiny of statements at committee meetings, prior to approving the new policy document.

Accessibility Plan

Dr Williams had shared the School's current Accessibility Plan which dated back to 2009 and focused almost entirely on wheelchair issues. It was agreed that a new plan was needed and Dr Williams was asked to draft a new plan for submission to the next meeting of this committee.

RESOLVED: That the minutes of the Finance & Resources Committee held on 24 November 2017 be received.

(c) Analyse School Performance

Dr Williams tabled copies of a document which had been intended for initial discussion at the Standards Committee meeting now cancelled due to bad weather conditions. He explained that this document, 'Analyse School Performance' (ASP) had replaced the previous 'Raise on Line' document and would be submitted to the next meeting of the Standards Committee for discussion before being returned to the full Governing Body.

2331 HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

Governors had been circulated with the Head Teacher's Report prior to today's meeting. Dr Williams took members through his report which included the following areas:-

- Teaching and Learning
  - External Reports
  - Finance and Staffing
  - Developments
  - Leadership Arrangements
  - Mini-bus
  - Website
  - Priorities for the term ahead (January to March 2018)
- Dr Williams was pleased to report that the day to day standard of teaching was good. Both class teachers prepare and plan thoroughly. The new marking policy was 'real' and could be witnessed in marking scrutiny exercises. Relationships in classrooms were good and there was a good working atmosphere in both classes. Classroom support workers provided additionality and were used effectively as additional teachers. A review of SEN procedures has started and Jill Brook has kindly agreed to become the school's SENCo and undergo training;
  - The Christmas show in the last week of term was a quite brilliant production, involving every child in a show written, produced and directed by Elizabeth.
  - Governors were pleased to note that the mini- bus had arrived on schedule on 8 January and mini-bus driving lessons for staff willing to drive had been arranged. Dr Williams had been delighted at the willingness of staff to help with transporting children to and from the breakfast club and after-school club at the Band room. In addition, two parents and one school volunteer had offered their help.

- Governors were very pleased to learn that the mini-bus would be put to use on the following day when Mrs Hilton had arranged for all pupils to be transported to Holmfirth High School for a gym class which she would deliver in the Sports hall.

In conclusion Dr Williams extended a big vote of thanks to staff colleagues and to the parent group for their support. The last week of the Christmas term had been a special one for him as it had been his first experience of Christmas in a primary school.

Governors warmly thanked Dr Williams for his report and hard work throughout the last term.

#### 2332 SAFEGUARDING

- (a) Dr Williams reported that the Local Authority had drafted a new audit tool to help schools assess their own safeguarding practices. He suggested that the school should make use of this tool when available and possibly involve a Governor at some stage of the process. Mrs Gough, Governor with specific responsibility for Child Protection/Safeguarding, willingly offered her assistance.

**Action: Dr Williams to liaise with Mrs Gough when appropriate.**

- (b) Governors noted that Dr Rose Dodd had been in to school, prior to the end of last term, to carry out a Governor check on the school's Single Central Record, assisted by Aoife, and was satisfied with its completeness.

#### 2333 VISION PLANNING

Further to Minute 2310 of the last meeting, Dr Williams now presented a final version of two papers produced for pupils' use, and each covering one side of A4:

- 'Believe in Yourselves' – which would be widely displayed around the school as a prompt to encourage and remind children at every turn to 'Believe in Yourselves'.
- The Holme School Deal – setting out what the school would provide and what 'We Want You To Learn'

In addition a one-side of A4 paper, aimed at parents and setting out the ethos and vision of the school, was provided. Everything in the Development Plan was linked back to this paper. "In short, the school's interest was on the development of the whole child, and focuses on positive attitudes and approaches, resilience, enjoyment and academic success. Our offer to families is an holistic one, which features a fantastically broad programme of learning, activities and services in a happy, friendly and calm atmosphere".

*Dr Hughes arrived at this point, 7.30 pm., was welcomed to her first meeting as a Co-opted Governor and introduced to all members present.*

Governors approved the above three papers.

#### 2334 FINANCIAL MANAGEMENT AND MONITORING

Dr Williams advised that:-

- The Finance Committee's next meeting was scheduled for 2 February 2018 and a financial report would be submitted to the 14 March 2018 Governing Body meeting;
- He was currently carrying out some external work for two schools and had asked that payment for his services be transferred in to Holme School's budget account;
- The school had received additional income of £8,000 from Sports Premium monies;
- The school had agreed an updated version of the school support plan with the Local Authority which had resulted in an additional £3,800 of cash resource, £2,500 for training and £4,475 worth of support. Governors now received a tabled copy of the updated plan;
- He remained confident that the school budget was on track;

Governors expressed their appreciation to Dr Williams for his services to the school.

2335 ADOPTION OF KIRKLEES PERSONNEL POLICIES WITH PARTICULAR REFERENCE TO:-

(a) Teacher Appraisal Policy

Governors had been provided, prior to this meeting, with copies of a Teacher Appraisal Policy which had been produced by the Kirklees' School Teacher Appraisal Working Party and had been circulated as a model policy for all Kirklees Schools. The copy now presented had been customised for Holme School and Dr Williams highlighted three minor additions to wording which he had included in red text on pages 3, 6 and 7. He explained the reasoning behind this.

**Q** Would there be an automatic pay progression if a teacher had not met one of the objectives?

**A** That would be a decision for the Head Teacher, depending on the teacher's overall contribution. If a member of staff were not happy, they have the right of appeal to a Governing Body Appeals panel.

**RESOLVED:** That the Teacher Appraisal Policy for Holme School, as now presented, and dated January 2018, be accepted.

(b) Teacher Pay Policy

Governors had been provided, prior to today's meeting, with a Kirklees model Teacher Pay Policy dated September 2017. This document, which had been received in school shortly before the Christmas holiday, followed the format of the DfE's model policy and was entirely consistent and compliant with the revised statutory provision for teachers' pay due to take effect from 1 September 2017. Dr Williams pointed out that the only changes the school could make, in personalising the policy for Holme School, was in setting a minimum and maximum pay range.

**RESOLVED:** (i) That the Kirklees' Teacher Pay Policy dated September 2017 be adopted.

- (ii) That it be confirmed that the Governing Body had adopted Kirklees Personnel Policies and Procedures.

## 2336 REVIEW OF SCHOOL POLICIES

Governors had been provided prior to today's meeting, with an updated list of School Policies and Documents which listed dates of adoption, review dates and responsibility by whom. It also provided a Governor Timetable for Review of Policies.

It was noted that on 9 November 2017 Dr Williams had emailed Governors with two policies for their consideration prior to adoption at the 17 January Governing Body meeting. These were Medical Needs and Attendance policies. However, these policies had not been included as agenda items.

The timetable for review of policies by the full Governing Body is:-

March: Medical Needs; Attendance; Health & Safety; Charging & Remission; SEN

May: Data Protection

July: Governors' allowances

September: Register of Business Interests; Governor Review Use of LA Personnel policies; Safeguarding; SDP; School Self Evaluation.

November: Admissions; On-line Safety

January: Pay; Appraisal

**Action: Governor Clerking Service please note the above for agenda items**

## 2337 EXTERNAL REVIEWS

Dr Williams took Governors through a tabled, draft report from the West Yorkshire Teaching Alliance in connection with a visit to the school on 15 December 2017 by NLE Debra Knowles and Catherine Bacon (SLE). The purpose of the visit was:

- Updates regarding progress to date
- Work scrutiny

Written feedback was as follows:-

"Both the NLE and SLE were very impressed by the standard of work seen – with a significant improvement in KS2. Feedback and marking is generally in-line with the revised policies and pride in work is evident across the school. A range of books were seen by the NLE and SLE".

"There is a positive working atmosphere in the school, with strong teamwork evident. The school is well on the way to evidencing that all aspects are GOOD. There is strong leadership with succession plans in place".

Dr Williams indicated that the school would receive two further external visits during the current Spring term.

2338 GOVERNOR TRAINING AND GOVERNOR VISITS(a) Training

Dr Williams had made initial enquiries regarding providers of induction training for the four latest Governor appointees and for all Governors to undertake training in “Holding the Headteacher to Account.” This was a requirement following the last Ofsted inspection. Governors indicated their preferred dates and times in order that Dr Williams could make the necessary arrangements.

(b) School visits

- Further to Minute 2310, Mr Bell had met with Dr Williams to source a mini-bus suitable for the school’s budget/requirements;
- Dr Dodd had been in to school to carry out a check on the school’s Single Central Record;
- Mrs Amesbury had been in to school to carry out a ‘Health & Safety walk’ throughout the school premises with Dr Williams and to review paperwork in connection with the Health & Safety Audit and the Fire Risk Assessment;
- Mrs Hilton was coming in to school once a week to work alongside teachers to help develop their teaching strategies in areas of gymnastics and dance. She was also taking pupils to Holmfirth High School’s gym on 18 January (in the school’s new mini-bus) to take them for a gymnastics class;
- Mrs Smith had visited school for the Christmas show and the Carol service.

2339 SCHOOL WEBSITE

The school was fortunate in having the voluntary services of the Fallen Leaf Design Company (parents of a pupil) in designing a new website. Currently school was finalising consistency of layout in the many documents to be posted on the website. It was hoped to have everything completed in time to go live at the end of the current month.

2340 AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That Minute 2342 be excluded from the copy to be made available to the school and the school’s website.

2341 DATES OF FUTURE MEETINGS

RESOLVED: That future meetings of the Governing Body would take place at the school on Wednesday evenings, commencing at 7.30 pm as follows:-

- (i) 14 March 2017
- (ii) 16 May 2017
- (iii) 11 July 2018

2342 ANY OTHER BUSINESSShort-term Cover Arrangements

(Exempt information relating to particular, named persons)

- (a) Governors received Dr Williams’ paper giving details of arrangements made for cover during his unpaid leave of absence from the school from 5 February until 9 March 2018, amounting to eight days of his contract.

(This was a holiday which had been arranged prior to his appointment as Head Teacher). This information would be copied to the Local Authority.

(b) JB's absence from school

Governors received details of JB's forthcoming absence from school with effect from 22 March 2018 onwards, following medical procedures, and would be subject to a period of phased return, subject to progress.

Governors approved the proposed arrangements in both the above cases and expressed appreciation of the forward planning which had obviously taken place.