

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 Thursday
19 July 2018

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

In attendance: Mrs M Shaw – Minute Clerk

2383 APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Dr L Hughes, Mr R Knight and Mrs D Smith.
Consent was granted to all three Governors.

Declarations of interest were received from:

Ms J Brook – Agenda item 19
Dr A Williams – Agenda items 18 and 19

2384 NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

The following item was notified to be brought up under Any Other Business:-

- Head's teacher's performance review

2385 REPRESENTATION

- (a) Following the resignation of Mr S Bell at the last meeting, there were now three vacancies on the Governing Body, each for a Co-opted member.
- (b) Dr Williams was pleased to report that, since the last meeting, he had received expressions of interest from three persons:-

Ms Sharon Plascott, Ms Mary Stephenson and Ms Katy Waterman.

Governors received copies of their written statements and agreed overwhelmingly that all three would be suitable governors with a wealth of knowledge and experience to bring to the school.

RESOLVED: That Dr Williams should write to the three confirming their appointments.
Action: Dr Williams

2386 MINUTES OF THE MEETING HELD ON 16 MAY 2018

RESOLVED: That the minutes of the meeting held on 16 May 2018 be approved and signed by the Chair as a correct record.

2387 MATTERS ARISING(a) Minute 2368(a) – Parent Consultation Evening

Dr Williams confirmed that the parents evening scheduled for Tuesday 3 July at 7.30 pm at the school went ahead as planned. In addition to himself and Ms Brook, Mrs Hilton and Dr Hughes took part; Mrs Gough also attended for the first part of the meeting. There was good representation from parents.

The results of their parental questionnaire were discussed with them. A summary of the work carried out over the last year was also provided, following which the school's plans for the future were touched upon. A hard copy, setting out the details of the meeting, had now been sent out to all parents.

Parents were very supportive of the work of the school. They appreciated the openness of approach and the discussion on the results of their questionnaire.

(b) Minute 2375 – School Budget

Dr Williams reported that he had submitted the budget to the Local Authority. No response had been received to date.

(c) Minute 2380(b) – Annual Summer Wine Trails Race

This annual event had been a great success and enjoyed by all participants. The sum of £1,400 had been raised for school funds. Dr Williams thanked everyone who had taken part and helped in any way.

(d) Minute 2372 – Retirement of the school caretaker, Jean Castle

Mrs Hilton reported on a pleasant, informal presentation held for Jean, with refreshments served outside in lovely weather. Presents included flowers, silver plate, M&S vouchers and a gardening voucher.

It was noted that Mr Bob Walker had now replaced Jean and was doing an excellent job.

2388 HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

- (i) Dr Williams started his verbal report by extending a big "thank you" to all staff and governors. He referred to the staff meeting which had taken place earlier that week when the opportunity was taken to reflect on progress made during what had been a very busy year during which all staff had worked exceptionally hard.
- (ii) He was confident that the school was in a good position regarding teaching and standards. This had been reinforced by six recent validation reports which would be discussed later in this meeting.
- (iii) The financial position of the school was secure, with a carry forward amount from last year's budget. This would enable the two classes to be given their own budget for the purchase of additional teaching materials to aid pupils' learning.

- (iv) The school had allowed two members of staff from Hepworth Junior & Infant School to take their driving tests on the school's new mini bus. It may be possible that Hepworth would look to borrow the bus on occasions in the future at cost.
- (v) Mrs Ciecicala had recently passed her driving test for the mini bus and had been a great help carrying out 'band room runs'.

The Chair thanked Dr Williams for his own hard work throughout the year. She also echoed his thanks to all staff and governors for their support throughout the past year.

2389 MONITORING, EVALUATION AND REVIEW CYCLE FOR 2018

Dr Williams presented a Monitoring, Evaluation and Review Cycle calendar covering proposed staff and governor activity for the 2018/19 academic year, commencing September 2018. This was intended as a brief summary of activities to be undertaken by staff and governors in order to check standards and could be amended as the year progressed. The draft calendar had been submitted to the Standards Committee at their 11 May 2018 meeting prior to consultation with staff.

RESOLVED: That the calendar be approved.

2390 EXTERNAL MONITORING REVIEWS AND MODERATION REPORTS

Governors had received, prior to today's meeting, the following documentation:-

(a) Summary of Parental Responses to Questionnaire

Side 1 – very positive – affirmation of the work of the school.

Q Can you remind us how many responded?

A 19 families out of 24; bearing in mind that two families will no longer have children at this school in September.

Q It could be returned anonymously?

A Yes, but some families did sign it and one asked to discuss it. They were not unhappy with the school but felt that one of their children was not progressing so well.

Q Did you have a meeting then?

A Yes, but no new issues. With regard to behaviour there are more lunchtime incidents than I would like. We must monitor them.

Q A Project Sport person comes in at lunchtime. I wonder if we could do some training with the Project Sport people?

A I have asked Andy to come in at lunchtime. There is a variation in the quality and approach to work of the coaches. There are some things we could work on there. The basic model is good. We don't want incidents at lunchtime and we must channel the creativity of children at lunchtime.

(b) Early Years Profile Moderation Visit – 11.6.18. Duration 3 hours - Jill Brook A very positive report on the moderator's visit.

On the Characteristics of Effective Learning, the moderator commented that “the children’s folders contain a termly summary of the CoEL, with specific examples of how the child demonstrates an aspect. These summaries are exemplary and provide a thorough celebration of each child’s dispositions and attitudes to learning.

- (c) West Yorkshire Teaching Alliance Visit – 6.6.18. Duration 3.25 hours
Rebecca Guest – Years 3 to 6 teacher. New to post. Practice moderation

Another very positive report. Comments from moderator included “Pupil progression was very evident in all samples of work. Rebecca is clearly deeply committed to facilitating consistent and sustained progression and to providing an excellent level of high quality opportunities for the children to display and further their knowledge and skills”.

- (d) KLP Summer term visit carried out by Beverley Richards, KLP and Elaine Watson, NLE /Ofsted Inspector, Summer term visit.

Focus of visit – to carry out lesson observations in both Class 1 and 2 in order to validate quality of teaching and learning.

Final comments included – “We would confirm your self-evaluation that teaching and learning was good and that significant progress has been made to ensure the areas for improvement have been addressed since the last inspection. Quality first teaching was evident through the morning; expectations have been raised and marking and feedback is having an impact on children’s progress. Progress was evident in the books we reviewed with clear evidence of children meeting or working towards end of year descriptors”.

- (e) Notes of Visit by Elaine Watson, National Leader of Education – 11.5.18
 Duration 3.75 hours plus 1.5 hours follow up

A more detailed audit, the impact of which was recorded as:-

- “The Head Teacher knows the school well and has a clear overview of strengths and areas for development within teaching and learning;
- Individual teachers have acted on feedback from previous lesson observations to further improve practice;
- Teaching Assistants were observed to be supporting pupils effectively.

- (f) Kirklees Council – Statutory Assessment 2017/18. KS2 Record of External Moderation – 19 June 2018

Summary of the moderation visit – “A range of evidence, clearly presented for all pupils. Good professional discussion held. Your knowledge of your pupils’ abilities is excellent”.

- (g) Kirklees Council – Statutory Assessment 2017/18. KS1 Record of External Moderation. 19.6.18.

Summary of moderation visit – “Evidence was clearly presented for all subjects. Excellent standard of professional discussion, particularly around EXS/GDS borderline for maths”.

2391 PROGRESS REPORT ON SCHOOL DEVELOPMENT PLAN 2017/18 AND ARRANGEMENTS FOR UPDATING THE SCHOOL SELF-EVALUATION REPORT

Dr Williams took Governors through the School Development Plan 2017/18, explaining that this was a work-in-progress. Progress and completed actions were illustrated in the “traffic light” system of red, amber and green. A first draft of the 2018/19 plan would be submitted to the September 2018 meeting when those areas marked yellow and red on the current plan would continue and new actions added.

Action: Dr Williams

RESOLVED: That the current position be noted prior to circulation of the new draft SDP for discussion in the September meeting.

2392 ATTENDANCE

The following information was provided in advance of the meeting. In the case of teaching and support staff, reasons for absence were given.

(a) Pupils

96.9%. (National Average 96%). The one PA pupil from 2016/17 was no longer a PA. Two children not previously PA's had become so this year but the family is supportive and there are known medical issues requiring hospital treatment this year.

(b) Staff

Teaching and non-teaching:

Sickness - 98% overall

Non-sickness – 97% overall

Overall good, considering one colleague required surgery and another broke a wrist in an accident – very little illness absence.

(c) Governors

96% at Full Governing Body meetings.

2393 SAFEGUARDING

There was nothing to report on Safeguarding.

2394 REVIEW OF SCHOOL POLICIES

The policies had been circulated prior to today's meeting.

(a) SEN Policy

No change was necessary to this policy (apart from updating the review dates).

RESOLVED: That the SEN policy, as now presented, be ratified.

(b) Governors' Allowance Policy

Further to Minute 2377(b) of the last meeting, Dr Williams explained that this policy had now been updated and would be reviewed bi-annually. The only proposed change was removal of the original introductory date.

RESOLVED: That the policy be ratified.

2395 BUDGET MONITORING REPORT

Dr Williams provided a tabled Budget Monitoring Report to the end of Period 2. This report would normally go to the Finance Committee first but had not been completed at the time of their last meeting. It would therefore be discussed in detail at their next meeting on 5 October 2018 together with an updated version. Governors were given a brief overview of the report and an assurance that there were no items of concern.

RESOLVED: That the report be received and submitted to the Finance Committee for scrutiny at its 5 October 2018 meeting.

Action: Dr Williams

2396 BENCHMARKING

Governors received a tabled DfE/Education & Skills Funding Agency Benchmarking Report Card received earlier that week, using funding figures from the 2016/17 year. This report compared Holme School with a small number of schools that shared similar characteristics, and in particular with Norland School which was the closest geographically. However, Norland School had over three times more pupils than Holme.

Governors also received a discussion paper drawn up by Dr Williams which included his estimated figures for funding received per pupil. This indicated that Holme was top of the list in this category. So far as expenditure was concerned, Holme School had spent more on energy and premises, as well as education consultancy staff, than Norland.

RESOLVED: That the report be received and referred for further consideration to the next meeting of the Finance Committee, to be held on 5 October 2018.

Action: Dr Williams

2397 GOVERNOR TRAINING AND GOVERNOR VISITS(a) Governor Training

- Mrs Amesbury, Mrs Gough, Dr Hughes and Mrs Taylor had all attended the two Governor Induction sessions held at the school on Wednesday evenings, 27 June and 4 July 2018.

(b) Governor Visits

- Mrs Hilton, Ms Brook and Dr Hughes had attended the parents' consultation evening on Tuesday 3 July 2018. Mrs Gough attended for the first half of the evening.
- Mrs Hilton had taken Class 4 pupils to the National Schools' Sports Week event held on 29 June at Leeds Road Playing Fields in Huddersfield; transporting the

children in the school mini bus. Mrs Hilton stayed with the children, returning them at the end of the day.

She had also attended the new parents' evening for Reception children joining in September.

- Mrs Gough had attended assemblies and the National Schools' Sport Week event.
- Dr Williams advised that he had drawn up a calendar of suggested Governor visits during the school day and would email this out to Governors for their consideration. This would be discussed at the September meeting of the full Governing Body.

Action: Dr Williams

2398 REPORTS FROM COMMITTEES

Governors had received the minutes of the following three committees prior to today's meeting.

(a) Standards and Effectiveness Committee – 16 May 2018

Mrs Gough presented the minutes of the above meeting which had been approved at a subsequent meeting earlier that day. Dr Williams briefly highlighted the KS2 test results.

RESOLVED: That the minutes be received.

(b) Finance Committee – 11 May 2018

Dr Williams presented the minutes of the above meeting, which had been approved at a subsequent meeting of this committee held on 29 June 2018.

RESOLVED: That the minutes be received.

(c) Finance Committee – 29 June 2018

Following Mr Bell's resignation on 29 June, Dr Williams presented the minutes of the above committee meeting. The main focus of attention at this meeting had been the school budget and GDPR.

RESOLVED: That the minutes be received.

2399 ANY OTHER BUSINESS

Head Teacher's Appraisal

The committee, consisting of Mrs Hilton, Mrs Gough and Mrs Taylor agreed a provisional date of Wednesday 26 September 2018 at 9.30 am., for Dr Williams' appraisal, subject to the availability of an external adviser. Dr Williams would confirm as soon as possible.

Action: Dr Williams

2400 DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

Dr Williams tabled a schedule of proposed meetings of the Governing Body and its committees as follows:-

(a) Governing Body

Will meet at the school on Wednesday evenings, commencing at 7.30 pm as follows:-

- 26 September 2018
- 14 November 2018
- 16 January 2019
- 6 March 2019
- 15 May 2019
- 17 July 2019

(b) Standards and Effectiveness Committee

Will precede the Governing Body meetings, commencing at 6.00 pm, on identical dates

(c) Finance and Resources Committee

Will meet on Friday mornings at the school, commencing at 7.45 am as follows:-

- 5 October 2018
- 30 November 2018
- 8 February 2019
- 29 March 2019
- 10 May 2019
- 5 July 2019

Dr Williams and Ms Brook left the meeting at this point.

2401 FOLLOW UP TO SPECIAL MEETING – NEXT STEPS

Governors were aware of the resolutions passed at their Special meeting held on 26 March 2018 and the need to move forward in accordance with the time line set out therein. However, before embarking on the process to appoint, they felt it necessary to give further consideration to the current situation at the school, their future aspirations and the type of leadership role they needed to enable them to achieve their objectives.

RESOLVED: That a second, Special meeting should be held at 6.30 pm at the school on Thursday 13 September 2018.

2402 HEAD TEACHER POSITION – REVIEW ARRANGEMENTS

The terms of Dr Williams' contract were that it would be reviewed on a rolling termly basis. As such, the Governing Body now had to make the decision whether or not to renew this contract for a further term, ie for the Autumn term 2018.

RESOLVED: Unanimously, that Dr Williams' reappointment as Head Teacher for the Autumn term 2018, on a two day a week basis, be ratified, along with that of the temporary Leadership post held by Ms Brook.

Action: Governor Clerking Service to inform appropriate Kirklees department.

2403 AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no part of the agenda, minutes or related papers be excluded from the copy to be made available at the school in accordance with the Freedom of Information Act.