

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, 12 December 2023.

PRESENT

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

In Attendance

Mrs G Hewitt (Minute Clerk)

25. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mr Z Chothia (consent).

There were no declarations of interest.

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

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

27. REPRESENTATION

27.1 The following matters of representation were noted:

<u>Disqualification for Non-Attendance</u>		
<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr Kurt Brook	Co-opted	26/07/2023
<u>End of Term of Office</u>		
<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs Michaela Prince	Co-opted	18/12/2023

27.2 Appointment of a Co-opted Governor

RESOLVED: That governors are happy to confirm the reappointment of Mrs Prince as Co-opted governor to serve for a further term of office.

27.3 Current Vacancies on the Governing Body:

Governors noted the three Co-opted vacancies. Mrs Karolia advised that she had sought out some potential governors on the Governors for Schools website and had sent out invitations but there had been no interest so far. The Head Teacher advised that an ex-parent of the school may be a potential candidate and he is currently waiting to hear back from her.

28. MINUTES OF THE ANNUAL MEETING HELD ON 3 OCTOBER 2023

RESOLVED: That the minutes of the Annual Meeting held on 3 October 2023 be approved and signed by the Chair as a correct record.

29. MATTERS ARISING29.1 Governor Diary Plan (Minute 14 refers)

The Head Teacher confirmed that he had circulated the diary of visits as promised.

29.2 Keeping Children Safe in Education (Minute 20 refers)

Mrs Prince advised that all governors had confirmed they have read the updated KCSIE.

29.3 Governor Visit Guidance (Minute 21 refers)

Mrs Karolia had circulated the governor visit guidance.

30. REPORTS FROM COMMITTEES30.1 Finance & Resources: 24 October 2023

The Head Teacher provided the following update:

- Budget monitoring had been carried out; the committee had looked at the projected revenue statement for the financial year.
- It had been noted that an underspend of £32,000 was expected by the end of the year based on the current budget situation.
- The committee looked at this year's pupil premium allocation which was slightly down on the previous academic year.
- Premises were discussed and a full update on this was included in the Head Teacher's report.
- The committee looked at staffing changes which included maternity leaves and returns.
- Wellbeing was discussed as well as the actions carried out in school to ensure staff wellbeing.
- The committee discussed health and safety and reviewed some policies.

30.2 Standards & Effectiveness: 14 November 2023

The committee looked at SATS summer term assessment data and looked at the key headlines from this.

- The FFT governors' dashboard had been shared.
- The committee discussed what progress had been made towards the school development plan objectives.
- An update on safeguarding numbers was provided, as well as a discussion regarding staff training and policies.
- Feedback on the safeguarding audit had been provided.
- The committee looked at attendance and discussed the successful SEND review which had been carried out in school.

31. ATTENDANCE

The following update was provided:

- The attendance data had been circulated prior to the meeting.
- The Head Teacher advised that attendance had taken a bit of a dip due to a dramatic increase in illness, which had also spread to staff. This had brought the attendance figure to below national.
- There were also a number of families currently taking extended leave which also impacted on the attendance figure.
- Year 3 and Year 6 seemed to be the worst affected year groups.
- Home visits had been carried out where necessary and the Attendance Lead had been very proactive in meeting with the APSO with families whose attendance had dipped below 90%. PA letters would go out at certain trigger points. The Head Teacher and Deputy Head also carried out home visits to try encouraging attendance.
- Boys' and girls' attendance was quite similar, however, some of the PA children tend to be both disadvantaged and SEND, which was a pattern repeating from last year.

The Head Teacher provided an update on the various actions which are carried out to improve attendance?

Q: Are the majority of SEND PAs due to them taking extended leave or is it emotional issues or anxiety for example?

A: Some absence can be down to parental anxiety, some Eastern European families' absence is down due to attitudes towards attendance. The reasons can vary widely between families. One family has moved and is waiting for a new school so they are unable to get here, but we are providing work and maintaining contact etc.

Q: Does it still class as absence if you are providing work?

A: Yes it does, it still affects our attendance.

Mrs Prince advised that the school uses all contacts they have been provided with to try to speak to families where no reason for the absence has been given and will try a number of times in a day where possible.

Q: Are any of the absences yesterday linked to the Gaza strikes?

A: We just had one email regarding this, all other children who were absent had provided reasons.

Q: Do you do anything around positive role modelling in terms of past pupils who have gone onto successful careers?

A: That would be something we could look into in order to inspire the children.

Q: What is the plan to communicate the clear link between low attendance and not attaining expected levels to parents?

A: All those whose attendance was below 90% did not achieve expected levels and this is something we need to communicate with parents as soon as possible.

Governors discussed changes to legislation where parents can be prosecuted after more than two occasions of extended leave.

Q: Will you be advising parents of this before they start booking holidays?

A: Yes we will be putting a letter together.

Q: Are children aware of which classes have the best attendance?

A: Yes, attendance awards are given out to classes and it is included on the newsletter. We also offer a school trip free of charge at the end of the year for the best attending class.

32. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher had circulated his report prior to the meeting and the following update was provided:

32.1 Extended Leave

Q: Could this be broken down to show year groups so we can see the impact it may have on vital areas of learning?

A: Yes, this is something we can do.

32.2 Safeguarding

An update on safeguarding numbers was provided.

32.3 Data

The Head Teacher reported that there had been an upturn in results as two children have been taken out of the data.

32.4 Behaviour

Q: Occurrences of racist behaviour have increased, is this linked to the current political situation?

A: Yes, it would seem so, children are more aware of differences in cultures and religions. As a school we have had to negotiate the current situation sensitively but neutrally.

Q: Do children have the opportunity to come and speak to someone if they have concerns or are confused?

A: Yes, children are able to speak to staff individually if they feel the need to and they will be well supported. We haven't held a whole school assembly regarding the situation in case any parents do not want their children to be exposed to it.

32.5 School Improvement Priorities

Governors were provided with an update on School Improvement priorities.

32.6 Sports Leadership Programme

Q: Have you done any work with these students on the Sports Leadership Programme to understand what impact it has had on them and discussed how they could use it in future?

A: We haven't but St John Fishers who have run the programme may have. However, it is something that we could do.

Q: Have you been taking children off role after 20 days extended leave?

A: We could but as we have a pan of 90, they could just come back on role but it would take a few weeks, which would further extend the absence. Some of the children are also SEND or under social care and it could have a big impact on them.

33. FINANCIAL MANAGEMENT AND MONITORING

Mrs Prince provided the following update:

- Teacher and support staff backpay had not yet come out of the budget, therefore, staffing was showing an underspend. This would change once the pay had gone through.
- Mrs Prince reported that Kirklees had asked her to produce a 3-year budget and advised that this was currently showing a projected carry forward of £32,000, but this figure could change at any point.
- The School had been required to purchase £50 vouchers for free school meal children for over the Christmas holidays, which would be funded by the LA.
- The gas and electric spreadsheets were circulated and it showed that the pattern from last year was the same, however the cost was more. It was noted that the new boiler should help bring costs down as it turns off once a certain temperature was reached.

ACTION: Mrs Prince advised that she would circulate a budget update once all the backpay has been paid.

34. TEACHER'S PAY AND CONDITIONS PROPOSALS – SEPTEMBER 2023/24

RESOLVED: That the governors approved the LA Model Pay Policy.

35. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2025/26

The Head Teacher reported that the infant feeder school had put in a consultation to reduce their PAN from 90 to 60 and he felt that this may also be necessary at Hyrstmount from 2026/27. He explained the reasoning behind this.

RESOLVED: That the governors would consider the contents of the consultation report and the key dates to be published on the Kirklees website.

RESOLVED: That the governors confirmed the PAN of 90.

36. ACADEMISATION UPDATE

The Head Teacher would be attending all Trust Head meetings and was attending a primary DSL meeting tomorrow. Mrs Prince was also due to attend a Trust attendance meeting.

Governors were informed that the academisation process was currently delayed due to staffing issues in the LA. The Head Teacher advised that it was looking like the school would officially join from September 2024.

37. PUPIL PREMIUM

This had been discussed in the committee meeting and there was no further update to provide.

38. GOVERNING BODY SELF REVIEW

There was no update on this item.

39. SAFEGUARDING

This was included in the Head Teacher's report (Minute 32 refers).

40. WELLBEING AND MENTAL HEALTH

The following update was provided:

- The Wellbeing Team, including Mrs Morton had met and Mrs Morton had also met with a separate group of ETAs. Some proposals have been put forward and the SLT are to meet to discuss these.
- The School was set to take part in the 'My Happy Mind' programme, which was backed by the DfE; fully funded and included a series of 20 minute lesson plans which can be delivered in school.
- BBEST had donated toiletries which were offered to families. Only three families took up the offer. The Hub had also donated hats and gloves and the plan was to offer these free of charge during the winter fair. The Head Teacher explained the work the BBEST Hub carried out.
- The school offered use of the bungalow free of charge for Ultimate Sports, who offered spaces to free school meal children.

Q: Can this be offered to those not on free school meals who may also benefit?

A: It is a programme run for free school meal children, but can be offered to others at a cost of £10. Governors discussed that some working parents who are not eligible for free school meals may struggle with this and also discussed whether any community grants may be available to support with this.

- A governor highlighted the Healthier Together NHS website and noted that this may help support with attendance. Mrs Prince confirmed that this information had already been circulated to parents.

41. POLICIES FOR REVIEW BY FULL GOVERNING BODY

The Attendance Policy and Child on Child Abuse Policies were circulated prior to the meeting.

41.1 Attendance Policy

RESOLVED: That the Attendance Policy be approved subject to slight amendments raised by governors.

41.2 Child on Child Abuse Policy

ACTION: It was agreed that the Head Teacher will contact Safeguarding to confirm at what point parents become involved in the instance of Child on Child Abuse. The Policy also only refers to 'he' under the section regarding rape which needs to be amended.

RESOLVED: That the Child on Child Abuse Policy be approved subject to clarification on the above points.

42. GOVERNOR TRAINING AND GOVERNOR VISITS

The following update was provided:

- Mrs Adam was booked onto governor Safeguarding in June 2024.
- All governors confirmed that they had access to The Key and NGA.

ACTION: Mrs Prince will check this with Mr Chothia.

- Mrs Greaves had completed her induction training.
- Mrs Talib carried out a reading visit this week.

ACTION: That the visit report will be circulated.

- Mrs Talib had also audited the school fund account and taken last year's to also audit.
- Mrs Karolia had carried out a SEND visit with Mrs Morton.

ACTION: That the visit report will be circulated.

Mrs Karolia asked that if governors had any questions once the report had been sent out that they are highlighted with her.

- Mrs Adam carried out a safeguarding visit and the report had been shared.
- Governors discussed any training needs and agreed they would like to know more about Rossenshines Principles and to be provided with a SEND overview.

ACTION: Governors were asked to also send in any other requirements or advise Mrs Prince if they would like to book any courses.

43. ANY OTHER BUSINESS

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

44. DATES OF FUTURE MEETINGS

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

- (i) 16/01/2024 at 5.00 pm – Standards & Effectiveness (remotely via MS Teams)
- (ii) 30/01/2024 at 5.00 pm – Full Governors meeting (at the school)
- (iii) 05/03/2024 at 5.00 pm – Resources (remotely via MS Teams)
- (iv) 19/03/2024 at 5.00 pm – Full Governors meeting (at the school)
- (v) 23/04/2024 at 5.00 pm – Standards & Effectiveness (remotely via MS Teams)
- (vi) 21/05/2024 at 5.00 pm – Full Governors meeting (at the school)
- (vii) 25/06/2024 at 5.00 pm – Resources (remotely via MS Teams)
- (viii) 02/07/2024 at 5.00 pm – Full Governors meeting (at the school)

45. 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	33	Budget update to be circulated once all backpay had been paid.	Mrs Prince	
2	41	Safeguarding to be contacted regarding amendments on the Child on Child Abuse Policy	Head Teacher	
3	42	Confirm Mr Chothia has access to The Key and NGA.	Mrs Prince	
4	42	Report following reading visit to be circulated	Mrs Talib	
5	42	Report following SEND visit to be circulated. Any questions are to be sent to Mrs Karolia.	Mrs Karolia/all governors	
6	42	Send any training requirement needs to Mrs Prince	All governors	