

THE GOVERNING BODY OF HYRSTMOUNT JUNIOR SCHOOL

Minutes of the meeting of the Governing Body held at 5:00 pm at the school on Tuesday, 30 January 2024.

PRESENT

Mrs S Karolia (Chair), Mr M Leach (Head Teacher), Mrs A Adam, Mr Z Chothia (In Part), Mrs D Greaves, Mr L Miller, Mrs R Morton, Mrs M Prince and Mrs N Talib.

In Attendance

Mrs G Hewitt (Minute Clerk)

46. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mrs A Adam (consent).

There were no declarations of interest.

47. NOTIFICATION OF ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS

There were no matters raised to be discussed under Any Other Business.

48. REPRESENTATION

48.1 The following matters of representation were noted:

<u>End of Term of Office</u>		
<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs Samira Karolia	Parent	01/03/2024

Governors discussed the options for the re-election of Mrs Karolia whilst ensuring a mix of both parent and Co-opted governors.

It was agreed that Mrs Karolia would resign as Parent governor as of 30 January 2024 and be appointed to serve as a Co-opted Governor as of 30 January 2024. Mrs Karolia was happy to continue in the role of Chair.

<u>Appointment</u>		
<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs Michaela Prince	Co-opted (Staff)	19/12/2023

48.2 Appointment of a Co-opted Governor

It was reported that a former parent of the school had shown an interest in one of the vacancies. Governors were advised that she had worked in finance as an accountant and had been very involved in the school over the years. It was agreed that she would be invited as an observer to the next full governing body meeting.

[Mr Chothia arrived at this point].

The Chair reported that she had also found another potential governor from the Inspiring Governance website. She worked in a Special school and had SEND and Safeguarding experience. The Chair advised that she would be meeting with her along with the Head Teacher at the end of the week.

49. MINUTES OF THE MEETING HELD ON 12 DECEMBER 2023

RESOLVED: That the minutes of the meeting held on 12 December 2023 be approved and signed by the Chair as a correct record.

50. MATTERS ARISING

50.1 Budget Updates (Minute 33 refers)

Mrs Prince advised that she would start to circulate monthly spreadsheets again after February half term to show a true reflection of where things were.

50.2 Child on Child Abuse Policy (Minute 41.2 refers)

The Head Teacher confirmed that he had contacted the LA regarding the changes to the Child on Child Abuse Policy.

ACTION: Head Teacher to contact Safeguarding to confirm at what point parents become involved in the instance of Child on Child Abuse.

50.3 NGA Access (Minute 42 refers)

ACTION: Mrs Prince will allocate access to the NGA and the Key for Mr Chothia.

50.4 Visit reports (Minute 42 refers)

It was confirmed that the reports for all governors' visits had been circulated.

50.5 Governor Training (Minute 42 refers)

Mrs Prince reported that she had not yet received requests for courses, but governors were advised to let her know if they would like to attend any or if they had already booked any.

51. REPORTS FROM COMMITTEES

Standards and Effectiveness Committee meeting held on 16 January 2024.

The following update was provided:

- The Committee had looked at attendance.
- An update regarding the SIP was given, particularly around reading and vocabulary.
- The committee received a Safeguarding update.
- Year 6 data was discussed.
- The Behaviour Policy and Equality Information Objectives were approved.

52. STANDARDS OF ATTAINMENT

The data had been circulated prior to the meeting; the following update was provided:

- Year 6 children carried out practise SATS tests in October and December in order to see progress.
- There is a high proportion of SEND in the current Year 6 which will impact on targets.
- Children are performing best in maths with 67% at Expected. A lot of progress has been made since October. There is still work to do in terms of Greater Depth but there is a lot of work still to be done with these children.
- Reading attainment is not as positive as Maths and progress is also not as great. Booster groups are running from January with teachers working with 30 pupils in the Year 6 cohort. Class teachers also identify children in need of extra teaching and these children are kept out of assembly to work with the teachers. Miss Julien will be working with targeted groups on her return from maternity leave. There is again work to do with Greater Depth.
- Grammar is 16% from target, however, the Head Teacher advised that he is confident this will be met. There has been an increase from October but there is still work to do in order to meet targets.
- 27% are currently at Expected in Writing against a target of 73%. There are no children at Greater Depth but some very good progress is being made.

Q: How do the number of interventions compare to last year?

A: We have lost Christine Wharton but the budget would not have allowed us to continue this either. Miss Julien and Mrs Firth will be using leadership time to carry out the work Mrs Wharton did. Mrs Firth is very familiar with the children which will be a huge positive. Some children are doing the Lexia intervention and there is lots of SEND intervention going on. We are very fortunate that we have retained strong teaching assistants in Year 6 who know the curriculum well and are able to take the children out to plug any gaps.

Q: Was there enough Greater Depth data in Year 5 to keep on trend?

A: Yes, they were in the 23-24% boundary area. The target is 17% so we are hopeful we will at least meet that.

53. ATTENDANCE

Attendance data was circulated prior to the meeting. The following update was provided:

- Attendance had dropped behind national after a pleasing start in the first half term. There was a huge drop from weeks 12 to 15, which did also happen nationally. Shortly after that there were also a number of families taking extended leave.
- The main patterns are: female attendance tends to be better than male, however both genders don't attend as well as boys and girls nationally. FSM attendance lags behind none, which is also a national trend. The difference between FSM and none is bigger than the difference nationally however. In terms of SEND, My Support Plan and Pupil Passport children do not attend as well as those pupils nationally. EHCP children attend much better than all other children and EHCP children nationally.
- A child in Year 6 is not attending school due to a house move.
- Persistent Absence is at 22%, which is slightly above national.

Q: Do our dips in attendance match other schools in the area?

A: We have shared our attendance data with the Trust Heads and we are in line with most of the schools in the Trust. We find that Indian pupils do tend to attend better than Pakistani and Eastern European pupils. Part of the Trust's strategy is to improve attendance.

Q: Is it likely that if one sibling is off that any others will be?

A: We have seen this in some instances. This has been flagged up to teachers. We have shared the register of PA data with teachers who have noted the same patterns of absence between siblings.

- An attendance letter was sent out to parents after Christmas to reiterate the importance of attendance. This has been shared with governors. The letter included information to show the impact of absence on data, this was also shared in an assembly with the children.
- Three new attendance incentives have been put together: The top three attending classes at the end of each half term will have a movie afternoon – children will be kept up to date with where their class is in this. Any classes at 96% or above in a week will receive ten minutes extra play time, and children are given a raffle ticket on a Friday if they have attended all week. Ten prizes will be picked from this at the end of term in an assembly.
- The Attendance Lead met with the APSO and spoke with parents, an informal parent contract has also been introduced.

Q: What is the consequence if they do not follow the agreement?

A: It is more just to agree expectations and how to work together to achieve targets.

- The Head Teacher reported that he would be meeting with a parent that week regarding multiple extended leaves to advise that this is likely to lead to prosecution if it continues.

Q: Does the more than two extended leaves leading to prosecution go with the child if they switch authorities?

A: It is not as easy to obtain the information from another authority. It is also not always communicated between primary school and secondary school. The Trust are working on this.

54. FINANCIAL MANAGEMENT AND MONITORING

- Complete / Approve SFVS

The SFVS had been circulated prior to the meeting.

Q: The document states that governors should have sight of the contracts register but this is not something we have seen.

A: We are currently working on this and once it is complete it will be shared with governors.

RESOLVED: That the SFVS be approved and signed by the Chair.

Q: Does this become a public document?

A: No, it is audited by the LA and then shared with the DfE.

- Financial Benchmarking

The benchmarking information had been shared prior to the meeting.

Mrs Prince informed governors that they are able to access the benchmarking website and create their own comparisons with other schools. The following matters were discussed:

Education staff expenditure is as expected, there is a higher percentage of expenditure for teachers in comparison to support staff.

Q: One consistent trend is that more is spent on supply teachers across the board?

A: This covers the retired teacher we had in school to carry out interventions and also a supply teacher to cover maternity as she was familiar with the school, so this helped in terms of continuity.

Premises expenditure was average. Slightly lower on admin and clerical and energy was slightly higher but a new system has been installed since this expenditure.

Q: Do we expect any cost reductions in terms of what we'll gain from the MAT?

A: Certainly in terms of professional development, some of the contracts and things to support the curriculum we may receive reduced deals. There may also be opportunities to cut costs with regards to staffing. Purchasing strength will increase dramatically across the board which should also led to some reductions. We will no longer need to pay for IT support as this is done through the Trust, so this will mean a saving of £8000.

Q: Will there be the potential to outsource some space in school to the Trust due to reduced numbers to recoup some costs?

A: This may be a possibility.

It was agreed that as next years' budget was not yet available, this item would be deferred until the next meeting.

55. ACADEMISATION UPDATE

The Head Teacher reported that a Parent consultation letter was sent out on Monday, 22 January 2024. Governors had also received a copy of this. It was noted that the consultation period ended on Friday, 23 February 2024. No comments or feedback had yet been received.

Governors were informed that the Trust headquarters had been built in the grounds of Upper Batley High School and the Trust Central team were now based there. The Head Teacher advised that this included large meeting rooms which the schools could use. The Trust Head meetings and DSL networks were also held there which provided a good opportunity to share good practise.

Data had been shared between the schools with anonymised staff absence and attendance etc.

The Trust were putting together a staff dress code to ensure consistency across the schools. A Code of Conduct for parents had also been put together and the Trust also offered a template letter that could be sent out if the Code of Conduct was breached.

Mrs Prince and the School Business Manager from Purlwell School attended a meeting with the Bursar of Field Lane School to discuss buybacks and her experience of academisation to aim to pre-empt any issues.

Q: Does your website hosting change with the academisation?

A: Not necessarily, the schools in the Trust seem to use different websites.

56. PUPIL PREMIUM

The following update was given:

- Seven of the 23 Pupil Premium children in Year 6 had either EHCP or MSP.
- 30% of Pupil Premium children were high level SEND, which would significantly impact attainment.
- The following percentages for Pupil Premium children meeting expected levels and above against non-Pupil Premium children were reported:

	Pupil Premium	Non-Pupil Premium
Reading	42%	47%
Maths	38%	77%
SPAG	42%	63%

- 77% of children with an EHCP or MSP were Pupil Premium.
- The three-year Pupil Premium strategy had been uploaded to the school website.

57. GOVERNING BODY SELF REVIEW

There were no updates provided on this item..

58. SAFEGUARDING

The Head Teacher reported that a full Safeguarding update had been given during the Standards and Effectiveness Committee meeting, however, he gave the following overview:

- There are four children (three families) in school under a Child Protection Plan.
- There is one new Child in Need.
- The Head Teacher had attended the Trust Safeguarding Network which included a talk from Jade Smith from Prevent.
- The Safeguarding Audit had been completed and shared with the Standards and Effectiveness Committee.
- The Head Teacher advised that he was planning to book whole school prevent training.
- Mrs Adam had carried out a safeguarding visit and looked at the Single Central Record.

59. WELLBEING AND MENTAL HEALTH

The following update was provided:

- Mrs Morton and the school's PSHE lead had been looking at the My Happy Mind programme, which had been offered to some schools within the LA. Mrs Morton gave an overview of this noting that it covered 77% of the PSHE curriculum. She advised that it was also positive for teacher workload and wellbeing as all planning and resources were provided.
- The Head Teacher was to attend an emotion coaching course and advised that some learning mentors were already trained in this.
- Training courses had been booked in through staff meetings for Mental Health training.
- The Staff Mental Health Wellbeing champions had met.
- A Staff meal was held in February 2024.
- Mrs Greaves had booked a visit in February 2024 in her role as Wellbeing Governor.
- It was noted that an important aspect of Staff wellbeing was being supportive and understanding of family events and emergencies.
- Teaching Assistant meetings were held every other week, which provided Teaching Assistants with the opportunity to speak with the SLT.
- Governors raised the importance of the Head Teacher taking headship time and advised him to let governors know if there was anything they can do to support with wellbeing.

60. UNDERSTANDING YOUR SCHOOL'S PLANS FOR THE 2024 TESTS OR EXAMS

The Head Teacher reported that SATS preparation was underway. He advised governors of the following:

- There are 70 children in Year 6, including four children with EHCPs and some My Support Plans. It was expected that six children would be unable to access the tests due to their needs, which would impact on their percentages.
- Three children would be doing Maths only. 64 children were taking the Maths tests and 61 children taking the Reading/Grammar tests. The children who do not sit the tests would be teacher assessed.
- SATS boosters would be taking place for 30 children.

Q: Do you anticipate doing any dyslexia screening before the tests to support any children who may need it?

A: The dyslexia specialist has been in touch to advise that they are offering to work with some schools. Mrs Morton has expressed an interest, so we are waiting to hear back.

- Governors were informed that EHCP children who do sit the tests can be given additional time and support.

61. MONITOR THE SCHOOL IMPROVEMENT PLAN

The School Improvement Plan was circulated prior to the meeting and a full update was given at the Standards and Effectiveness Committee meeting. The following overview was given:

- The Head Teacher reported that a lot of work had already been done on reading and vocabulary. Staff had also been given the opportunity to plan based on the advice and information given.
- A reading survey had been carried out to inform steps moving forwards.
- The Reading Lead was to attend a course regarding reading for enjoyment.
- Books looks had been carried out. A strength found in Year 3 and 4 books was very clear differentiation and a good array of activities in reading lessons. Year 5 and 6 book looks were due to be carried out the following week. The Head Teacher noted that he felt that there could of being a little bit more differentiation on some of the tasks for some of the lower ability children.

62. SEF AND SIP VISIT UPDATE

The Head Teacher reported that the school would no longer be receiving a SIP visit following the positive Ofsted.

Governors were informed that the SEF had been updated based on data from last years' SATS. The school had been graded as good and the Head Teacher advised that he felt confident the school was still outstanding under personal development.

Q: How regularly is this updated?

A: Schools tend to use the Ofsted framework to inform the SEF. It is generally updated after the data has come through and as and when as a result of any monitoring that has been carried out.

63. REVIEW OF POLICIES

The RSHE Policy was shared prior to the meeting. The Head Teacher advised that this was an LA Model Policy and had been adapted to meet the individual school's curriculum.

RESOLVED: That the RSHE Policy be approved by governors subject to slight grammatical amendments and including the wording relating to RHSE Governor as there was not a governor on the Governing Body with that role.

64. GOVERNOR TRAINING AND GOVERNOR VISITS

The following visits were reported:

- Mrs Adam had attended a Safeguarding course in June 2023.
- Mrs Greaves carried out a Wellbeing and Mental Health visit in February 2024.
- Mr Miller was due to carry out a Curriculum visit in March 2024.

65. ANY OTHER BUSINESS

There had been no matters raised to discuss under Any Other Business.

66. DATES OF FUTURE MEETINGS

RESOLVED: That future meetings of the Governing Body be held at 5.00 pm on the following dates:

- (i) 05/03/2024 at 5.00 pm – Resources (remotely via MS Teams)
- (ii) 19/03/2024 at 5.00 pm – Full Governors meeting (at the school)
- (iii) 23/04/2024 at 5.00 pm – Standards & Effectiveness (remotely via MS Teams)
- (iv) 21/05/2024 at 5.00 pm – Full Governors meeting (at the school)
- (v) 25/06/2024 at 5.00 pm – Resources (remotely via MS Teams)
- (vi) 02/07/2024 at 5.00 pm – Full Governors meeting (at the school)

67. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

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

ACTION LOG:

Number	Minute Reference	Action	By Whom	Status
1	50.2	Contact Safeguarding to confirm at what point parents become involved in the instance of Child on Child Abuse.	Head Teacher	
2	50.3	Allocate access to the NGA and the Key for Mr Chothia.	Mrs Prince	