

**Hothfield Junior School Governing Board**  
**Meeting held at 6.30pm on Tuesday 20 September 2016**

**Meeting Started 18:35**

**Present:** Matthew Clayton-Stead, Su Cloke, John French, Alison Gornall, Susan Griffiths, Jon Grimshaw, Michelle Middleton, Dale Mountain, James Procter (Head), Neil Whitaker (Chair).

**In Attendance:** Catherine Pratt (SGS Clerk)

**Welcome & Introductions** – The Chair welcomed the Clerk, Catherine Pratt and Jon Grimshaw, a new Co-opted Governor to the meeting. The Chair thanked the previous clerk for their support for the past 3 years. He noted that he would communicate the GB's thanks directly to the Clerk.

Item		Action
01/16	<p><b>Apologies for absence and their acceptance</b></p> <p>It was noted that apologies had been received from and were accepted for Steve Anderson.</p> <p>Apologies were not received from Katie Asquith or Sam Healey.</p>	
02/16	<p><b>Election of Vice-Chair 2016/2017 and confirmation of term of office</b></p> <p><i>Vice Chair - The Governing Board (GB) agreed</i> that the Vice Chair should be elected until the GB is dissolved on 31 August 2017.</p> <p>The Clerk received a nomination for Matthew Clayton-Stead to be elected Vice-Chair for 2016-17. No other nominations were forthcoming. Matthew Clayton-Stead confirmed he would be willing to stand as Vice Chair [<i>Matthew Clayton-Stead withdrew from the meeting</i>]</p> <p><b>Proposal:</b> that Matthew Clayton-Stead is elected Vice-Chair for 2016-17.</p> <p><b>Votes for:</b> 9    <b>Votes against:</b> 0    <b>Abstentions:</b> 0    <b>Carried unanimously</b></p> <p>[<i>Matthew Clayton-Stead rejoined the meeting</i>]</p>	
03/16	<p><b>Declarations of interest for items on this agenda</b></p> <p>There were no declarations of interest for items on this agenda.</p>	
04/16	<p><b>Declarations of Pecuniary Interest</b></p> <p>All Governors in attendance at the meeting completed the Declarations of Pecuniary Interest. The completed forms were handed to the Head for filing with the School Business Manager.</p> <p>Outstanding Forms to be completed: Steve Anderson &amp; Katie Asquith.</p> <p><b>Actions: SA &amp; KA to complete Declarations of Pecuniary Interest.</b></p>	SA/KA
05/16	<p><b>Notification of Any Other Business and requests for order variations</b></p> <p>The Head requested to include an item of additional business regarding the SEF. As an order variation it was requested to discuss this item immediately. Details of the discussion are covered under item 19/16.</p>	
06/16	<p><b>Minutes of previous meeting of 28 June 2016</b></p> <p><i>Paper: Minutes of the meeting of 28 June 2016 – Available on secure site prior to meeting.</i></p>	

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	<p>The Chair enquired if all Governors had received the minutes and had an opportunity to review them.</p> <p>The Governors confirmed they had.  The following amendments were requested:  Item 99 Healey is spelt incorrectly.  Item 101 speech mark required before “capturing school progress.”  Item 105 Meeting dates are for the academic year of 2015-16.</p> <p><b>Action: Clerk to revise the minutes in line with comments and email to the Chair for final sign off.</b></p> <p><b>It was agreed that subject to the amendments detailed above, the minutes were a true record of the meeting.</b>  <b>Proposed by : John French</b>  <b>Seconded by: Alison Gornall.</b></p> <p><b>The Chair signed on behalf of the Governing Board.</b></p>	<b>Clerk</b>
<b>07/16</b>	<p><b>Matters Arising not elsewhere on the Agenda</b></p> <p>The Head confirmed that under item 98 The SCR compliance check had been completed by Jayne Done and the results had been reported to the Resource Committee.</p> <p>It was noted that the next visiting day had been scheduled for the 21<sup>st</sup> October 2016.</p> <p>The Chair drew the GB’s attention to the first page of Note Pad and quoted Michael Jameson, Director of Children Services with regards to the pressure to academise. The Chair noted that the legal compulsion for all schools to convert by 2022 had been removed, however the RSC will be given powers of conversion for underperforming schools</p> <p>The Chair requested that this be included as a standing item on the agenda for FGB meetings.  <b>Action: to include academisation as a standing item on the FGB agenda.</b></p> <p>It was noted that there is limited scope for our school to academise at this moment in time but that the strategic future of the school needs to be considered.</p> <p>It was noted that at the Resources Committee meeting, a need for a Health &amp; Safety named Governor was identified.  It was agreed that this role should be allocated to a Governor on the Governors Visiting Day.</p>	<b>Clerk</b>
<b>08/16</b>	<p><b>Strategic Priority Area 1 – Standards</b></p>	
	<p><b>a. Standards Committee</b>  <i>Paper: Draft minutes of meeting held 19 July 2016</i></p> <p>The Chair noted that the draft minutes of the Standards Committee meeting had been available to the Governing Body. Governors confirmed they had received and reviewed these minutes.  It was noted that the meeting had been held late in the school year to enable the committee to review the SAT’s results and identify the key priorities for 2016/17.</p> <p><b>The Chair drew the GB’s attention to item 6, the Governing Board Key Priorities for 2015/16 and 2016/17.</b> The Chair noted that the Head has cross referenced these priorities in his report. It was emphasized that Governors are included under the title Leaders with regards to priorities for Effectiveness of Leadership &amp; Management.</p>	

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	<p>The Head noted that under KS2 outcomes in 2017 the School has retained the priority that 85% of pupils achieving the combined National Standard in Reading, Writing &amp; Math's. It was noted that this target is aspirational and to put it in context, this year the National Average was 53%.</p> <p>The Head stated that this is the central aim, overriding the progress measure. It was noted that this target is not set based on the capabilities of the current cohort as the initial assessments are still to be completed.</p> <p>It was noted that the Governing Boards Key Aims will provide the focus for the year.</p> <p><i>This concluded discussion under this item.</i></p>	
	<p><b>b. New Key Aims (priorities) for Standards as agreed at Standards Committee</b></p> <p>This item was discussed as part of the Standards Committee report.</p>	
	<p><b>c. Head teacher's Report</b>  <i>Paper: Head teacher's Report – Available on secure site prior to the meeting.</i></p> <p>The Head welcomed questions regarding the Head Teachers report. The following is a summary of the discussions held.</p> <p>The Chair noted that the School had not achieved their target of 89% in Reading but had exceeded the National Average.</p> <p>The Head confirmed that the National Average was lower than expected. The School had achieved 76% which was not only higher than national average but also the 17<sup>th</sup> highest result in Bradford out of 157 schools.</p> <p><b>Question: The Chair queried if there was a progress element incorporated in to this result?</b></p> <p>The Head referred the GB to the table on page 5 that summarized the End of Key Stage 2 Assessment Results. This provides detail of the progress score.</p> <p>It was noted that each child receives a progress score which is benchmarked against the National Average. A score of 0 is equal to the National Average, negative scores are below national average and positive scores are above.</p> <p>The Head noted that for Reading the school received an overall score of -0.1 which is just below National Average. It was noted that there were a lot of pupils that started at level 3, so their progress measure was limited.</p> <p>It was noted that the progress score for Writing was +1.8, which was significantly above National Average.</p> <p>It was noted that the progress measure for Maths at +0.8 did not accurately reflect the high level of attainment at 91%. This was due to the fact that the pupils had come through from Aire View at a high level.</p> <p>The Head noted that the SAT's results were really good and a very positive end to the year. The Standards Committee is due to review, at its next meeting, lessons learnt from both High and Low achievers.</p> <p><b>Question: A Governor queried if the Head knew the progress levels of a high achieving school?</b></p> <p>The Head stated that the progress had to be considered in relation to attainment. Some of the highest progress marks were for pupils that achieved low marks overall.</p> <p>It was noted that the KS1 attainment was not controlled by Hothfield, whereas other schools measured attainment for both KS1 and KS2.</p>	

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	<p><b>A Governor noted that a positive to be taken from the results is that the standard of teaching has had a significant impact on attainment. It was also noted that the way that maths is taught has also had a significant impact on results.</b></p> <p>The Head concurred with this summary stating that in 2015 the results were 18% below National Average and in 2016 they were 10% above National Average.</p> <p>The Head noted that it is difficult to compare results against previous years due to the change in curriculum and method of assessment.</p> <p><b>Question: The Chair queried the statement on Page 4 with regards to Priority Development Area 2) Writing. The Head had stated that there was a 4% larger gap than the National Average. He asked the Head how this is measured.</b></p> <p>The Head stated that the gap between girls and boys has seen a slight narrowing but that it is still bigger than the National Average. The school has seen a reduced gap from 20% to 17% but the National Average is 13%.</p> <p>It was noted that the cohort was predominantly male and in addition the SEN pupils in this cohort are boys, making the closing of the gap a greater challenge.</p> <p>The Head wanted to emphasize that narrowing of the gap is an important priority area for the school. It should be noted that the narrowing of the gap has to be by raising the attainment of the poorest achievers. Last year both girls and boys achieved above the National Average so although the gap was only reduced slightly overall attainment was improved.</p> <p>The Head drew the Governors attention to the summary on Page 7 of the report. It was noted that the target to exceed the national figure was achieved but the target for Pupil Premium Pupils to match the whole school figure was not. It was noted that this is still a key priority for the school going forward and will be reviewed in depth in the Standards Committee. It was noted that of the 63 Pupil Premium Pupils, 6 were Persistently Absent as defined by an attendance of &lt;90%. 3 of these pupils were in year 6 and so have left the school. The School will continue to monitor this closely through the 4-weekly vulnerable children's monitor.</p> <p><i>This concluded discussions under the Head Teachers Report.</i></p>	
	<p><b>d. Code of Conduct for the Governing Body</b></p> <p><i>Paper: Code of Conduct available on the secure site prior to the meeting. All Governors to review and sign up to the code of conduct.</i></p> <p>All Governors in attendance at the meeting signed the Code of Conduct. The completed register was handed to the Head for filing.</p> <p>Outstanding signatures required from Steve Anderson &amp; Katie Asquith.</p> <p><b>Actions: SA &amp; KA to sign up to the code of conduct for the Governing Board.</b></p>	<p><b>SA &amp; KA</b></p>
	<p><b>e. CPD</b></p> <p>The Chair asked if any Governors had attended any courses or were booked on any courses in the future.</p> <p>Susan Griffiths confirmed that she had completed Modern Governor Training on Pupil Premium Pupils, Asking the right questions and visits to school.</p> <p>The Chair emphasized the importance of Continual Professional Development to ensure that Governors stay current, especially in the rapidly changing educational landscape of the moment.</p>	
	<p><b>f. Governors Visiting Day October 2016</b></p>	

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	<p>It was noted that the next Governor Visit Day is scheduled for the 21<sup>st</sup> October from 9 am. The visit is scheduled to conclude at 11:30 but all Governors are invited to stay for Lunch and the Sports assembly that follows.</p> <p><b>The Chair and Head took an action to produce a plan of activities for the day.</b>  <b>All Governors took an action to confirm attendance</b></p> <p>It was noted that the Governors Visits policy is available on the website to guide all Governors on the visit process.</p>	<p><b>Head/NW</b> <b>All</b></p>
	<p><b>g. Attendance</b></p> <p>It was noted this item was covered under item 08/16 c) Head Teachers Report.</p>	
	<p><b>h. Skills Audit –</b>  <i>Paper: Skills Audit, available on secure site prior to the meeting.</i></p> <p>It was noted that all Governors had been requested to complete the skills audit available on the secure site.  The Clerk confirmed she had received a completed Skills Audit for Jon Grimshaw.</p> <p><b>Action: All Governors to complete the skills audit</b></p>	<p><b>All</b></p>
<p><b>09/16</b></p>	<p><b>Reflect on Key Aims 2015/16 and set Key Aims 2016/17</b>  <i>Paper: Summary of progress for 2015/16 &amp; Proposed Key aims of 2016/17 – available on the secure site prior to the meeting.</i></p> <p>The Chair tabled the summary of progress for 2015/16 and proposed Key Aims for 2016/17.  The Chair briefly discussed the summary of progress for 2015/16. He stated that he had discussed the proposed Key Aims for 2016/17 with the Head.</p> <p>He noted that the proposed Key Aims had extended the section on Pupil Premium and included an item to build on the success in Maths to become a hub of good practice within the Two Valleys Learning Collaborative.  He noted that they proposed to retain the aspirational target of 85% of pupils achieving the combined national standard in reading, writing and maths.</p> <p>Under the Governing Board Improvement section, in the Key Aims, the Chair proposed to streamline the items to ensure continual improvement is maintained.</p> <p>The Chair noted that under proposed priority 3, Unifying the Silsden Schools, the Joint Committee is now carrying out the work and it is the role of the Governing Board to monitor their progress.</p> <p>The Chair summarised by stating that the Governing Board achieved a lot with regards to their key aims last year. This year they have been revised to sharpen the focus and maintain the forward momentum.</p> <p><b>Proposal to formally adopt the key priorities for 2016/17.</b>  <b>Proposed by: Dale Mountain</b>  <b>Seconded by: Matthew Clayton-Stead.</b></p> <p><b>The proposal to adopt the key priorities for 2016/17 was unanimously approved by the Governing Board.</b></p>	
<p><b>10/16</b></p>	<p><b>Governing Board's Year End Report 2015-16</b>  <i>Paper: Governing Boards Year End Report 2015-16, available on the secure site prior to the meeting.</i></p>	

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	<p>The Chair asked if all Governors had received and reviewed the report. The Governors confirmed they had.</p> <p><b>A Governor requested that the report be amended so that item 2 a) states “Improve efficiency &amp; effectiveness”</b></p> <p>It was noted that a lot of positive progress was achieved last year.</p> <p><b>Action: The Chair took an action to amend the report in line with comments and publish on the web site.</b></p>	<b>NW</b>
<b>11/16</b>	<b>Strategic Priority Area 2 – Governance Improvement</b>	
	<p>a. <b>Chair’s report</b></p> <p>The Chair’s report consisted of an update of the self review matrix. The Head emphasized that the school had sound Governance and the self review now needed to identify how to improve on this. The Chair agreed that the Governing Board had progressed significantly within a year.</p>	
	<p>b. <b>Engaging with stakeholders strategy</b></p> <p>Michelle Middleton noted that she would produce a document for the next FGB on the stakeholder strategy.</p> <p>The Chair noted that consultation on the name for the new school had begun.</p>	<b>MM</b>
	<p>c. <b>Governing Board recruitment/vacancy</b></p> <p>The Chair informed the Governing Board that he had received Sam Healeys resignation as LA Governor.</p> <p><b>Action: Chair to confirm Sam Healey resignation SH to send written confirmation.</b></p>	<b>Chair SH</b>
	<p>d. <b>Policies reviews</b></p> <p>The Chair confirmed that Sally-Anne Boyes is in the process of updating the policy matrix and once it is completed will distribute to all Governors.</p>	<b>SAB</b>
<b>12/16</b>	<b>Strategic Priority Area 3 – Unification of Silsden Schools</b>	
	<p>a. <b>Joint Committee Report</b></p> <p>The Chair provided an update from the Joint Committee meetings.</p> <p>It was noted that the JC had started the consultation process for the new name. The Joint Committee had arranged a visit to the site of the new school. The design process has started for the new school.</p> <p>The Joint Committee approved the proposal to consult on a priority area for admissions for the new school.</p> <p>The Vision for the new school has been drafted and will be shared with the Head Teachers shortly.</p> <p>The recruitment process for the Head Teacher of the new school has been postponed and James Procter and Vicky Bottomley have agreed to continue as co-heads whilst the school is on a split site until September 2018. It was noted that in essence the 2 Heads</p>	

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	<p>would continue their roles as Key stage leaders for their respective parts of the schools.</p> <p>It was noted that the key reason for this decision was to enable the Joint Committee to focus on the design for the new school and to enable the 2 Heads to become involved in this process.</p> <p>The Chair thanked James Procter for committing to the school for another year.</p> <p>It was noted that it had been proposed to merge the Resource Committee meetings of the two schools. This proposal had been approved at the Hothfield Resources Committee meeting and was due to go to Aire Views Resource Committee meeting on the 26<sup>th</sup> September 2016.</p> <p>It was noted that the logistics of a combined resource committee meeting needed to be discussed to accommodate all Governors.</p>	
13/16	<p><b>Resources Committee</b></p> <p>The Chair queried if all Governors had received and reviewed the minutes of the meeting held on the 13<sup>th</sup> September 2016.  All Governors confirmed they had.  Questions were welcomed from the Governors.</p> <p><b>Question: A Governor queried what would happen if the school had a surplus at the end of the school year when merger was due to take place.</b></p> <p>The Chair confirmed that in principle the surplus would be transferred to the new school. The Head noted that assurances are needed from the LA to confirm that this would be the case.  It was noted that the LA will only provide these assurance once the school is in the next financial year.</p>	
14/16	<p><b>Information to be published on-line</b></p> <p>It was noted that this information was provided by all Governors and given to the Chair of Governors.</p> <p><b>Action: SAB to update the website with information provided.  All absent Governors to provide an update to SAB directly.</b></p>	<p><b>SAB  All</b></p>
15/16	<p><b>Approval of Terms of Reference for Committees - current TOR on secure page</b></p> <p>The Chair tabled the current terms of reference and asked if all Governors had an opportunity to review prior to the meeting. The Governors confirmed they had.</p> <p>The Chair received comments regarding to amendments to be made.</p> <p>Proposal to approve the Terms of Reference subject to amendments discussed in the meeting.  Proposed by JP  Seconded by JF.</p> <p>Unanimously approved.</p>	
16/16	<p><b>Committees 2016/17</b></p> <p>It was noted that all Governors are invited to all committee meetings.  Core members of the committees are as follows:</p> <p>Resources  James Procter  John French  Matthew Clayton-Stead  Allison Gornall  Dale Mountain</p>	

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	<p>Jon Grimshaw</p> <p>Standards  James Procter  Susan Griffiths  Su Cloke  Michelle Middleton  Neil Whitaker</p> <p>It was noted that Steve Anderson and Katie Asquith have not been allocated to a specific committee but are to attend where able.</p>	
17/16	<p><b>Annual Planner 2016/17</b></p> <p>The Chair tabled the Annual Planner and noted that it incorporated all documents discussed today. These included the Head Teacher's report, the key aims, the planner and the self review.</p>	
18/16	<p><b>Head teacher's Performance Management</b></p> <p>It was noted that the Head Teacher's Performance Management Team had carried out an interim review on the 19<sup>th</sup> September 2016.</p> <p>It was noted that Performance Management is no longer funded by the Local Authority and the School have to pay for it.</p> <p><b>Action: Head Teacher to speak to Jayne Done re: availability.</b></p>	Head
19/16	<p><b>Any Other Business referred from item 05/16 above</b></p> <p><i>Paper: SEF – Tabled at the meeting, presented by the Head.</i></p> <p>The Head noted that the school is due for their Ofsted Inspection this term and the SEF will be a key component in the inspection process. The Head emphasised that the SEF is a live document and is constantly updated. The Head requested that all Governors familiarise themselves with this latest version of the SEF.</p> <p><b>Action: All Governors to familiarise themselves with the latest SEF</b></p> <p>The Head drew the Governors attention to the table at the bottom of page 2 with a Summary of judgements. It was noted that the GB had delayed approving this until the publication of the SAT's results at the end of the last academic year.</p> <p><b>The Chair queried if these had been published on the website?</b>  The Head confirmed that they are on the secure site under core documents so that staff and governors have access.</p> <p><b>The Governors formally acknowledged that they had received this latest update of the SEF and formally accepted the summary of judgements.</b></p> <p><i>The meeting returned to item 06/16 Minutes of Previous meeting.</i></p> <p><u>Absence Policy</u></p> <p>The Head noted that from September 2013 the Government changed their policy with regards to absences to state that only "exceptional circumstances" would be authorised in regards to requests for absence during term time.  It was noted that the Governors had agreed that the default position of the school is not</p>	All

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to accept requests for absence during term time.

It was noted that the school always consult with Aire View Infants where siblings are involved.

It was noted that South Craven does not impose fines.

The Head noted that at Hothfield, fines have been imposed on a number of occasions.

The Head stated that in May there had been a court case on the Isle of Wight regarding fining a parent whose child had attendance of >90% (not including the holiday taken) This has led to suggestions that in cases where the pupil has reasonable attendance the penalty fine should be overwritten.

The Governments advice regarding the result of this court case is to ignore it and continue following the policy.

The Chair noted that the school's policy does consider individual circumstances.

The Head asked the Governors to confirm how they would like to proceed regarding this.

It was noted that attendance is a key priority for the school and is a continual focus of Ofsted. The reason for the policy is to try and mitigate, where possible, persistent absentees.

**A Governor queried what the current policy stated.**

The Head ran through the current wording in the absence policy.

It was queried what could be considered as exceptional circumstances?

It was queried if the new policy had helped or hindered?

The Head stated that maintaining good relationships with families was crucial to manage attendance issues. The Head noted that the policy has created issues with some families but in the main it helps.

The Head noted that he does understand the value of a family holiday but says that the destination/cost of the holiday is irrelevant. Parents are factoring the cost of the fine into the price of the holiday.

The Head stated that nationally 58% of all absences are due to illness. 8% are due to holidays. At Hothfield, 15% of absences are due to holidays.

**A Governor raised a query regarding consideration given to families who have a funeral or wedding to attend?**

The Head confirmed that the school does take into account family commitments and would consider attendance at a funeral or wedding to be exceptional circumstances. It was emphasised that if the wedding was abroad, the day of the wedding would be considered exceptional circumstances but an ensuing 2 week holiday would not.

**A Governor queried if religious holidays not observed by the standard school calendar would be considered.**

The Head confirmed that the school authorises 3 days for religious observation.

Proposal to retain the current absence policy.

Proposed by Matthew Clayton-Stead

Seconded by Michelle Middleton

Unanimously approved by the Governing Board.

20/16

**Date of next meeting**

**Full Governing Body - 18:30 Tuesday 15 November 2016**

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	<p><b>Standards</b> – 14:30 Wednesday 5 October 2016</p> <p><b>Resources Committee</b> - 18:30 Tuesday 15 November 2016 (tbc)</p> <p><b>Governors School Visiting Day:</b> 21 October 2016: 09:00 to 11:30</p> <p>Full Governing Board meetings to end of school year: 24 January 2017, 14 March 2017, 16 May 2017, 18 July 2017</p>	
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**Meeting Concluded at 20:30**

Summary of Actions

Item		Action
04/16	SA/KA to complete declaration of pecuniary interest form	SA/KA
06/16	Clerk to amend previous minutes and forward to the Chair	Clerk
07/16	Clerk to include academisation as a standing item on the FGB agenda	Clerk
08/16 d.	SA & KA to sign the NGA Code of Conduct for Governors.	SA/KA
08/16 f.	All Governors to confirm their attendance for the Governor visit on the 21 <sup>st</sup> October 2016	All
08/16 f.	Head & Chair to produce a plan for the Governor visit on the 21 <sup>st</sup> October 2016	Head Chair
08/16 h.	All Governors to complete the skills audit	All
10/16	Chair to amend the Governors Year End Report in line with comments	Chair
11/16 b.	Michelle Middleton to provide a stakeholder strategy for the next FGB	MM
11/16 c	Chair to confirm resignation of SH	Chair
11/16 c	SH to provide written confirmation of resignation	SH
11/16 d.	SAB to provide updated matrix of policies	SAB
14/16	SAB to update the website with information to be published on line	SAB
14/16	All Absent Governors to provide an update of information to be published on line directly to SAB directly	All
18/16	Head Teacher to liaise with Jayne Done re: availability for a performance management review	Head
19/16	All Governors to familiarize themselves with the updated SEF	All