

THE GOVERNING BODY OF HYRSTMOUNT JUNIOR SCHOOL

Minutes of the Annual Meeting of the Governing Body held at 5:30 pm at the school on Tuesday, 3 October 2023.

PRESENT

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

In Attendance

Mrs G Hewitt (Minute Clerk)

1. ELECTION OF CHAIR

No Election was necessary as Mrs S Karolia was elected Chair for 4 years at the Annual Meeting held on 20 September 2022.

2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

There were no apologies for absence and no declarations of interest.

The Governing Body also confirmed the following:**2.1 Approve the Governors' Code of Conduct**

RESOLVED: That the Governors' Code of Conduct be approved.

2.2 Declaration of Business Interest information

RESOLVED: That the Declaration of Business Interest Information forms had been completed.

2.3 Get Information about Schools

RESOLVED: That the GIAS was up to date.

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

The following matter would be raised under Any Other Business:

(a) Assistant Headship (return from maternity leave).

4. REPRESENTATION

The following matters of representation were noted:

4.1 Resignation

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs Judith Hopwood	Co-opted	13/07/2023

4.2 Appointment of two Co-opted Governors

There were three vacancies as Mr Kurt Brook had been removed from the board due to non-attendance. Given Mrs A Adam was no longer a parent at the school, the possibility of becoming a Co-opted Governor was being explored. The Head Teacher had a potential candidate for another of the vacancies.

ACTION: That the Head Teacher will contact the potential candidate.

It was agreed that governors would continue to look to fill the Co-opted vacancies.

5. ELECTION OF VICE CHAIR

Before requesting nominations, it was agreed that the term of office of the vice chair would be 2 years.

Nominations were sought.

RESOLVED: That Mrs Dawn Greaves be elected Vice Chair for a period of 2 years.

6. REVIEW OF COMMITTEES

6.1 Membership of Committees

Committee membership was agreed as follows:

Standards and Effectiveness

Mr L Miller (Committee Chair)
Head Teacher
Mrs A Adam
Mrs R Morton
Mrs S Karolia

Resources Committee

Miss N Talib (Committee Chair)
Head Teacher
Mr Z Chothia
Mrs M Prince
Mrs D Greaves

Pay Committee

Mrs D Greaves
Miss N Talib
Mr Z Chothia

Membership of Ad Hoc Panels, Staff Discipline Panel, Appeals Panel, Complaints Panel and Pupil Discipline Panel

Panels would be drawn from a pool of eligible governors of the whole Governing Body, based on the eligibility to serve, training completed and availability to attend a meeting.

6.2 Head Teacher Performance Management / Appraisal

Mrs D Greaves
Mrs A Adam
Mrs S Karolia

The External Advisor continued to be Ms M Deb and the appraisal would be held on 4 December 2023.

6.3 Terms of Reference of Committees

RESOLVED: That the LA Model Terms of Reference be approved.

7. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES

RESOLVED: That the following specific responsibilities were agreed:

- SEND (Special Educational Needs & Disability) Governor – Mrs S Karolia
- Governor Training Contact – Mrs M Prince
- Governor for Looked After Children – Mrs A Adam
- Child Protection Governor – Mrs A Adam
- Safeguarding Governor – Mrs A Adam
- Wellbeing Governor – Mrs D Greaves
- Equality Governor – To be confirmed
- Pupil/Sports Premium Link Governor – Mr Z Chothia
- Website Compliance Governor – To be confirmed
- Attendance Governor – To be confirmed
- School Improvement Plan Governor (Curriculum Development) – Mr L Miller and Miss N Talib

8. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER

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

- (i) Planning and conducting the affairs of the school to remain solvent.
- (ii) 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.
- (iii) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.
- (iv) 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.
- (i) Following LA advice, the HT's authorisation expenditure limit for day-to-day financial management of the school be as set in the terms of reference for the Resources Committee and be agreed at £10,000.

9. MINUTES OF THE MEETING HELD ON 11 JULY 2023

RESOLVED: That the minutes of the meeting held on 11 July 2023 be approved and signed by the Chair as a correct record.

10. MATTERS ARISING

There were no matters arising.

11. REPORTS FROM COMMITTEES

There had been no committee meetings to report.

12. FINANCIAL MANAGEMENT AND MONITORING

Mrs M Prince had circulated updated budget information up to the end of August 2023 prior to the meeting. The following update was provided:

- The current carry forward was at £56,748 due to possible pay increases.
- Gas and electric graphs were circulated prior to the meeting.
- The school had received a report that someone was using a water hydrant outside school in the early hours. Mrs M Prince advised that she had queried this with Business Stream who had confirmed that they would not be charging for this.
- Miss Talib would be auditing the school fund on behalf of the Governing Body.

Q: Has there been any notification that gas and electric prices are changing?

A: The costs have gone down and it is forecasted to continue do so, however this could change.

Q: Will you be funding the teacher pay rises?

A: The government have said they will fund it but we have not yet received the additional money. There will be no funding for the support staff rises but we have budgeted for this already as advised by Kirklees.

13. SCHOOL DEVELOPMENT PLAN – PRIORITIES 2023/2024

The Head Teacher advised that he was currently putting the School Development Plan together and focussing on the actions:

- Reading was a key area for focus as this was an area pupils performed less well in compared to national. The school was in line with national in many areas however, children's understanding and comprehension of vocabulary was an area which was highlighted as requiring more focus. Vocabulary would be threaded through the curriculum in all areas, fully embedding vocabulary ninjas and reading for enjoyment.
- Attendance was another area of priority as attendance was below national last year, although without the three Eid days, the school was very close to national average, without this and extended leave days the school was above national. However, the number of persistent absences was above national average. Attendance was currently at 95.7%

Q: Are the families with the persistent absentees still in school or have they left?

A: Some have left. Many of our PAs are due to extended leaves. We do fine for this but other than that, and encouraging parents to plan during holidays, there is not much we can do.

Q: Are medical absences counted in this?

A: Yes, they are.

- Curriculum Development remained a priority for the third year as this was still a key issue. Ensuring teachers know what they should be teaching at each stage, ensuring progression, and retaining knowledge.

Q: Is there a way governors can measure the improvement of this as it has been on the plan for the last two years?

A: Our KLP visited and focussed on Rossenshine and seeing whether it has been applied consistently through school and she agreed that this was the case.

Q: What is the next step?

A: We have members of staff who have returned from maternity leave and we need to ensure they are up to date with any changes and any necessary training is in place. We have done a lot of work with History but need more in Geography. Art is very strong. We are very confident with schemes such as Kapow. We have also identified in Computing that there has been a decline in children's ability to use packages such as Word and PowerPoint, so the IT Lead is looking at how to streamline the Kapow scheme to incorporate these skills. We are looking at the impact the Science scheme has had. This still needs some work as not enough experiment work is involved. We are considering other Science schemes which are slightly more investigative.

Q: What will you do to maintain the Maths results from next year as it is not a key focus this year?

A: We have put things in place in terms of developing arithmetic and mental maths sessions at the beginning of each lesson. We also have intervention groups running. The understanding of mathematical language is where our children struggle more, which is tied in with the language aspect of the School Development Plan. The Maths Lead has looked very closely at methods we use as part of the White Rose Maths Scheme and feel the need to narrow down the number of methods taught to the children as there can be many different ways so this can be confusing.

14. GOVERNING BODY DEVELOPMENT: ACTIONS AND PRIORITIES 2023/24

The following update was discussed:

- Induction training had been carried out by new Governors.
- Mrs A Adam was to carry out Safeguarding training.
- Learning needs analysis had been carried out and identified that chairing experience was the main area which was highlighted as well as number of years' experience.
- It was noted that LA data analysis training may be beneficial.
- The Head Teacher recommended two governor visits per year for each area of responsibility.

ACTION: That the Head Teacher will create a diary plan of visits and circulate this to Governors.

15. ACADEMISATION UPDATE

Governors were advised that the school was currently waiting for formal confirmation. The CEO had suggested conversion around April 2024, which would tie in with the financial year. The Head Teacher was already being involved in a lot of things that were going on in the Trust, such as attending Trust Heads meetings, which had been very collaborative and

supportive. He advised that he also had access to Trust Heads documents on google drive, which included things like a SEF format document.

A staff safeguarding survey had been carried out by the Trust Safeguarding Lead. There were 25 responses and actions for the school to consider and were collated as a result of this. The Head Teacher advised that he would feedback on this during the Standards and Effectiveness Committee meeting.

There would be a SEND audit due to be held on the 19 October 2023 and had been commissioned by the Trust, which would form part of the due diligence. Ms R Morton had also been invited to meet with the other SEND leads in the Trust.

16. PUPIL PREMIUM

The Head Teacher had circulated data prior to the meeting and the following updates were discussed:

- Nationally, disadvantaged children do not achieve as well as non and this was the case in school.
- Reading and Grammar was in line, however Maths and Writing was lower.
- Disadvantaged children in school outperformed disadvantaged children nationally in Reading, Writing, Grammar and Maths.
- In terms of Greater Depth, disadvantaged children performed almost as well as non in Maths, however, Grammar Reading and Writing were significantly lower.
- The disadvantaged scaled score showed that overall attainment was lower than non.
- In terms of progress, disadvantaged children made broadly similar progress in reading, maths and writing broadly similar to disadvantaged pupils nationally.
- When looking at trends, attainment had increased in Reading, Writing and Maths and RWM combined since 2022 and had also improved in Reading and Writing since 2019. The improvement had been slightly less in Maths, but not significantly. Disadvantaged children made better progress in Reading, Writing and Maths than they did in 2019.
- The gap between disadvantaged children and non was much smaller in school than it was nationally.

Q: Do you have the same budget going forward to invest in disadvantaged pupils?

A: We have lost some of the budget as numbers on roll have gone down and we do not have the same number of disadvantaged pupils. We used a lot of the catch-up fund to fund the FFT reading intervention, but the government funding has gone from 75% to 25% and with staffing increases and gas and electric costs, we do not have the money to sustain that this year.

Q: How can the school look to sustain the narrowing gap without the budget?

A: The three-year strategy is in place and budgeted for, which included leadership roles to spend time on pupil premium and attendance etc. We still have interventions running but it will be more difficult with the limited funds.

Q: Have you queried with the academy whether they have certain resources you can utilise?

A: I have not as yet but I believe there will be some opportunities such as Attendance Officers within the Trust.

[Mr Chothia left the meeting at this point]

17. GOVERNING BODY SELF REVIEW

This item had been discussed earlier during the meeting (Minute 16 refers).

18. SAFEGUARDING

An update on safeguarding numbers in school was provided as follows:

- 3 Child Protection (from the same family)
- 2 Children in Need
- 1 Team around the Family and 1 pending.

It was noted that schools are being asked to do more than ever before in terms of safeguarding, for example, leading meeting and TAFs and so forth.

Governors were also advised that there had been a rise in safeguarding issues since covid.

The following Policies had been shared with staff:

- Safeguarding
- Whistleblowing
- Acceptable Use
- Staff Code of Conduct and Low-Level Concerns
- Online Safety
- Electronic Communications
- KCIE Part 1

The Head Teacher reported that all staff had signed CPOMS to confirm they had read and understood the Policies.

Teachers and Teaching Assistants received school safeguarding training on the inset day and Lunchtime Supervisors' training would be scheduled before the half term.

The Head Teacher advised that he carried out DSL refresher training in September 2023 and the school now had four Designated Safeguarding Leads in school.

19. WELLBEING AND MENTAL HEALTH

There was no update on this item.

Q: Do you have an MHST linked to the school?

A: Not currently, there are different people for different areas in Kirklees and you will be allocated somebody if you put in a referral.

20. POLICIES FOR REVIEW BY FULL GOVERNING BODY

The following model Kirklees polices had been shared with the governors with a recommendation for governing bodies to adopt.

- Kirklees Model Appraisal Policy 2023
- Kirklees Model Complaints Policy 2023

RESOLVED: That the Governing Body approve the above policies.

The following Policies had also been shared:

- Whistleblowing Policy

RESOLVED: That the Whistleblowing Policy be approved.

- Safeguarding Policy

RESOLVED: That the Safeguarding Policy be approved.

ACTION: Governors were asked to email Mrs M Prince to confirm they have read and understood KCSIE Governor Roles and Responsibilities.

- Staff Code of Conduct – Low Level Concerns

RESOLVED: That the Staff Code of Conduct – Low Level Concerns Policy be approved.

- Safer Recruitment Policy

RESOLVED: That the Safer Recruitment Policy be approved.

21. GOVERNOR TRAINING AND GOVERNOR VISITS

ACTION: That the Head Teacher will circulate the Governor Visit Diary as discussed.

ACTION: That the Chair will circulate the Governor Visit Guidance.

It was reported that Mrs Greaves had completed the Governor Induction course.

22. ANY OTHER BUSINESS

(a) Assistant Head Teacher

The Head Teacher reported that he had received a request for the Assistant Head Teacher to return from maternity leave for four days a week. He confirmed that he was happy that the school could facilitate this request and that this would still include the value to the role. He noted that she had confirmed in writing that she was happy for the request to be reviewed at the end of the academic year.

Q: What is the option to fill the gap this will create?

A: Maths subject leadership can be fulfilled by another member of staff, which will also provide leadership experience opportunity.

Q: Would the acting Assistant Head Teacher be retaining any responsibilities following the Assistant Head Teacher's return?

A: It would not be possible really but she does attend leadership meetings. Miss Wallis also has a lot of responsibilities as Deputy Head so some of this could be shared.

23. DATES OF FUTURE MEETINGS

RESOLVED: That future meetings of the governing body would be held at 5.00 pm at the school on:

- (i) Tuesday, 12 December 2023
- (ii) Tuesday, 30 January 2024
- (iii) Tuesday, 19 March 2024
- (iv) Tuesday, 21 May 2024
- (v) Tuesday, 2 July 2024

24. 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.

ACTION LOG:

Number	Minute Reference	Action	By Whom
1	4.2	Contact the potential candidate for the Governor vacancy.	Headteacher
2	14	Create a diary plan of visits and circulate to Governors.	Headteacher
3	20	Email Mrs M Prince to confirm they have read and understood KCSIE Governor Roles and Responsibilities.	All Governors
4	21	Circulate the Governor Visit Diary as discussed.	Headteacher
5	21	Circulate Governor Visit Guidance.	Chair