

**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, 21 May 2024.

**PRESENT**

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

**In Attendance**

Mrs G Hewitt (Minute Clerk)  
Ms N Kauser (Observer)

Ms N Kauser had attended the meeting with a view to becoming a Co-opted governor. She was welcomed to the meeting and introductions were made.

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

Apologies for absence were received from Mrs M Prince (consent) and Mrs N Talib (consent).

There were no declarations of interest.

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

The following matters were raised to be discussed under Any Other Business:

- (a) Attendance 360
- (b) Kirklees High Needs Funding Review

**88. REPRESENTATION**

Governors considered the Co-option of Ms N Kauser and asked to consider whether she would be interested in joining the governing body after observing the meeting.

The Head Teacher reported that a Parent election had gone out to fill the one vacant seat. There had so far been no interest. It was agreed that this would be sent out again in September 2024 following new pupils joining the school.

**89. MINUTES OF THE MEETING HELD ON 19 MARCH 2024**

**RESOLVED:** That the minutes of the meeting held on 19 March 2024 be approved and signed by the Chair as a correct record subject to the following amendments:

**Minute 70(b)**

Remove the name of the potential new governor.

**Minute 78**

Update to include that Mrs Talib and Mrs Karolia attended the safeguarding course in 2023.

Minute 82(a)

Correct the misspelling of the word 'pace' in the second paragraph to 'place.'

Minute 82(a)

This minute should be removed from the Public copy.

90. MATTERS ARISING(a) Safeguarding Training (Minute 78(i) refers)

Mrs Greaves and Mrs Adam had booked onto the safeguarding training. Mrs Talib and Mrs Karolia had already completed the training. Mr Chothia was also to book on.

(b) Safeguarding Certificates (Minute 78(ii) refers)

Mrs Greaves had not sent the certificate, but had now booked onto the course.

**ACTION:** Mr Miller to check whether he has the certificate.

(c) Governor Training and Governor Visits (Minute 82 refers)

This item was covered later in the meeting (Minute 105 refers).

91. REPORTS FROM COMMITTEES

Standards & Effectiveness: 23 April 2024

The following update was provided:

- The committee looked at progress towards SDP objectives.
- Monitoring for children's writing was discussed, it had been noted that improvements could be seen.
- The committee discussed next steps in the wider curriculum.
- An update on safeguarding had been provided.
- The committee had looked at attendance, for which there had been a slight improvement.
- A SEND update had been provided.

92. FINANCIAL MANAGEMENT AND MONITORINGApprove the 2024/25 Budget

The budget for 2024/2025, the 3-year budget and the final 2023/2024 budget had been circulated prior to the meeting.

The Head Teacher noted that the budget had been balanced during a meeting with the LA Finance Officer as it was initially showing a £40,000 deficit. The Head Teacher presented his business case for change as follows:

- The school had not purchased peri caretaking and had reduced learning resources. It was also likely that they would not be bringing in the sports coach who worked alongside teachers, which was covered by sports premium, however, the company would continue with after school clubs.

- The Head Teacher reported that the main issue with funding was due to a falling role as the local birth rate was falling; a reduced number of classes and pupils meant less money coming into the school. The teacher pay rise on costs had to be covered from the budget and the support staff pay rise was not funded. The Head Teacher noted that although experienced staff had been a positive, it had cost the school a lot more. There were also a number of children with an EHCP, who would be leaving as they were in Year 6 and there was only one child starting with an EHCP.
- Senior leaders' non-contact time had been reduced. There was a teaching assistant who had been on a fixed term contract which ended and a teaching assistant who returned from maternity leave part time; this had reduced the costs. Ways of restaffing the office in a more cost-effective way due to retirements had been considered. The Head Teacher explained the plans for this. Other support contracts had also ended and there had been a reduction in cleaning hours with the LA. The breakfast club would unfortunately be unable to continue.

**Q: What impact would that have on vulnerable children who may rely on breakfast club being their main meal and is there anything to mitigate that?**

**A:** Those children will generally be eligible for free school meals and would be given a meal at lunchtime, any children who come in hungry will be given something to eat. There are currently none of the vulnerable children who attend.

**Q: Do you have any concerns that parents will drop their children off early before the school opens as a result?**

**A:** The gate is open from 8.30am, we would call parents if anyone is seen outside before that time as we do now.

**Q: For any families where it could be detrimental to them, could we offer anything to them?**

**A:** It may be possible, but would mean employing somebody and we do not have the funds for that.

**Q: Could we ask for volunteers willing to help?**

**A:** Possibly, it is something we could look into but they would not be able to cook the food.

**Q: Could we look at possible funding for this?**

**A:** There is a waiting list for Huddersfield Town breakfast club for example and we do not meet the criteria.

- Governors advised the Head Teacher to give parents as much notice as possible. He assured them he would, however, he would need to speak to HR and staff first to go through the proper processes.
- It would not be possible to continue with the display technician roles, therefore the Head Teacher had spoken with them and they were currently in talks with HR and Unions.
- The Head Teacher stated that all the changes would help to reduce the deficit ensuring a reduced balance.

**Q: How many students are coming in September 2024?**

**A:** It looks as though there will be 70.

**Q: What is the Apprentice Levy?**

**A:** It is something all schools have to pay even if they do not have an apprentice.

**Q: Do you get any benefit of development for staff through that?**

**A:** I am not sure; I will look into this.

**ACTION:** Look into the Apprentice Levy.

**Q: What is Grow to School?**

**A:** It is a company that comes into school one day a week to deliver outdoor learning, help manage grounds maintenance and plan the outdoor curriculum.

Governors agreed that this was a very beneficial resource to keep.

**Q: Is there any consideration to stop paying for SALT?**

**A:** There are a lot of changes with high needs funding and we need to continue to provide this for the children, there is a need for the level of support in the school and we would be doing the children a disservice by not paying for this. It has had a positive impact on children.

**Q: How can the school sustain the standard of outstanding personal development as judged by Ofsted?**

**A:** We have looked carefully at the things we value and have the most positive impact on children. A lot of the things we do are free, such as road safety training, roles in school such as School Council and Gardeners, we have a good PSHE curriculum, Learning Mentors support children's development and there are leadership opportunities in school.

**Q: Will you still be contributing towards trips?**

**A:** We have had to cut back on this, we will try give parents as much notice as possible.

- Governors discussed the cost of swimming.

**RESOLVED:** That the B3 be approved by governors and signed by the Chair.

93. STAFFING UPDATE

This had been covered during the budget update.

The Head Teacher reported that one teaching assistant was retiring from 31 December 2024 and would not be replaced.

94. PREMISES UPDATE AND PROGRAMME OF ANY SUMMER WORKS

The following update was provided:

- General maintenance work had been carried out
- A number of annual checks, such as legionnaires, fire checks and the health and safety inspection were planned for 4 June 2024.
- There had been issues with water heating; LA Asset Management were aware and had been trying to resolve the issue.

- Light fittings in the upper school building need replacing with energy efficient bulbs, a rolling programme was being put in place for this as it would be a significant cost.
- The LA had looked at the all-weather pitch with a view to advertising the lease to local sports clubs and had guaranteed that the school would still have access free of charge.
- There were no planned projects for the summer holidays.

#### 95. CHANGES TO PUBLISHED ADMISSION NUMBERS FOR THE 2026/27 SCHOOL YEAR

Governors noted the deadline of 12 October 2024 to put forward any changes in PAN.

**Q: Is there a financial benefit for reducing the pan?**

**A:** No, it would be more of a planning benefit.

A lengthy discussion took place regarding the pros and cons of reducing the PAN and how this would work in terms of class sizes and staffing.

**Q: What is a manageable class size for a teacher?**

**A:** When classes exceed 34-35 plus, it becomes increasingly challenging.

**Q: What is the infant school PAN?**

**A:** It is 60.

Governors agreed that the school should match the infant PAN, but also allow for some in year transfers and noted that discussions with teachers would be necessary regarding this.

**Q: Is there any national evaluation for outcomes for high class sizes?**

**A:** Research has shown that low class sizes do not have an impact.

**ACTION:** The Head Teacher was asked to look at the financial impact of various class sizes and teacher views in preparation for discussion at the next meeting.

#### 96. ACADEMISATION UPDATE

The Head Teacher reported that the school was still aiming to join by September 2024. He advised that there may be a delay through processing in Kirklees as a number of schools were waiting to academise, however, nothing had been confirmed as yet.

The new School Business Manager from the Trust had been visiting the school once a week to work with Mrs Prince for handover.

The Chief Operating Officer and ICT Manager had also visited the school. The school had ended their contract with Veritau and would be paying into the Trust DPO.

The Trust SEND Lead was due to carry out a learning walk with Mrs Morton.

#### 97. PUPIL PREMIUM

Governors were informed that the 3-year strategy would be ending this academic year and would therefore need evaluating and updating. The Pupil Premium Lead would be completing this during the last half term and a new strategy would be set moving forward.

98. GOVERNING BODY SELF REVIEW

There was nothing to update

99. SAFEGUARDING

The following update was given:

- There were currently four children on a Child Protection Plan from three families.
- The Head Teacher had booked whole school face to face safeguarding training in October 2024 and governors were invited to attend.
- The Head Teacher had attended Trust safeguarding meetings, the last meeting had included a demo of the monitoring and filtering software the Trust uses.
- Years 3,4 and 5 had received Road Safety sessions.
- Mrs Greaves and Mrs Adam were to attend Safeguarding training in June 2024.

**ACTION:** Mrs Adam was to arrange a safeguarding visit after half term.

**Deletion (Minute 110 refers)**

100. WELLBEING AND MENTAL HEALTH

There was nothing to update.

101. STANDARDS OF ATTAINMENT

Governors were informed that the SATs tests had taken place, the Head Teacher noted that they were quite challenging this year. He advised that the results should be available in early July 2024 and he was expecting a dip due to the cohort.

**Q: Did everyone access the maths tests?**

**A:** No, six children did not access the test and one child was absent on holiday.

102. SEF AND SIP VISIT UPDATE

The School would not be receiving a SIP visit for this academic year as they were now judged as a good school with no concerns.

The Head Teacher reported that the SEF would be updated in September 2024 once the data was in using the Trust proforma.

103. REVIEW OF POLICIES

The below policies had been circulated to Governors prior to the meeting.

(a) Medical Needs Policy

**ACTION:** (i) The Head Teacher is to check whether names can be replaced with roles within the Policy.

(ii) Mrs Greaves is to email a list of queries/comments to Mrs Prince.

**RESOLVED:** That the Medical Needs Policy be approved subject to the sight amendments.

(b) Home Learning Policy

**RESOLVED:** That the Home Learning Policy be approved.

(c) Emotional Health and Wellbeing Policy

**RESOLVED:** That the Emotional Health and Wellbeing Policy be approved.

104. ANNUAL EVALUATION OF A GOVERNING BOARD'S EFFECTIVENESS

The Head Teacher reported that he felt the governing body had recruited well with some expertise that contributes to the effectiveness. Governors been proactive and training and induction training had been carried out to show governors were taking on their responsibilities. Governors were also asking challenging questions.

It was agreed that moving forward, there may be observers within the Trust that could provide advice.

Governors felt that there was a good range of expertise on the board with no gaps. The possibility of Ofsted training may need to be considered.

105. GOVERNOR TRAINING/DEVELOPMENT

Succession planning for the appointment to key roles in preparation for September 2024 was discussed and no changes anticipated for September 2024.

Cyber Security Training was discussed and Mrs Greaves advised that she would be happy to complete the Cyber Security Training.

Mrs Karolia reported that she had attended a SEND governor course.

106. REPORTS ON LINK/GOVERNOR VISITS

The following visits were reported:

- (a) Mrs Talib carried out a reading visit with the English Subject Lead where they looked at children's books.

**ACTION:** Mrs Talib is to send in a visit report.

- (b) Mrs Karolia would meet with Mrs Norton after half term regarding SEND.

**ACTION:** Mrs Adam is to arrange a meeting to speak to children.

107. REGISTER OF BUSINESS INTEREST

This was to be deferred until the annual governors' meeting.

108. ANY OTHER BUSINESS

- (a) Attendance 360

A full attendance update had been given to the standards committee, however, the Head Teacher reported that the Eid days had a big impact and brought attendance to significantly below national. The school had been largely tracking the national pattern other than a period of illness in December 2023 and Eid.

- (b) Kirklees High Needs Funding Review

Mrs Morton reported that schools in Kirklees would be split into clusters based on locality. For the next academic year, any pupils in school with an EHCP already in place before September 2024 would have their funding secure for a year. For any new cases, each cluster would have access to a pot of money and SENCOs would have to attend half termly meetings to put forward their case.

**Q: Who decides on the funding?**

**A:** A SENCO will be putting themselves forward to lead the meeting, there will also be a secondment opportunity for two area managers to attend the meetings but we believe the decisions will be made between the SENCOs within the cluster.

Governors discussed the issues this may raise for both the SENCOs and the schools obtaining the funding.

109. DATES OF FUTURE MEETINGS

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

- (i) 25 June 2024 at 5.00 pm – Resources (remotely via MS Teams)
- (ii) 2 July 2024 at 5.00 pm – Full Governors meeting (at the school)

110. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

**RESOLVED:** That Minute 99 (from bullet point 6) 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 Ref | Action  | By Whom      |
|--------|------------|---|--------------|
| 1      | 90(b)      | <u>MATTERS ARISING</u><br>Look for Safeguarding certificate   | Mr Miller    |
| 2      | 92         | <u>FINANCIAL MANAGEMENT AND MONITORING</u><br>Look into the Apprentice Levy   | Head Teacher |
| 3      | 95         | <u>CHANGES TO PUBLISHED ADMISSION NUMBERS FOR THE 2026/27 SCHOOL YEAR</u><br>Look at the financial impact of various class sizes and teacher views. | Head Teacher |
| 4      | 99         | <u>SAFEGUARDING</u><br>Arrange a safeguarding visit after half term.  | Mrs Adam     |
| 5      | 103(a)(i)  | <u>REVIEW OF POLICIES</u><br>Check whether names can be replaced with roles within the Policy.  | Head Teacher |
| 6      | 103(a)(ii) | <u>REVIEW OF POLICIES</u><br>Email a list of queries/comments regarding the Medical Needs Policy to Mrs Prince.                                     | Mrs Greaves  |
| 7      | 106(a)     | <u>REPORTS ON LINK/GOVERNOR VISITS</u><br>Send in a visit report.   | Mrs Talib    |
| 8      | 106(b)     | <u>REPORTS ON LINK/GOVERNOR VISITS</u><br>Arrange a visit to speak with the children  | Mrs Adam     |