

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

Minutes of the meeting of the Governing Body held at 7.30 pm at the School on Wednesday 8 November 2017

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

In Attendance: Mrs M Shaw - Minute Clerk

The Chair welcomed Mrs Gina Taylor to her first meeting as a Co-opted Governor.

2302 **APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST**

Apologies for absence were received from Mrs R Gough (consent).

Ms J Brook and Dr A Williams declared an interest in Agenda Item 21 (Leadership Review).

2303 **NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS**

No items were notified to be brought up under Any Other Business.

2304 **REPRESENTATION**

(i) The following matters of representation were noted:-

Appointments

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs Shirley Amesbury	Co-opted	17.10.17
Mrs Rebecca Gough	Parent	18.09.17
Mrs Gina Taylor	Co-opted	27.10.17

(ii) **Appointment of 2 Co-opted Governors**

Further to Minute 2(a)(ii) of the last meeting, Governors considered a written expression of interest from Dr Lucy Hughes.

RESOLVED: Unanimously that Dr Hughes be appointed as a Co-opted Governor and informed accordingly.

**Action: Head Teacher and Governor Clerking Service**

The one remaining vacancy for a Co-opted Governor would be considered in due course.

2305 **MINUTES OF THE ANNUAL MEETING HELD ON 6 SEPTEMBER 2017**

RESOLVED: That the minutes of the Annual meeting held on 6 September 2017 be approved and signed by the Chair as a correct record.

2306 MATTERS ARISING(i) Appointment of Governors with Specific Responsibilities – Minute 2279 refers

The following appointments were confirmed:

- Health and Safety – Mrs Shirley Amesbury
- Premium Link Governor – Mrs Brenda Hilton

(ii) School Fund Audit Report – Minute 2293 refers

Dr Williams explained the position regarding the previous School Fund Account which contained a balance of slightly over £500. The advice from Lloyds Bank was that, as all signatories to this account had now left the school, these funds could not be accessed for a mandatory period of six years. A new account had now been opened with Lloyds Bank, with a contribution of £100 from the bank, who acknowledged that their advice was not sound. Negotiations would be carried out to reclaim the original amount.

The current position regarding the School Fund Account had been discussed at the Finance Committee at its meeting on 29 September 2017.

*Governors had received by email, prior to the meeting, papers for all items now discussed unless otherwise stated.*

2307 EXTERNAL REVIEW OF GOVERNANCE

Further to Minute 2297 of the last meeting, Governors discussed a report and action plan from Mr John Apthomas, National Leader of Governance, following the meeting held at the school on 27 September 2017. It was agreed that the report, which Dr Williams had shared with the school's KLP, was a fair reflection of discussions held at that meeting. Dr Williams referred to the timeline for actions and indicated that he would now arrange training for the recently-appointed Governors, by an external provider, to be held at the school for Governors' convenience.

RESOLVED: (i) That the report and action plan be accepted and Mr Apthomas be thanked for his support and assistance.

(ii) That the areas listed in the action plan be included in the school's development plan.

**Action: Dr Williams.**

2308 HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

Dr Williams presented his report which outlined progress achieved since the start of his headship in late April 2017 and actions to be carried out before the end of the current term.

**Q** Has the school received confirmation of Governors' request for the PAN to be increased from 5 to 6?

**A** The Head Teacher had checked the consultation document published on 1 November 2017 but the current and future PAN for this school remained at 5. Communication had followed with the Local Authority who indicated that there was no need for additional places in this locality but the issue would remain in consultation and the LA would make a decision at the end of the consultation period on 12 December 2017. Dr Williams' further questions, emailed to the LA, remained unanswered.

- RESOLVED: (i) That the Governing Body's approval of the Pupil Numbers/ Marketing Report and Proposals for 3 year Budget Planning, presented to them at their September 2017 meeting, be reaffirmed and the school's PAN be increased from 5 to 6.
- (ii) That the Governing Body requested that Dr Williams' outstanding questions be addressed by the Local Authority as a matter of urgency.
- (iii) That Dr Williams be thanked for his report and progress made to date.

**Action: Head Teacher/Chair of Governors and Local Authority**

## 2309 SCHOOL IMPROVEMENT VISIT REPORT – SUMMER TERM 2017

Governors received two reports:

- (i) Feedback from Learning Walks conducted by the Heads of Hepworth J&I School and Upperthong J&I School on 25 September 2017. (Holme School had conducted reciprocal visits to these two schools).

Governors considered this to be a very positive report.

- (ii) The school's KLP Visit Report for the Autumn term which had taken place on 26 September 2017

This was the first of two visits planned for the autumn term, the main purpose being to evaluate the impact of the school's Marking and Feedback policy and to assess the impact of feedback and marking on pupils' learning and development.

This report had been discussed by the Standards Committee at its meeting earlier that day when it was agreed that the school's marking policy would be re-defined regarding Beverley Richard's reference to "developmental marking".

RESOLVED: That the above two reports be received and the staff thanked for their hard work and commitment to new processes.

**Action: Head Teacher.**

## 2310 VISION PLANNING

Further to discussion at the last meeting, Governors received a copy of the document provided at the last meeting, when Governors had been asked to feedback any comments they might wish to make within a timeframe. Dr Williams now presented further suggestions for presenting that vision/ethos in a condensed and easily accessible format for the children and other stakeholders. This was a work in progress and he asked Governors to email any comments/suggestions they might wish to make.

**Q** What is the current position regarding a mini-bus for the school?

**A** Dr Williams outlined the contents of three quotations he had received, with differing terms and conditions, for a 17-seater mini bus.

RESOLVED: (i) That Mr Bell, Chair of Finance Committee, and Dr Williams, be given power to consider the various quotations received and complete arrangements for the leasing of a mini bus,

taking into account suitability for the school's requirements whilst at the same time achieving best value for money.

This to be completed in time for use at the start of the next term.

**Action: Mr Bell and Dr Williams**

- (ii) That Vision Planning be an agenda item at the 17 January 2018 meeting.

**Action: Governor Clerking Service**

#### 2311 PUPIL ASSESSMENT DATA

Governors received copies of assessment data provided by the Local Authority for Holme School as follows:-

- Primary School Profile 2017/18
- Key Stage 1 Phonics – 2017
- Early Years Foundation Stage – 2017

These documents had been discussed at the recent Standards Committee together with the school's report on current pupils' progress. Governors were invited to feedback any comments they might wish to make to Dr Williams.

#### 2312 SCHOOL DEVELOPMENT PLAN 2017/18

Following discussion of the School Development Plan at the last meeting, when comments were invited, Governors now received a week-by-week breakdown of development work which was being carried out up to the end of the current term.

It was noted that items from the Ofsted Action Plan had been incorporated into the school's Development Plan and were being monitored by the appropriate committees.

- RESOLVED: (i) That the School Development Plan 2017/18 be approved.  
(ii) That staff be thanked for their hard work and commitment.

#### 2313 SAFEGUARDING

- (i) Further to Minute 2290 of the last meeting when Governors received and adopted a Kirklees Council's School Safeguarding Policy, a final, updated policy, personalised for Holme School, was tabled and accepted.
- (ii) Dr Williams reported that PREVENT training had taken place at the school on Monday 6 November, facilitated by Kirklees Council, when all staff, and Governors Mrs Gough and Mrs Hilton, had participated in the presentation. Dr Williams thanked them all for their time and indicated that the school's Prevent training was now up to date.
- (iii) Governors were informed that Dr Williams would shortly carry out an audit of the Single School Record to check the system meets statutory requirements and there are no gaps in recording. (Kirklees Council no longer assists with this process). He invited any Governor who may be interested to oversee the process, and the Chair, Dr Dodd, volunteered to come in at a suitably convenient time.

2314 FINANCIAL MANAGEMENT AND MONITORING

Governors had been provided with a Budget Monitoring Report to end of Period 5, which had been discussed in detail at the Finance Committee meeting held on 29 September 2017. Dr Williams indicated that this was a new style of budget reporting and the Chair of Finance Committee expressed appreciation at the clarity of style.

**Q** Where is pupil premium monies in this report?

**A** It is not shown in this report, Pupil Premium funding being part of the school's income. In terms of accounting this has to be shown separately and the Pupil Premium report had been circulated and approved by Governors in July.

Dr Williams was pleased to report that the Sports Premium base funding allocation had doubled.

RESOLVED: That the budget figures to end of Period 5 be approved.

2315 REVIEW OF SCHOOL POLICIESSchool Self Evaluation – September 2017

(a) Governors had received a School Self Evaluation document for consideration and comment. This document covered the following areas:-

- The school context
- Specific contextual Issues
- The 2016 Ofsted Inspection and subsequent progress
- Initial fall-out following the Ofsted inspection
- Current position – outcomes
- Teaching and Learning
- Behaviour
- Leadership
- Overall

Governors asked that the final “Overall” section should read as follows:-

“In overall terms there is much good and better practice throughout the school but we want to ensure that this is fully embedded in approaches which can be sustained at a high level going forward. We believe that we should not be judged “Good” at this stage but we have every confidence that we will meet the “Good” criteria during this school year and ultimately aspire to be “Outstanding”.

RESOLVED: That the School Self-Evaluation document be approved.

(b) Dr Williams referred to two policies which he had emailed to Governors earlier that day: Medical Needs and Attendance policies, both of which had been reviewed by staff. These policies were not for consideration today but would allow Governors sufficient time to read prior to discussion at their January 2018 meeting. The Curriculum Committee had discussed briefly the Medical Needs Policy at their meeting earlier that day and the possibility of purchasing a spare asthma inhaler and epipen.

RESOLVED: That the Medical Needs and Attendance policies be an agenda item at the 17 January 2018 meeting.

**Action: Governor Clerking Service**

- Mrs Amesbury took this opportunity of advising that she was keen to see the provision of a defibrillator in the village which could be sited centrally or on the front of the Fleece Inn. She was pursuing this possibility and would keep members updated on progress.

#### 2316 CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2019/20

This item had been covered under Head Teacher's Report – Minute 2308 refers.

#### 2317 NEW DATA PROTECTION LAW

Dr Williams tabled for information a paper summarising changes to the existing data protection regulations and the impact these changes would have on all schools with effect from May 2018. Governors were asked to take the paper away and read at their leisure.

Dr Williams had listed nine necessary actions required by the school, the first being "raise awareness with staff and governors". Between now and May 2018 it would be necessary to write a new policy and in this connection Mount Pleasant School had indicated their willingness to work with Holme School to share the workload.

RESOLVED: That the information and actions required be noted.

#### 2318 REPORTS FROM COMMITTEES

- (i) The Finance Committee had met on 29 September 2017 and minutes circulated to all Governors.
- (ii) The Curriculum Committee had met earlier that evening and minutes would be circulated in due course.

#### 2319 GOVERNOR TRAINING AND GOVERNOR VISITS

- (i) Mrs Gough and Mrs Hilton had attended PREVENT training as reported in Minute 2313 above.
- (ii) The Chair had met with Mr Apthomas, National Leader of Governance, at the school on 22 September 2017
- (iii) Mrs Hilton was assisting with PE provision, on a voluntary basis, on Wednesday afternoons. In addition, she had helped to construct a model for the new PE curriculum.  
Governors expressed appreciation for Mrs Hilton's continued voluntary assistance and with the new national curriculum PE provision.

#### 2320 ANY OTHER BUSINESS

There was nothing to report under this item.

#### 2321 DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

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) 17 January 2018
- (ii) 14 March 2018

- (iii) 16 May 2018
- (iv) 11 July 2018

2322 AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That Minute 2323 be excluded from the copy to be made available to the school and the school's website.

2323 LEADERSHIP REVIEW

(Exempt information which, by reason of its nature, should be considered confidential)