

Kirklees Directorate for Children & Young People

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

Minutes of the Annual meeting of the Governing Body held at 7:30pm at the School on Wednesday, 26 September 2018

PRESENT

Mrs B Hilton (Chair), Mrs S Amesbury, Mrs R Gough, Dr L Hughes, Mr R Knight, Mrs D Smith, Mrs G Taylor, Mrs K Waterman, Dr A Williams (Head Teacher)

In Attendance

Miss Heather Grange (Minute Clerk)

1. ELECTION OF CHAIR

An election is not necessary because Mrs B Hilton was elected Chair until the annual meeting 2019, at the meeting held on 17 January 2018.

2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mrs J Brook (consent).

Apologies were also received from Mrs S Crosland and Mrs M Stephenson, both were still awaiting their DBS checks and therefore have not been officially confirmed as governors yet.

**Q. DBS checks, do we need to do these every so often?**

**A.** Not unless there's been a gap in service.

(a) Confirm Protocols on apologies and consent to governor absence

RESOLVED: That the governing body will decide on whether to grant consent on an individual basis depending on the circumstances.

**Q. If you don't give consent what happens?**

**A.** If governors miss three consecutive meetings and consent is not given they can be removed from the governing body.

(b) Approve the Governors' Code of Conduct

Governors confirmed they had received and read the NGA Code of Conduct and the register was circulated to governors to sign.

RESOLVED: That the governing body adopts the NGA Code of Conduct.

(c) Declaration of Business Interest Information

RESOLVED: That all governors have completed their Declaration of Business

Interest form for publication on the school's website, with the exception of Mrs M Stephenson.

### 3. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

The following item was notified to be discussed under Any Other Business:

- School Games Award

### 4. REPRESENTATION

The following matters of representation were noted/reported:

#### (a) End of Term of Office

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr R Knight	Parent	11 Oct 2018

Mr Knight explained that he will not be seeking re-election as a parent governor once his current term ends on 11 October. Mr Knight had hoped to be re-elected as a Co-opted governor but unfortunately there are no vacancies in this capacity at the current time. Mr Knight noted that he is disappointed to be leaving the governing body, particularly as he is the only male representative on the governing body. Mrs Smith voiced in support of Mr Knight.

The Head Teacher reminded governors that legally, elections for parent governors have to go out to parents however, if nobody came forward for the Parent Governor vacancy, Mr Knight would have the opportunity to fill the position unopposed.

#### **Q. Can we not keep you on the governing body as an Associate Member?**

**A.** No. I would like to be able to vote.

#### (b) Resignation

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr S Bell	Co-opted	24 July 2018

The Chair noted that Mr Bell had been a governor at Holme School for a long time and had done a brilliant job. Governors had met with Mr Bell after the special meeting on 13 September, to say a personal thanks and farewell to him.

#### (c) Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Sharon Crosland	Co-opted (designate)	Subject to DBS
Mary Stephenson	Co-opted (designate)	Subject to DBS
Katy Waterman	Co-opted (designate)	Subject to DBS

5. ELECTION OF VICE-CHAIR

RESOLVED: That an election is not necessary because Mrs R Gough was elected Vice-Chair until September 2019 at the meeting held on 14 March 2018.

6. REVIEW OF COMMITTEES

(a) Membership

RESOLVED: That the committee structure remains the same and that membership of the committees is confirmed as follows:

(i) Finance and Resources Committee

Mrs S Amesbury  
Mrs B Hilton  
Mrs D Smith  
Dr A Williams  
Mrs S Crosland

(ii) Standards and Effectiveness Committee

Ms J Brook  
Mrs R Gough  
Dr A Williams  
Mrs M Stephenson  
Mrs K Waterman

(iii) Head Teacher Appraisal

Mrs R Gough  
Mrs B Hilton

(iv) Pay; Complaints and Personnel Procedures (Staff Dismissal); Pupil Discipline and Personnel Procedures (Appeals) and Staffing Appointments

That the membership of these committees is determined from a pool of all eligible governors, should the committee be required to meet.

(b) Terms of Reference

RESOLVED: That the committees adopt the Local Authority, Committee Matters Terms of Reference.

7. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES

RESOLVED: That governors are appointed with specific responsibilities as follows:

Special Educational Needs Governor	Dr L Hughes
Governor Training Contact	Dr A Williams
Governor for Looked After Children	Mrs R Gough
Child Protection Governor	Mrs R Gough

Early Years Governor	Mrs B Hilton
Safeguarding Governor	Mrs R Gough
Equality Governor	(All governors - shared responsibility)
Premium Link Governor	Mrs B Hilton
Health and Safety Governor	Mrs S Amesbury
Public Relations Governor	Mrs S Amesbury

8. CHAIRS DELEGATED POWERS

RESOLVED: That the governing body agrees that the Chair has the following delegated powers:

- (a) Change the date of a scheduled meeting, for good reason.
- (b) Powers to grant retrospective consent to absence in the event that a governor would have become disqualified if the matter had to wait for the next governors' meeting.
- (c) To determine in advance of a meeting whether any items of the agenda should be deleted from the copy to be made available at the School.

9. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER

The Chair commented that the school finances are being managed very well.

RESOLVED: That the governing body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:

- (a) Planning and conducting the affairs of the school to remain solvent.
- (b) Establishing proper financial management arrangements and accounting procedures, which comply with the Local Authority's financial regulations and standing orders, and maintaining a sound system of internal controls.
- (c) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.
- (d) Providing such information as the LA may reasonably require to satisfy the LA that the financial management and organisation of the Governing Body are such as to enable it to fulfil the obligations specified for it.

RESOLVED: That the governing body agrees (unanimously) that the budget virement is £5K.

10. MINUTES OF THE MEETING HELD ON 19 JULY 2018

RESOLVED: That the minutes of the meeting held on 19 July 2018 are agreed as a true record and are signed by the Chair, subject to the following amendment:

(a) Budget Monitoring Report (Minute 2395 refers)

That the date in the resolution is amended from 18 September 2018 to 5 October 2018.

11. MATTERS ARISING(a) Follow up to Special Meeting – Next Steps (Minute 2401 refers)

The Head Teacher circulated a summary and minutes of a meeting held with the Chair of the governing body on 22 September, to discuss the Head Teacher replacement arrangements for 2019. Governors considered the information. Mrs Smith noted that she thought the initial proposals were very good as it offers scope to get the right person for the school.

The Head Teacher explained that a Head Teacher Recruitment Panel would need to be established to work on the detail of the recruitment and make decisions to report back to the governing body and that the panel would need to meet a number of times in the near future, before the next governing body meeting on 11 November 2018.

**Q. When were we thinking of doing the interviews?**

**A.** The recruitment panel would decide the exact date.

Governors who indicated they would like to be part of the Head Teacher Recruitment panel were; Mrs R Gough, Mrs B Hilton, Mrs D Smith and Mrs K Waterman.

**ACTION:** That the Head Teacher will contact governors not present at tonight's meeting, to establish whether they wish to be appointed to the Head Teacher Recruitment Panel and then meeting dates will be confirmed to governors by email.

The Head Teacher noted that for most Local Authority (LA) maintained schools, the LA usually has a representative on the Head Teacher Recruitment committee but this is not a legal requirement. A suggestion was made to consider who the proposed person from the LA would be before deciding whether to agree to their involvement. The Head Teacher noted that the representative from the LA could be the schools current Kirklees Learning Partner, Bev Richards.

(b) Progress Report on School Development Plan 2017/18 And Arrangements for Updating the School Self-Evaluation Report (minute 2391 refers)

**RESOLVED:** That this action is an item on the agenda for today's meeting and will be discussed later in the meeting.

(c) Governor Training and Governor Visits (minute 2397 refers)

**RESOLVED:** The calendar of proposed governor visits were provided to governors at tonight's meeting and would be discussed later in the meeting.

(d) Head Teacher's Appraisal (minute 2399 refers)

ACTION: That Mrs Gough arranges a new date for the Head Teacher's Appraisal.

12. REPORTS FROM COMMITTEES(a) Finance Committee

There was nothing to report from the Finance Committee as the committee had not met since the last governing body meeting and the next meeting is 5 October 2018.

(b) Standards and Effectiveness Committee

Mrs Gough the Chair of the Standards and Effectiveness Committee, reported the committee had met prior to the governing body meeting and the following items were discussed:

- National Curriculum tasks; four year 6 pupils all made good progress but did not meet expected standards. 85% of children were working at above or expected progress. Years 4 & 5 progress was not as strong as expected, we recognise that we need to work with those children's attitude to learning to improve this.
- After school club proposals were discussed with a view to increasing numbers and encouraging the uptake of pupils who do not attend any of the clubs. The Head Teacher added that other reasons for changing the after school clubs are; to make them more viable by subsidising the entire programme, reducing the clubs to 3 per week, having themes of activities and potentially reducing the cost by half what it currently is. Consultation will be via a letter to parents asking for their comments and suggestions, with a programme planned for the year.
- Pupil Behaviour report – the committee considered pupil targets for the current academic year and what these meant.

**Q. Will the changes to the after school clubs run from January? How about having a termly programme rather than a yearly programme?**

**A.** This is how we do it at the moment but if parents are on a budget they can't plan ahead so hopefully planning ahead would be better for parents.

**Q. We need to find out the barriers don't we?**

**A.** Yes I think it's a number of reasons. We should know more once we consult with parents.

Governors noted difficulties with running activities to suit all the children and needing higher numbers of pupils for some activities i.e. football.

The Chair asked for feedback from parent governors; Mrs Gough said she would compromise on clubs being less frequent if they were better quality, varied and more affordable.

Governors discussed ideas for possible activities and utilising the rural setting of the school. The Head Teacher noted that the questionnaire going to parents will also be sent to governors and that further discussion could take place at the next governors meeting.

**ACTION:** That After School Clubs is listed as an agenda item for the next governing body meeting, to be held on 11 November 2018.

**Q. Could there be an option to take the children to the after school club (childcare provision) after the club finishes?**

**A.** Not at the moment. We have to have a cut-off point because the longer the clubs run for, the more they cost.

13. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher had emailed his report to governors prior to the meeting. The following items were noted:

(a) School Games Mark

Governors agreed to discuss this Any Other Business item at this point in the meeting. The Chair explained that the school had applied for the School Games Mark award, which used to be the Arts Mark award. The award is about children being involved in competitive sport. The Chair and Mrs Brook had met during the first week of summer as the application had to be resubmitted and the school has subsequently been awarded the Gold award - a huge achievement for such a small school as Holme.

The Head Teacher thanked Mrs Hilton for her efforts.

(b) Pupil Outcomes

The Head Teacher explained that there is a new maths assessment policy. Some work has been done on GL assessments last term, baseline assessments last week and this week. Mrs Guest has moved onto the White Rose Scheme because Abacus was not working for her class.

(c) Policy Review Schedule

The Head Teacher noted the Policy Review Schedule is in the process of being updated and will be emailed out to governors. Work has started on the curriculum review and the Standards and Effectiveness Committee have asked to look at; Science, PE and Modern Languages.

(d) Trust Committee

The Head Teacher reported he had attended the trust committee with Mrs Brook and discussed some very exciting possibilities of using the trust building. Mrs Amesbury reported that she held an open day in the Holme Village Community Centre (formerly the liberal club) which was a good idea to see the potential of it, especially for school possibly having the opportunity for additional space.

**Q. What is the time frame?**

**A.** Everything is done now we just need the money, the plans have been passed and we have had the estimates through. The architect was there to answer questions.

**Q. How much are you looking for?**

**A.** £150K, we've had 3 quotes.

The Head Teacher reiterated the potential the building offers to the school is very exciting considering Holme School has very limited space. Mrs Amesbury reported she is going to have a stand in school at the open afternoon to answer any questions.

**(e) Lottery Bid – Outdoors**

Mrs Hilton reported she had resubmitted a lottery bid for outdoor funding and noted that this may also enable the school to offer opportunities to children from other schools who may not ordinarily have access to a rural environment such as Holme has.

**(f) Open Afternoon**

The Head Teacher invited governors to the school's open afternoon on Friday 28<sup>th</sup> September 1:30-3pm and noted that there will be; two prospective parents attending and some former pupils also attending. Leaflets have been posted to local residents inviting them to come into school and children will be doing some work on things for the village fete throughout the afternoon.

**14. TEACHER ASSESSMENT REPORT**

The Head Teacher explained that the teacher assessment report had been discussed at the Standards and Effectiveness Committee prior to the Summer holidays. Governors considered the report and the following points were noted:

- Assessment takes place five times per year.
- Red figures relate to the end of year and Black are the middle of year.
- Reading – Reception, 2 children are working above, 1 at expected.
- Reading progress - everyone is making at least expected progress.

**Q. Children who are struggling, is there a way governors or villagers could help?**

**A.** We have reading volunteers – it's not an area we're struggling to be honest. 9% are working below but looking at progress figures they have made significant progress in the year so are catching up. You need to look at the two tables together.

- Writing – there is a lack of progress for age-related expectations, particularly years 4 and 5 (relating to last year's year groups).
- Progress in writing is better – behind but catching up. Writing at the last Ofsted inspection was two levels below what teachers were saying after moderation. Progress shows that in writing 85% are making at least expected progress.
- SPAG is different in class 1 to class 2 which is the case nationally. 85% are making expected or better progress.

- Spelling – 72% are making expected progress, you would normally want 80% so we have invested in Spellathon software. Progress is good but further comparisons should be made mid-year.
- Progress in maths in-line with national but there is still some work to do; a maths tutor has been brought in, there is catch-up after school and the school has moved on to the White Rose maths scheme.

**Q. Progress in September is a really great achievement?**

**A.** Yes, credit goes to Mrs Brook and Mrs Guest.

The Head Teacher emphasised; getting children to develop good work habits to want to do their best every time, working independently and having good attitudes and approaches to learning.

**Q. What is the reduction in effort in years 4 & 5 down to?**

**A.** I wouldn't want to talk about individual children but it is exactly what we're talking about (behaviour for learning). We might need to think about what we can do to help parents because some overprovide for their children which detracts from children being personally responsible. (Governors noted their agreement with this point).

15. SCHOOL DEVELOPMENT PLAN

The Head Teacher explained that there is an expectation to have a three year plan which is difficult without knowing budget arrangements beyond the next year and therefore year one is more detailed than subsequent years in the School Development Plan (SDP).

**Q. Do we need to undertake rag-rating of the Yellow and Red areas?**

**A.** We did this at the last meeting; if it was Red last time it is still on the plan. Anything Yellow would be in here. If it is Green it might be in for reference.

Mr Knight commented that he feels that it should be easier for governors to look at the SDP and that governors should be dedicating a lot of time and attention to this.

Mr Knight suggested that the Behaviour and Attitudes section of the SDP could be improved.

**ACTION:** That the School Development Plan is listed as an agenda item for the Standards and Effectiveness Committee.

Dr Hughes reminded governors that she meets with Mrs Brook regularly to discuss SEN and would welcome feedback from governors in relation to SEN in the SDP.

**ACTION:** That the Head Teacher speaks to Mrs Brook about her meetings with D Hughes can be incorporated into the SDP.

**Q. Is it right for governors to have input into the SDP?**

**A.** Oh yes, in some schools governors take a lead role in writing the SDP.

The Head Teacher suggested governors should take the document away to consider further, send any feedback and the plan can be reviewed at a future meeting. The Head Teacher noted that the SDP was sent to governors two weeks ago and no comments have been received to date. The Head Teacher suggested that governors

only have 12 hours of meeting time per year so it may be worthwhile investing time before meetings to provide feedback/general comments and any issues that require discussion can be raised at committee or governors meetings, to make the best use of time.

**ACTION:** That governors send any feedback/comments in relation to the SDP to the Head Teacher.

## 16. SCHOOL SELF-EVALUATION

The School Self-Evaluation had been shared with governors prior to the meeting. The Head Teacher reported that the self-evaluation is that the school is Good in all areas. Governors noted the Ofsted criteria for good and the school commentary/evidence to support the judgement.

The Head Teacher invited feedback from governors and governors noted that they felt the content was very informative.

**ACTION:** That governors send any feedback in relation to the School Self-Evaluation to the Head Teacher.

### **Q. What are learning walks?**

**A.** Where the Head Teacher or another senior leader are walking around the school – learning walks usually have a specific focus.

Thanks were given to the Head Teacher.

## 17. SAFEGUARDING

### (a) Safeguarding Policy

The Head Teacher reported that the Keeping Children Safe in Education publication has been rewritten and the Local Authority have used this to develop a model policy for Safeguarding, which has then been personalised for Holme School.

Mrs Gough noted that the Chair of governors referred to in the document needs changing.

**RESOLVED:** That the Safeguarding Policy is agreed and adopted by the governing body, subject to the amendments relating to the name of the Chair.

### (b) Child Protection Policy

The Head Teacher noted that the Local Authority have now created a separate policy for Child Protection.

### **Q. Does the LA review these policies annually?**

**A.** Yes.

**RESOLVED:** That the Child Protection Policy is agreed and adopted by the governing body.

## 18. GOVERNOR REVIEW USE OF LA PERSONNEL POLICIES

The Head Teacher had sent the below LA personnel policies to governors prior to the meeting:

- Dispute resolution – Grievance Procedure for teaching and support staff in schools.
- Disciplinary Procedures – Teaching and support staff.
- Managing the Competency of Teachers.
- Capability procedure – school support staff procedure for dealing with poor performance.

RESOLVED: That the governing body agrees to adopt the above personnel policies.

## 19. FINANCIAL MANAGEMENT AND MONITORING

The Financial Audit report was sent to governors during the summer holidays following an unexpected financial audit inspection. The Head Teacher noted that he was unable to attend the inspection but it went well; governance was outstanding, financial administration was outstanding, other areas were all good, one requires improvement issue relating to the security of assets – an inventory is needed for general equipment not just computer equipment.

**Q. What would be the minimum value of things that would have to be on the inventory?**

**A.** The policy used to be anything worth £50 but auditors are saying anything which would have material value to people outside of the school.

**Q. Is there any way we can help you with this?**

**A.** No, I'll do it and Neil our ETA is going to do the annual check to monitor this and we'll then report to finance.

The Head Teacher noted the issues/recommendations from the audit report as follows:

- Paper versions of the Declaration of Business Interest forms weren't available because they had been discarded at the end of the school year anticipating new forms being completed in September.
- School Development Plan – To plan for three years which has already been done.
- To ensure that invoices and orders are collated together.
- School Fund Account – This couldn't be audited due to a history of problems with the old account and a new account needed to be opened.
- There is no legal requirement to show which academic year the Pupil Premium funding relates to.
- That the Single Central Record (SCR) should include all Safeguarding Training however the Kirklees template the LA provided has a separate record to record training, it is not within the SCR.

## 20. TEACHER APPRAISAL POLICY AND TEACHER PAY POLICY

Governors noted that the policies are currently being updated by the LA so are currently unavailable.

The Head Teacher reported that teachers being awarded a higher pay increase than expected has caused complications because schools were advised to budget 1% for pay increases which is not enough so the government have agreed to support schools with this which is why the policies need to be updated.

The Head Teacher circulated an information document about the impact of pay increase on Holme School; the cost implication is £2267 more than has been budgeted for, schools with less than 100 pupils will still receive funding that equates to 100 pupils so there is some surplus funding for Holme school however there is no guarantee this will continue beyond the next two years.

21. POLICIES FOR REVIEW BY FULL GOVERNING BODY

RESOLVED: That the Whistleblowing Policy is adopted by the governing body.

22. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2020/21

Governors noted the consultation period.

RESOLVED: That there is no change to the Pupil Admission Number (PAN) which will remain at 6 pupils per year group.

**Q. What happens if there are more than 6?**

**A.** There are 6 pupils in 7 year groups which gives us 42 children, we would struggle with space to manage more than this. We have 36 at the moment, parents would have to appeal.

23. GOVERNOR TRAINING AND GOVERNOR VISITS

(a) Governor Visits

Governors considered the proposed timetable of governor visits that had been produced by the Head Teacher, relating to governors' specific responsibilities. Governors confirmed the following visits:

Safeguarding Visit	Mrs R Gough
SEN Visit	Dr Hughes
Early Years Visit	Mrs B Hilton
School Visit/Trip in Dec and May	Mrs B Hilton
Assembly	Mrs B Hilton
School Production	All Governors

**ACTION:** That governors contact The Head Teacher to allocate themselves the visits allocated to 'anyone', on the proposed timetable.

(b) Governor Training

Governors are attending 'Holding the Head Teacher to account' training.

**ACTION:** That the Head Teacher speaks to new governors about induction training.

24. ANY OTHER BUSINESS

The Any Other Business item was discussed earlier in the meeting, minute 13 (a) refers.

25. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the meetings of the governing body are held at the school at 7:30pm, preceded by the Standards and Effectiveness Committee meeting at 6:15pm, on the following dates:

Wednesday 14 November 2018

Wednesday 16 January 2019

Wednesday 6 March 2019

Wednesday 15 May 2019

Wednesday 17 July 2019

26. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That the documents relating to minute 20 be kept confidential from the copy to be made available at the school, in accordance with the Freedom of Information Act.

The meeting closed at 9:35pm.