

**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, 19 March 2024.

**PRESENT**

Mrs S Karolia (Chair), Mr M Leach (Head Teacher), Mrs D Greaves, Mr L Miller, Mrs R Morton, Mrs M Prince and Mrs N Talib.

**In Attendance**

Mrs G Hewitt (Minute Clerk)

**68. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST**

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

Mr Z Chothia was absent from the meeting.

There were no declarations of interest.

**69. NOTIFICATION OF ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS**

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

**70. REPRESENTATION**

(a) The following matters of representation were noted:

**Resignation**

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs Samira Karolia	Parent	30/01/2024

**Appointment**

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs Samira Karolia - <i>Continued with role of Chair</i>	Co-opted	30/01/2024

(b) **Appointment of a Co-opted Governor**

The two Co-opted vacancies were noted. Governors were advised that there was an individual still interested in the role, who would like to attend the next meeting with a view to being appointed at the following meeting. The individual had a financial background; had carried out lots of work in the community and was also the parent of children who had attended the school in the past and were now at local Trust schools.

(c) Appointment of a Parent Governor

The parent election would be arranged for after the Easter holidays.

71. MINUTES OF THE MEETING HELD ON 30 JANUARY 2024

**RESOLVED:** That the minutes of the meeting held on 30 January 2024 be approved and signed by the Chair as a correct record subject to the following amendments:

Minute 59

Mental Health Governor to be changed to Wellbeing Governor on the sixth bullet point.

Minute 63

Should also state 'Amend wording relating to RHSE Governor as there is nobody on the governing body with that role'.

72. MATTERS ARISINGChild on Child Abuse Policy (Minute 50.2 refers)

The Head Teacher advised that if a disclosure is made, parents would be informed at an early stage of the investigation on the day the report was made.

73. REPORTS FROM COMMITTEES

Resources Committee: 5 March 2024

The following update was provided:

- School Improvement Issues related to expenditure were discussed, including reading resources, class novels graphic organisers.
- The committee had looked at the staff wellbeing survey and the issues which came out of this as well as the actions the school would take in response.
- Mrs Greaves fed back on her wellbeing visit
- The committee were provided with a budget update, as of January there was an £85,000 surplus.
- The Volunteer Policy and Unreasonable Complaints Policies were approved.
- A staffing update was provided.

74. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher's report was circulated prior to the meeting covering the following:

(a) Pupil Numbers

Numbers on roll were increasing which meant class sizes higher up school were quite large. The Head Teacher stated that this was not ideal, however, some children in Year 6 were accessing the SEND provision, which does reduce the class numbers in the mornings. It would be necessary to consider staffing for the current Year 5 as there were high numbers in both classes. The Head Teacher noted that the PAN may need to be considered in the future.

(b) Attendance

There had been a big improvement in attendance, which had been above National since February half term. The Head Teacher stated that this was partly due to seasonal viruses declining, however it was also a result of the actions in place.

Governors were informed that there have been four recent requests for extended leave.

**Q: Are they always from the same families?**

**A:** Some can be, they can also be from families that are linked, for example attending a family wedding.

**Q: Are parents informed of the new rule regarding prosecution after two extended leaves?**

**A:** It is on the letters they are sent regarding any absences and was also included in the last newsletter sent to parents.

**Q: Are you telling parents verbally too in case they miss it on the letter?**

**A:** If it comes to the second absence, parents are invited in for a meeting with the Head Teacher.

**Q: Have you thought about translating messages for any parents unable to understand?**

**A:** This tends to be Eastern European parents and for any letters regarding attendance or legal matters we use google translate.

Governors discussed whether parents would have seen the message as it was in the body of a long letter. The Head Teacher agreed to send a further letter confirming this. He informed governors that the school keep a copy of the letter and this was sent to the LA in a pack in the case of any penalty notices

(c) Monitoring

Monitoring updates were included in the report. The Head Teacher advised that the focus had been on reading and writing and he was very pleased with what he was seeing in school and the impact the new initiatives were having on progress.

(d) Standards of Attainment

Governors were informed that there had been a good amount of progress from December, particularly in Greater Depth. Key trends were outlined in the report.

(e) Safeguarding

A Safeguarding update had been included in the report.

The Head Teacher stated that three whole school assemblies had been held around the PANTS rule through the NSPCC.

(f) After School Clubs

A governor commented that the after school sports that were on offer appear to be more male orientated. Governors discussed that uptake of boys may be higher as a result of this. The Head Teacher stated that all after school clubs were mixed gender, there were a variety of sports offered and both boys and girls attend.

(g) Behaviour

The Head Teacher reported that there had been some slight improvement on last time, however there are still some incidents of racism. He stated that a child in school with social and emotional needs is responsible for this and is receiving the support he needs from staff and some restorative practise is also in place. The school contacts parents with regards to this behaviour.

(h) Premises

Governors were advised that the boiler issue still had not been resolved The contractors were due to be returning during the Easter holiday.

**Q: What is connect the classroom**

**A:** It is a DfE funded initiative to improve internet speed. Work on this was done in January.

(i) CPD**Q: Are there any CPD or training opportunities for staff regarding attendance?**

**A:** As it is part of the School Improvement Plan, we have had several staff meetings over the course of the year addressing attendance and what staff can do to motivate the children as well as their responsibilities and expectations. The Attendance Lead gave out individual print outs to teachers with attendance figures so they can speak to targeted pupils regarding this. We also looked at how to record attendance in the register as part of the training. In addition to this, we covered attendance in assemblies for the children and feel the incentives are working.

75. FINANCIAL MANAGEMENT AND MONITORING

Mrs Prince had circulated the January budget spreadsheet prior to the meeting and the following update was provided:

- The 2023/24 budget was £1,526,125 including a £67,000 carry forward.
- For 2024/25, there was £1,485,651 plus £27,145 towards the teacher pension grant, which came to £1,512,796 with approximately £50,000 carry forward, totalling £1,562,796.
- Governors were informed that the budget was based on eight classes. If there was an increase to nine classes, this may cause a bit of a strain.
- The school was losing a number of EHCP pupils so it would be necessary to consider whether it was still feasible to continue to run the SEND provision. The Head Teacher stated that the SEND review was positive regarding how pupils were supported in the first half term before the provision was in place, so he was confident that this support would continue should it be necessary to close the provision.

**Q: Are you not anticipating the same number of EHCPs in Year 3 or children about to get them in Years 4 to 5?**

**A:** No, we are not.

**Q: ICT costs seem higher in proportion to the budget?**

**A:** The payment for connect the classroom the money has to come into expenditure rather than income – the budget would always show an overspend due to this.

76. ACADEMISATION UPDATE

The Head Teacher reported that the consultation period ended on 23 February 2024. There were no responses to the School or the Academy Trust, which would suggest that parents were in favour.

Governors were advised that the next stage would be to drill down on the premises and finance side of the due diligence. Site and finance staff from the Trust would be arranging meetings regarding this and would spend some time with Mrs Prince.

Once this was completed, the Trust can submit a formal application to the DfE and then staff meetings would be arranged to give staff more opportunity to discuss any matters. Union Representatives would be invited to this.

The Head Teacher stated that he would also be meeting with the CEO to talk through plans.

77. PUPIL PREMIUM

There was nothing to update.

78. GOVERNING BODY SELF REVIEW

The Head Teacher stated that Safeguarding Awareness for Governors online training was due to take place on 4 June 2024. He advised that Mrs Adam had already booked onto this, but he would like all governors to attend if possible.

It was noted that Mrs Greaves and Mr Miller had completed the NGA Safeguarding training, so may not need to do this. Furthermore, Mrs Talib and Mrs Karolia attended the Safeguarding course in 2023.

**ACTION:** (i) All governors to book onto Safeguarding training if possible.  
(ii) Mrs Greaves and Mr Miller are to send in their certificates.

**Q: How often should this be completed?**

**A:** Every three years for governors.

79. SAFEGUARDING

An update had been included in the Head Teacher's report.

80. WELLBEING AND MENTAL HEALTH

An update had been included in the Head Teacher's report.

**Q: How is the mental wellbeing of the SLT due to the change to an academy, is it causing any extra strain?**

**A:** As Head Teacher I feel very positive and well supported. Meetings are very productive and it is nice to meet people in the same roles to discuss and share good practise, which is better for wellbeing. There would be more accountability from trust staff, but this is done in a supportive manner.

The Head Teacher was pleased to inform governors that Mrs Morton was nominated by the CEO for the work she had done with SEN at Hyrstmount.

81. REVIEW OF POLICIES

There were no policies to review.

82. GOVERNOR TRAINING AND GOVERNOR VISITS

The following visits were reported:

**(a) Deletion (Minute 85 refers)**

(b) Curriculum Visit

Mr Miller had carried out a Curriculum visit and the report had been shared prior to the meeting.

Mr Miller reported that the curriculum maps which were used in school were very good and he could see that a lot of work had gone into them. He reported that these were refined each year based on feedback and adapted to schemes the school had bought into. He stated that these make clear what knowledge was needed to be taught for each unit and ensure that parents are clear on what is happening in the class. Links between subjects were strong, plus threads could be seen coming through it all. He advised that he felt would be interesting to look at books or pupil interviews at the end of the year to see the impact.

He informed governors that the school was currently looking at a new Science scheme. The Head Teacher advised that Miss Julien was carrying out discussion with pupils regarding what they would like from this.

Miss Greaves and Mr Miller were thanked for their visits.

**ACTION:** Governors are to let Mrs Prince know if would like to book any governor courses.

83. ANY OTHER BUSINESS

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

84. DATES OF FUTURE MEETINGS

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

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

85. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

**RESOLVED:** That Minute 82(a) be excluded from the School inspection 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	78(i)	<u>GOVERNING BODY SELF REVIEW</u> Book onto Safeguarding training if possible.	All Governors	
2	78(ii)	<u>GOVERNING BODY SELF REVIEW</u> Send in Safeguarding training certificates.	Mrs Greaves / Mr Miller	

3	82(b)	<u>GOVERNOR TRAINING AND GOVERNOR VISITS</u> Inform Mrs Prince if booking onto any governor courses was required.	All governors	
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