

## **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 14 March 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 D Smith, Mrs G Taylor  
Dr A Williams (Head Teacher)

In attendance: Mrs M Shaw – Minute Clerk

### 2343 APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Mr R Knight had notified in advance his slightly late expected arrival; otherwise all Governors were in attendance.

There were no declarations of interest.

### 2344 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) Awards for All bid
- (b) Parking of mini-bus
- (c) Sponsorship

### 2345 REPRESENTATION

#### Appointment of Co-opted Governor

Further to Minute 2327(c), Dr Williams reported that he would speak again with several people who may possibly be interested in joining the Governing Body.

*Mr Knight arrived at this point.*

### 2346 ELECTION OF VICE-CHAIR

Prior to the election of Vice-Chair, the Governing Body determined the following:-

- (a) As the full Governing Body was present, nominations from Governors not present at this meeting was not an issue
- (b) The date on which the term of office of the Vice-Chair would end was the Annual meeting in September 2019, in line with that of the Chair.
- (c) Taking into account the decision made at the last meeting when Mr Knight was not present, he now indicated that due to the demands of his employment in London, he did not feel that he could satisfactorily fill the role of Vice-Chair.
- (d) Nominations were therefore invited from the meeting and Mrs Rebecca Gough was nominated and seconded.

RESOLVED: That Mrs Rebecca Gough be appointed Vice-Chair of the Governing Body for the period up to the Annual meeting in September 2019.

2347 MINUTES OF THE MEETING HELD ON 17 JANUARY 2018

RESOLVED: That the minutes of the meeting held on 17 January 2018 be approved and signed by the Chair as a correct record.

2348 MATTERS ARISING

School PAN

Further to Minute 2308(ii) and 2329, Dr Williams had circulated to all Governors prior to this meeting, a letter from the Local Authority which confirmed that, at a Cabinet meeting held on 20 February 2018, a recommendation that the school's published admission number be 6 was agreed by members.

Governors were pleased to receive this news, the increase in the PAN to 6 would support the school's future financial planning.

2349 REPORTS FROM COMMITTEES

(a) Curriculum and Standards Committee – 24 January 2018

Mrs Gough and Dr Williams took Governors through the minutes of this meeting. The committee had discussed in detail:

- the Analyse School Performance document
- the new draft Assessment Policy which had been subsequently followed up in the committee's meeting held earlier today when this had been approved and signed off. Aspects would be implemented prior to the start of the next academic year;
- a work scrutiny report which had been undertaken by an NLE and SLE from the West Yorkshire Teaching Alliance;
- Behaviour reporting;
- Attendance statistics;
- PA records;
- An annual schedule of meetings which had been agreed and adopted.

RESOLVED: That the minutes be accepted.

(b) Finance and Premises Committee – 2 February 2018

- The committee had received a tabled budget update to the end of Period 9. Dr Williams talked Governors through the report and suggested that, after initial questions, they should take the document away to read at their leisure. Any further questions/comments could be brought to the next meeting of the Finance Committee or to the full Governing Body meeting of today's date.
- The Financial Value Standard document had been discussed and Dr Williams had indicated that he would update the document and return to Finance Committee by email for any further comment they might wish to make prior to submitting to the full Governing Body. (No further comment had been received and the SFVS was now an agenda item at today's full Governing Body meeting).

- Progress on the Health and Safety Audit had been discussed.
- Mrs Hilton had reported on two bids for funding from the National Lottery – the Awards for All programme. These would be reported on in more detail under Any Other Business.

In conclusion, the Finance Committee had thanked all concerned for their hard work and creativity in securing these invaluable additional resources for the school.

RESOLVED: That the minutes be accepted.

(c) Head Teacher Appraisal Committee

Following Dr Rose Dodd's resignation, Mrs Gina Taylor had agreed to become a member of the Head Teacher Appraisal committee.

2350 HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

Dr Williams took the opportunity of thanking Governors for supporting his recent holiday leave. He went on to say that he had been impressed by the way the school had run during his absence - which was testimony to the whole school team. He congratulated Jill Brook for managing the whole operation.

Jill then presented a paper detailing special events which had taken place, or were due to take place, outside of the classroom during the period 17 January 2018 to 29 March 2018. Governors were impressed by the number and variety of events offered. Special mention was made of the five members of school staff who work on a voluntary basis to transport pupils to and from the before and after school club. This had been happening since Christmas 2017 and would continue until a permanent solution could be found. Further talks would need to take place to establish next steps for a permanent solution.

Governors wholeheartedly thanked these members of staff, the whole school team, and Jill, for their tremendous efforts for the school.

2351 SAFEGUARDING

Dr Williams reported that, following consultation, the Government had now received feedback and would be re-writing their guidance to schools on Safeguarding. Presumably by September the school would have to review its approach to Safeguarding.

2352 APPOINTMENT OF A SPECIAL EDUCATIONAL NEEDS GOVERNOR

Following discussion at a previous committee meeting, and consultation with all Governors, Dr Lucy Hughes confirmed her acceptance of the role of Governor with specific responsibility for Special Educational Needs.

2353 FINANCIAL MANAGEMENT AND MONITORING

(a) Period 9 Report

Governors received a budget monitoring report to the end of Period 9 (of 13) which had already been scrutinised by the Finance Committee. Dr Williams was pleased to report that, currently, the budget appeared to be on track. In taking members through various headlines, he pointed out that from a start budget of

£253k, the spend to date was £178k, giving a variance of £4k, being 2% of the budget.

Governors questioned the overspend on electricity and oil and Dr Williams indicated that this appeared to be due to insufficient funding being allocated to these areas at the time of budget setting due to the then limited information available. A discussion followed on the procurement of energy and it was agreed that this should be an agenda item at the next Finance Committee.

**Action: Dr Williams**

**Q** Where is the mini-bus cost on this report?

**A** Currently in Learning Resources. This report was completed at the end of January. The school had acquired the mini bus only four weeks earlier at that point.

(b) School Financial Value Standard

This document had been submitted to an earlier meeting of the Finance Committee which recommended its acceptance by the full Governing Body.

RESOLVED: That the School Financial Value Standard be signed by the Chair of the Governing Body and submitted to the Local Authority.

**Action: Mrs Hilton, Dr Williams.**

(c) Initial budget planning

Dr Williams indicated that this was the time of year to plan next year's budget. Accordingly, he provided a paper setting out considerations for the 2018/19 budget. It was noted that fundamental changes proposed for the next financial year were:

- allocated spend budgets for the two class teachers, and
- a more targeted spend of the rest to focus on core school priorities and developments.

This was not about changing the amounts allocated but more about changing use of these monies to be more proactive.

RESOLVED: That budget planning 2018/19 would be an agenda item at the next Finance Committee.

**Action: Dr Williams**

## 2354 REVIEW OF SCHOOL POLICIES

Dr Williams reported that every school policy had now been reviewed and stored in folders in the staff room. An electronic version was held in the school office. Each policy would be uploaded on to the new website in due course.

Governors had received in advance of the meeting the following policies:-

(a) Medical Needs Policy

RESOLVED: That the Medical Needs Policy be approved and adopted.

(b) Attendance Policy

Attention was drawn to Point 4 of this policy: "Absence reporting" and Governors agreed with the school's procedures in connection with its responsibilities.

RESOLVED: That the Attendance Policy be approved and adopted.

(c) Health and Safety

Dr Williams pointed out that this particular policy had been reviewed by the Governing Body during the previous academic year. The only change to the copy now submitted was a re-formatting exercise.

RESOLVED: That the Health & Safety Policy be approved and adopted.

(d) Charging and Remissions

Discussion took place around After School Clubs and the small charges levied for these clubs. A view was put forward that some clubs ought to be free and others could be charged for. However, the current arrangement would need to stand for this academic year.

RESOLVED: (i) That this suggestion for After School Clubs would be considered in future planning wherever possible.

(ii) That the Charging and Remissions policy, as now presented, be approved and adopted.

(e) Special Educational Needs Policy

This policy reflected changes within the school subsequent to previous adoption.

Dr Hughes drew attention to wording in Points 4 and 7 and Dr Williams suggested that the policy be adopted as working practice but, prior to its formalisation, a review would be carried out in connection with Dr Hughes' comments.

**Action: Dr Williams**

RESOLVED: (i) That the SEN policy be adopted as working practice.

(ii) That the SEN policy be an agenda item at the 16 May 2018 meeting of the Governing Body.

**Action: School Governor Service**

2355 PARENTAL QUESTIONNAIRE

Dr Williams submitted a proposed questionnaire which, subject to Governors' approval, he hoped to circulate to parents after the Easter holiday.

Parents could add their comments anonymously or otherwise. He invited Governors' comments as to format and/or any additional areas they would like to be included.

**Q** When returns are received, who will analyse the results?

**A** The results of the questionnaire will be analysed, and stored, and will lead to discussion/follow up.

Governors suggested that the listed items be put into sections and that the vacancy for a Co-opted Governor could be advertised in this questionnaire, with an invitation for any interested parent to respond.

RESOLVED : That, taking into account Governors' suggestions, the questionnaire be circulated to all parents/carers, after the Easter holiday.

## 2356 SCHOOL SELF-EVALUATION

Governors had received, prior to today's meeting, a paper prepared by Dr Williams setting out Ofsted's criteria for 'Good' in the following areas, together with his initial assessment of where the school actually was in connection with each area:-

- Teaching and Learning
- Pupil Outcomes
- Behaviour and Personal Development
- Leadership and Management

Sources of evidence were also included to back up judgements for each point in each area.

Dr Williams indicated that this document was a work in progress and should be used as a tool on which to concentrate during the next six months, which would then inform the school's SEF. The important thing was to make sure the school was actually doing what it said it was doing.

Mrs Gough, Chair of the Standards Committee, confirmed that the committee had discussed this document at their meeting earlier that evening and this would now feature highly at regular meetings of the committee during the next six months. Comments from the full Governing Body would be appreciated.

Dr Hughes suggested that, when the parental questionnaire had been assessed, parents should to be invited to a meeting to update them on the results and this could also be an opportunity for them to receive a presentation on the school's position in relation to this Ofsted evaluation, as well as an indication of the school's new vision, plans and aspirations for the future.

RESOLVED: (i) Unanimously, that Dr Hughes' proposal be approved.  
 (ii) Dr Williams should make the necessary arrangements and consult with Governors on possible dates for such a meeting.

**Action: Dr Williams**

## 2357 INTERNAL ASSESSMENT DATA

(Exempt item which, by its nature, should be considered confidential)

DELETED – See Minute 2362

2358 GOVERNOR TRAINING AND GOVERNOR VISITSTraining

- Arrangements were made for induction training for new Governors;
- Training for 'Holding the Head Teacher to Account' would be organised for all Governors during the summer term.

Visits

- Mrs Hilton had attended assembly on the previous Friday and visited on several occasions in connection with producing a bid for lottery funding;
- Mrs Gough had also attended an assembly

2359 SCHOOL WEBSITE

Dr Williams provided examples of web pages from the school's new website, designed by Fallen Leaf Design. Governors were unanimous in their approval of the new website and expressed appreciation to Fallen Leaf Design and Sharon for their excellent work.

2360 ANY OTHER BUSINESS(a) Awards for All bid

- (i) This bid, developed by Jill Brook and Danny Hermann (PSP Manager), for £10k, had been successful and would provide funds to support outdoor play areas to create an improved facility for educational play and learning.
- (ii) Mrs Hilton had been working on a separate bid that the Friends of Holme School would support. If this were successful it would support outdoor learning opportunities for both Holme School children and those from other larger schools with a diverse mix of ethnicity and would allow Holme pupils greater experience of ethnic diversity. This bid would be ready for submission shortly.

(b) Parking of mini-bus

Mrs Hilton passed on a request from two parents as to whether the school's mini bus could be parked in the turning area rather than on the road.

(c) Sponsorship

Ms Brook reported that, as part of the recent re-branding of the school's image, attention had turned to the school uniform and items which would need replacing. In this connection, Governor Mrs Amesbury of the Fleece Inn and Restaurant in the centre of Holme Village, had kindly agreed to sponsor tee shirts/hoodies. Governors were appreciative of this generous offer and agreed to the Fleece Inn being advertised on the back of these garments. Parents would be informed accordingly. The official stockist of Holme School's uniform was Term Time Wear, St John's Road, Huddersfield.

2361 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) 16 May 2018
- (ii) 11 July 2018

2362 AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That Minute 2363 and the Internal Assessment Data paper, discussed under Minute 2357 above, be considered confidential and excluded from copies to be made available at the school, and on the school website.

2363 SPECIAL MEETING

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

DELETED – See Minute 2362