

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 7.30 pm at the School on Wednesday 16 May 2018

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

In attendance: Mrs M Shaw – Minute Clerk

2364 APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST.

Apologies for absence were received from Mrs D Smith (consent).
There were no declarations of interest.

2365 NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

The following items were notified to be brought up under Any Other Business:-

- (a) Mr Bell – Resignation item
- (b) Annual Fell Race – Sumer Wine Trails

2366 REPRESENTATION

Appointment of Co-opted Governors

Currently the Governing Body has vacancies for two Co-opted Governors. Dr Hughes advised the meeting that she was aware of a person from the field of education who may be interested in joining the Governing Body. It was agreed that Dr Hughes should invite that person to submit an expression of interest/short statement to the next meeting for consideration by the Governing Body.

The one remaining vacancy would be held until the start of the next academic year when there may be interest from parents of new pupils joining the school.

Action: Dr Hughes to approach the person mentioned.

2367 MINUTES OF THE MEETING HELD ON 14 MARCH 2018

RESOLVED: That the minutes of the meeting held on 14 March 2018 be approved and signed by the Chair as a correct record.

2368 MATTERS ARISING

- (a) Minute 2356

Further to discussion at the last meeting, and also at the Standards & Effectiveness Committee meeting held earlier that evening, the date for an information/discussion meeting with parents was now agreed for Tuesday 3 July 2018 at 7.30 pm at the school.

It was further agreed that Mrs Gough, Dr Hughes and Mrs Hilton would be Governor representatives at that meeting. Dr Williams would prepare a suggested structure.

Action: Mrs Gough, Dr Hughes, Mrs Hilton and Dr Williams.

(b) Minute 2360(c) – Sponsorship by the Fleece Inn and Restaurant

Q Did we have any objections to the offer of sponsorship by Mrs Amesbury?

A The responses received were all supportive.

A Governor reported that at recent race meeting at Neiley, those Holme pupils taking part looked very smart in their sponsored outfits and their arrival in the Holme School Mini bus did not go un-noticed.

(c) Minute 2354(e) – Special Educational Needs Policy

It was noted that the SEN policy should have been an agenda item at the 16 May 2018 meeting.

Action: Governor Clerking Service please add to the agenda of the 11 July 2018 Governing Body.

2369 MINUTES OF THE SPECIAL MEETING HELD ON 26 MARCH 2018

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

2370 MATTERS ARISING

There were no further matters arising from these minutes.

2371 REPORTS FROM COMMITTEES

(a) Finance Committee – 23 March 2018

These minutes had been emailed to all Governors prior to today's meeting. The main focus had been on the end-of-year budget 2017/18 and the budget for 2018/19 which the committee had recommended for approval by the Governing Body. The committee had also been updated on the position regarding GDPR.

RESOLVED: That the minutes of the above meeting be received.

(b) Curriculum and Standards Committee – 14 March 2018

The Governing Body received tabled copies of the above minutes which had been considered in detail earlier that evening at the Curriculum and Standards Committee.

Dr Williams referred to the teacher assessments of attainment standards and year end predictions for current pupils.

Q Percentage figures – what period do they relate to?

A Up to the end of February and discussed in March by the committee.

Q The children who will receive extra Maths tuition, will they be withdrawn as a group or individually?

A It will be targeted. Some children will be coming out of the afternoon session and some staying behind after school. We have put it on the next agenda to monitor it.

Q Has that been costed in to your budget prediction?

A Yes. We do work scrutiny reports.

Resolved: That the minutes of the above meeting be received.

2372 HEAD TEACHER'S REPORT

Governors received a tabled, 7-sided Head Teacher's Report which included key developments that had taken place throughout the current academic year, and items which were ongoing or still to be achieved under the following headings:-

- Teaching and Learning
- Marking and Assessment
- Events and extended school/community
- Standards
- Premises and Resources
- Communication
- Behaviour
- Monitoring, Evaluation and Review
- Governance
- Finance
- Staffing

In the final paragraph of his report, Dr Williams expressed his appreciation of the whole staff group and commended them for the spirit in which they had pulled together throughout the year, working excessively hard.

Governors noted that:-

- Teaching and learning standards had improved to Good. Since the last Governors' meeting, two rigorous monitoring visits had been conducted by three external experts who had all reported very favourably on improvements in teaching. (The reports on these visits had been discussed by the Standards & Effectiveness Committee earlier that evening and had been emailed to all Governors prior to this meeting).
- A new assessment policy had been developed and would be implemented fully from the start of the next academic year;
- From February of this year, the school had introduced a system of recording pupil behaviour and a first report, compiled through the Integris system, had been discussed by the Standards & Effectiveness Committee. Governors were pleased to note that there were no key behavioural concerns.
- The new budget for 2018/19 had been planned and presented a promising picture.

- A parental questionnaire had been distributed and returns requested by the first Monday after the half term holiday. Preliminary planning of a parents' consultation event had taken place, with Governor involvement.
- The school caretaker/cleaner, Jean Castle, had notified her intention to retire on 6 July after over 30 years' service.

Governors expressed appreciation to Jean for her hard work and commitment to the school over such a long period of time. They extended their best wishes to Jean for a happy retirement.

In conclusion, Governors thanked Dr Williams and the whole school team for their huge achievements throughout the past year.

2373 SAFEGUARDING

There was nothing to report under this standing item.

2374 END OF YEAR BUDGET REPORT

Governors had received by email, prior to this meeting the following papers:-

- Letter from Local Authority regarding 2017/18 Excess Balances
- The school's written response on intended use of balances
- Final budget summary form B3 2018/19
- Local Authority's 3 year Funding Projection

Dr Williams pointed out that the school was not holding an excess balance, as explained in his written response to the Local Authority.

The Finance Committee had discussed the above reports and drew attention to the LA's predicted reduction in pupil numbers in years 2020/21 and 2021/22.

The Finance Committee at its last meeting on 11 May 2018 had recommended that the Governing Body approves the 2018/19 budget.

2375 APPROVAL OF THE BUDGET

Governors had considered the information supplied as set out under the above minute, and the recommendations of the Finance Committee.

RESOLVED: That the school budget for the year 2018/19 be approved and accepted.

2376 REPORT ON CURRENT ATTAINMENT AND PROGRESS STANDARDS, AND INTERVENTION PLAN

The above two documents, which had been discussed at the Standards Committee, had been circulated by email prior to today's meeting. Dr Williams indicated that, currently, Maths was an area of possible concern and, as reported to the Standards Committee, he had secured the services of an external Maths tutor who would give additional support to two targeted groups of pupils, for one hour each group per week.

2377 REVIEW OF SCHOOL POLICIES(a) General Data Protection Regulation (GDPR) - Update

Dr Williams reported that the DfE had now published “draft guidance” in the form of a consultation document for schools with the request that they look at the document and feed back any comments they might wish to make within the following four weeks. Based on feedback received, the DfE would then re-draft and publish a final version. This meant that a final version may not be available until after the legally required date of 25 May 2018 on schools’ websites. The Local Authority had also provided helpful guidance and both sources would be used to help the school move forward. In addition, Privacy Notices on Information About Pupils in Schools must be available and, here again, the DfE’s final version was awaited.

In view of the above possible delay, Dr Williams had produced a Data Protection Policy and a set of Privacy Notices for use by the school. These had been seen and approved by the Finance Committee on 11 May 2018. It was suggested that these should be used as working documents prior to receipt of final official guidance. An information letter to parents would be issued during the last week of this half term together with a copy of the Policy and Privacy Notices, with a request that they read the two documents.

Dr Williams had liaised with the school’s IT consultant in connection with the technology side of pupil data and various steps were being put in place, including upgrades to computers and laptops at a cost of £600 to ensure full encryption of e-mails, lap tops and memory sticks.

RESOLVED: That the Data Protection Policy and Privacy Notices be adopted as working documents prior to final consultation by the DfE.

(b) Governors’ Allowance Policy

Governors had received by email, prior to today’s meeting, a copy of the school’s Governor Allowances Policy which referred to a date in 2010.

It was agreed that this item should be deferred to the July meeting of the Governing Body by which time further advice would be taken.

RESOLVED: That Governors’ Allowance Policy be an agenda item at the 11 July 2018 meeting of the Governing Body.

Action: Governor Clerking Service; Finance Committee

(c) Special Educational Needs Policy

Action: Governor Clerking Service. Please note under Minute 2354 of the last meeting, it was requested that this be an agenda item at the 16 May 2018 meeting. As this was not the case, can it please be added to the agenda for 11 July 2018?

2378 SPORTS’ PREMIUM

For the benefit of new Governors, Dr Williams explained the need to publish an annual report on the school's website, detailing how the Primary PE and Sport Premium monies received from the DfE were used, to:-

- Develop or add to the PE and sport activities that the school already offers;
- Build capacity and capability within the school to ensure that improvements made now will benefit pupils joining the school in future years.

In this connection Dr Williams tabled for information a completed copy of the recommended template, including the five key indicators across which schools should demonstrate an improvement. Governors noted and thanked Mrs Hilton (former Head of the local Pennine Sports Partnership) for her regular involvement in leading lessons and working alongside teachers when they deliver Gym/Dance lessons, as outlined in Indicator 3.

Governors thanked Dr Williams for this comprehensive report which was now available on the school website.

2379 GOVERNOR TRAINING AND GOVERNOR VISITS

- (a) Governor Induction – Wednesday evenings 27 June and 4 July at the school. All Governors - 'Holding the Head Teacher to Account' training – Wednesday 19 September 7 – 9 pm.
- (b) Governor visits – Mrs Amesbury and Mrs Gough had enjoyed very much a recent demonstration by the local fire service of 'London Burning' live which tied in with part of Class 1's current topic.
- (c) NGA Learning Link - Dr Williams referred to Agenda Item 17 and recommended that Governors should register for this free service.
- (d) Dr Williams extended a strong invitation for Governors to visit school during the working day. In addition, volunteers for reading were always appreciated. Governors would be kept informed of events taking place which may be of interest to them.

2380 ANY OTHER BUSINESS

(a) Retirement

- (i) Co-opted Governor Steve Bell, Chair of Finance Committee, announced that he would be stepping down as a Governor at the end of this academic year. Thanks were expressed to Steve, particularly for his services as Chair of Finance Committee.
- (ii) Minute Clerk, Margaret Shaw, had also indicated her intention to retire at the end of the academic year after approximately eight years' service.

(b) Annual Summer Wine Trails Race

Governors were reminded of the annual 10k. fell race which would take place on Saturday 9 June 2018. Participation in the race itself, or as helpers, was encouraged. In past years the school had received a generous amount of funding from this event.

2381 DATES OF FUTURE MEETINGS

RESOLVED: That the last meeting of the Governing Body for this academic year will take place at 7.30 pm at the school on Wednesday 11 July 2018.

At that meeting a proposed schedule of meetings for both Governing Body and Committee meetings will be provided.

Action: Dr Williams

2382 AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That Minute 2369 (Special meeting held on 26 March 2018), and related papers, should be excluded from the copy to be made available at the school or on the website.