



# The Governing Board

HOTHFIELD JUNIOR SCHOOL

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**Headteacher: Mr Procter**

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## Minutes of a Governing Board meeting held on Tuesday 17<sup>th</sup> May 2016 at 6.30 p.m.

**PRESENT:** Mr N Whitaker (Chair), Mr M Clayton-Stead, Mr J French, Mrs S Cloke, Mrs A Gornall, Mr S Healey, Mrs M Middleton, Mrs K Asquith (arrived at 6.35pm), Rev S Griffiths and Mr J Procter.

**OBSERVERS:** Mrs E Cohen (Chair of Governors - Aire View infant School)

	<b>Welcome and Introductions</b>	<b>Actions</b>
	Mr Whitaker welcomed all to the meeting. Introduced Ellena Cohen to Governors.	
<b>74.</b>	<b>To receive and if agreed, approve apologies</b> Apologies were received from Mr Dale Mountain but not accepted. There were no other apologies for absence.	
<b>75.</b>	<b>Notification of Any Other Business</b> Social Media & ICT policy	
<b>76.</b>	<b>Declarations of interest</b> There were no declarations of interest.	
<b>77.</b>	<b>Minutes of the last meeting (29.02.16 and 15.03.16)</b> 15.03.16 The minutes were accepted as a true record of the meeting.  <b>Proposed: Mr J French    Seconded: Mr S Healey</b>  Signed by Mr Whitaker  29.02.16 Joint meeting with Aire View Infant School Governing Body. The minutes were accepted as a true record.  <b>Proposed: Mr M Clayton-Stead    Seconded: Mr S Healey</b>	

<b>78.</b>	<p><b>2VLC joint Governors meeting 18<sup>th</sup> May</b></p> <p>The meeting being held at Ashlands School, Ilkley tomorrow on Multi Academy Trusts was explained.</p> <p>Local schools are planning a MAT and Mr Procter explained that he is attending to keep up to date and he agreed to represent the interest of Aire View Infant School as well as Hothfield Junior School.</p> <p>The potential of being forced to join a MAT was noted and forced academisation in Bradford is potentially an issue.</p> <p>The benefits of a local MAT were outlined to Governors.</p>	
<b>79.</b>	<p><b>Matters Arising</b></p> <p>a) Feedback on using the secure Governors section of the website. Governors advised that the site is better organised than previously. Suggestions were made on the layout. Documentation for meetings will be placed on the website rather than circulated.</p> <p>b) Newsletter Governor pen portraits Mr Healey's has now been included and Mr French will provide his details for the following newsletter.</p>	
<b>80.</b>	<p><b>Governance Key Priorities &amp; Governors' Sharp Focus Working Document</b></p> <p>Mr Whitaker particularly noted this core document he advised that a writing priority on the gap between boys and girls.</p> <p>The Sharp Focus Priorities Tracker document was also discussed.</p> <p>The next Standards meeting, following the SAT's results, will address the key priorities for next school year.</p>	
<b>81.</b>	<p><b>Report from Governor Area Briefing</b></p> <p>No report for this meeting. The next meeting is in June.</p>	
<b>82.</b>	<p><b>Annual Planner</b></p> <p>This was discussed at the Governor training session held on 2 February 2016 The content of our version was summarized by Mr Whitaker. Meeting dates and monitoring dates will be added. The Governance Improvement Action Plan is also included.</p> <p>This is a dynamic document, subject to constant review and the latest version will be made available on the website.</p>	
<b>83.</b>	<p><b>School Self Evaluation/School Development Plan</b></p> <p>Mr Procter reminded governors of the joint meeting with staff in March where this was discussed.</p> <p>The resultant proposed development plan was circulated and Mr Procter made a presentation on it. The headlines from this are</p> <ul style="list-style-type: none"> <li>• The development plan sets out the Hothfield Values along with Governors' Vision for the school.</li> </ul>	

- “Where we want to be” and “How will we get there” in all areas are the main focus of the document.
- Mastery for All – Mastery was explained to Governors particularly in the area of Maths and Writing. Using this approach means skills become more embedded and to promote this immediate interventions take place where required.
- The document is divided into Ofsted 'strands' and monitoring of the strands will take place by the leads in school along with a Named Governor for each strand. Mr Clayton-Stead noted that this will enable Governors to develop key skills in specific areas.  
The named Governor for the strands was included and agreed by those present.
  - Reading – Mr Clayton-Stead
  - Writing – Mr Healey
  - Maths - Mr French
  - Wider curriculum – Rev Griffiths
  - Personal Development – Mrs Middleton
  - Quality of Teaching – Mr Anderson
  - Leadership and Management – Mr Whitaker
- A summary of the school's self-evaluation in Reading, Writing, Maths, Wider Curriculum, Quality of Teaching, Learning and Assessment, Personal Development, Behaviour & Welfare and Leadership, explaining the current position and the target/development for July 2017 was given as follows:

#### Reading

Mr Procter explained in detail the current situation in school in respect of Reading. Mrs Middleton sought reassurance that, whilst promoting the Hothfield Reading Challenge, the school also promoted and celebrated all kinds of reading. Mr Procter detailed the way in which the Hothfield Reading Challenge will be promoted in the future

#### Writing

The focus on narrowing the gap between boys and girls was particularly noted. Mastery in respect of Writing was explained by Mr Procter. Mrs Middleton particularly noted the Yr.4 writing on display in school.

#### Maths

The progress made this year in Maths was noted by Mr Procter. The use of the White Rose Hub in terms of assessment was explained in detail in the area of mastery. Long term plans for each year group have been created. This was adopted in the autumn term. Representation was explained to Governors.

#### Wider Curriculum

The rationale for this priority development area was explained in detail. Mr Procter gave an example of how Yr.5 had been involved in this area and he noted that the wider curriculum continues to be used as a vehicle to support the teaching and learning of, and engagement in, maths and English.

#### Quality of Teaching, Learning & Assessment

The improving quality of teaching was particularly noted. CPD and the strategies for immediate interventions are in place at present and these were outlined. Working with Aire View Infant School, the assessment systems were introduced earlier in

	<p>the year and these will be re-aligned throughout next year.</p> <p><u>Personal Development, Behaviour &amp; Welfare</u> Areas for development particularly amongst boys were outlined.</p> <p>The merger of the schools and how both can work together in this area was explained. Behaviour systems need to be aligned and these will be developed jointly.</p> <p><u>Leadership</u> This has strengthened over the past year and Mr Procter detailed how this has taken place.</p> <p>Embedding the monitoring and accountability systems for each area is the key focus.</p> <p>Mr Whitaker advised that this was a positive development over the past year.</p> <p>Mr Clayton-Stead noted that the plan could develop based on the SAT’s outcomes and Mr Procter advised that the plan will be updated accordingly</p> <p>The School Development Plan 2016-17 was unanimously approved</p> <p>Proposed: Mr Clayton-Stead    Seconded: Mrs Middleton</p> <p>Mr Whitaker thanked Mr Procter for his work on developing the Plan.</p>	
<p><b>84.</b></p>	<p><b>Strategic Priority Area 1 – Standards</b></p> <p><u>a. Headteacher’s Report</u> The report had been circulated prior to the meeting and follows the sharp focus priorities along with the Ofsted categories.</p> <p><b>Governor Question – Pupil Premium (PP) children and the ongoing challenge – what is the next stage?</b> <b>Deputy Headteacher Answer – Analysis will be done at the next Standards Committee meeting. Mrs Cloke will report on this along with the Pupil Premium elements in the School's development plan for next year, including the impact of the PP spending and interventions.</b></p> <p>Mrs Cohen advised that it may be useful for Hothfield Junior School to have sight of the Aire View Pupil Premium review.</p> <p>The gap in attendance between PP attendance and non-PP children was noted. Five families are heavily represented in this data. These pupils are being targeted in respect of attendance.</p> <p>Child Protection information was included in the report.</p> <p>Mr John Cooper’s work in school will be reducing and it was acknowledged that his work has proved successful at Hothfield.</p> <p><b>Governor Question –Was the recent External Review positive?</b> <b>Headteacher Answer – This was reported at both the Standards Committee and</b></p>	

	<p><b>Resources Committee meetings. Overall it was positive. A final written report is awaited.</b></p> <p>Governors were advised that Lynda Dobson, a TA in school for many years, is retiring this half term.</p> <p>Governors wished to record their thanks for all her work with pupils at the school during her time and card will be sent on behalf of the Governing Board.</p> <p>Mr Procter was thanked for his report.</p> <p><u>b. Standards Committee – Report through minutes (meeting on 11<sup>th</sup> May 2016</u> The minutes had been circulated prior to the meeting. Mr Whitaker summarised the meeting to Governors. As with the Headteacher’s report, this is presented in a way which is aligned with the Governing Board’s key strategic priorities.</p> <p><u>c. Visiting Day 10<sup>th</sup> June 2016 and Governor Visits policy</u> Areas to cover on the day were discussed and the same format will be followed for the day as used for the last governors visiting day The Governor Visits policy needs to be followed and a form needs to be completed following the visit.</p> <p><u>d. CPD</u> Mr Whitaker advised that this is a key area for Governors and that a record needs to be kept for future reference. He advised that he is attending training on capturing the progress of schools through effective Governing Board meetings. Mrs Middleton is attending Cyber Bullying training on the 25<sup>th</sup> May and Prevent training on the 23<sup>rd</sup> May. She advised that E-safety ought to be an area of concern for all.</p>	
<p><b>85.</b></p>	<p><b>Strategic Priority Area 2 – Governance Improvement</b></p> <p><u>a. Chair’s Report</u> This had been circulated prior to the meeting and was detailed by Mr Whitaker. The areas covered in the report were the key priorities, current position &amp; action required. The self-review carried out at the last meeting was noted as being very positive</p> <p><u>b. Chair’s Performance Review</u> Mr French and Mr Clayton-Stead will carry out the review on the visiting day.</p> <p><u>c. Engaging with stakeholders strategy</u> The rationale for this agenda item was explained by Mr Whitaker. Mrs Middleton noted that Ofsted could be considered as stakeholders. Mrs Cohen advised of how Aire View Infant School Governing Body engages with their stakeholders. Mr Procter advised that it was important to have Governor presence at Parents Evenings.</p> <p>The lack of a Parent Forum was discussed. The use of Parental Questionnaires at Aire View particularly around home learning was outlined by Mrs Cohen.</p> <p><u>d. Governing Board recruitment/vacancy</u> Mr Whitaker updated Governors on a recent contact with a potential Governor.</p> <p>Mr Clayton-Stead advised that he has written to 5 local businesses in respect of seeking</p>	

	<p>candidates for the Governor vacancy.</p> <p><u>c. Policy reviews</u>  A process for the review of policies will be addressed at the next Resources Committee meeting, with a view to using that process to consider how aligned the policies for each school (Aire View Infant School and Hothfield Junior School) are.</p>	
<p><b>86.</b></p>	<p><b>Strategic Priority Area 3 – Unification of Silsden Schools</b></p> <p><u>a) Remit/Terms of Reference Joint Committee</u>  This had been circulated prior to the meeting. There were no questions from Governors and this was unanimously approved.</p> <p>Proposed: Mr Procter    Seconded: Mr Clayton-Stead</p> <p>The meeting agreed that whilst £750 had been committed by the Resources Committee to cover expenses (eg room hire) of the Joint Committee, this figure does not cover any costs relating to external consultant appointments</p> <p><u>b) Joint Committee Report</u>  <i>Staff left at 8.16pm</i>  Mr Whitaker advised that a recruitment panel needs to be established in respect of the Headteacher recruitment for the new school.  The time commitment needed from those to be involved was stressed to Governors along with the importance of the role.  The interviews will likely take place in January/February and a joint panel of 6 will be needed.  Safer recruitment training is essential for all panel members.</p> <p>Mr French, Mrs Middleton and Mrs Asquith volunteered for this panel.  <i>Staff returned 8.22pm</i></p> <p><u>c) Vision for Combined School</u>  A discussion draft of the possible vision for the unified school had been circulated by Mr Whitaker and he welcomed comments/suggestions from Governors.  This will be addressed at the next Joint Committee meeting.</p> <p>Mr Clayton-Stead advised that the focus should be on what is within Governors' control. Collaboration with schools with similar values was suggested by Mr Procter.</p> <p><u>d) Generally</u>  It has already been agreed by both governing bodies that there can be observers from the other governing board at both schools Governing Body meetings. The next meeting of the Aire View Governing Body is on the 15<sup>th</sup> June.</p>	
<p><b>87.</b></p>	<p><b>Resources Committee – Report through minutes (meeting on 5<sup>th</sup> May 2016)</b>  Minutes had been circulated prior to the meeting.</p>	
<p><b>88.</b></p>	<p><b>SEN Policy Review</b>  This had been circulated to all.  Mr Procter outlined the work taken place on this policy.</p>	

	<p>This policy was unanimously approved by Governors.</p> <p><b>Proposed: Rev S Griffiths   Seconded:   Mrs Gornall</b></p>	
<b>89.</b>	<p><b>Any Other Business</b></p> <p>The Social Media and ICT policy was circulated and this was signed by all Governors.</p>	
<b>90.</b>	<p><b>GB and Committee Meeting Dates 2016-17</b></p> <p>GB dates for 16-17</p> <p>20/09</p> <p>15/11</p> <p>24/01</p> <p>14/03</p> <p>16/05</p> <p>18/07</p>	
<b>91.</b>	<p><b>Date of Next Meeting –28<sup>th</sup> June 2016 at 6.30pm</b></p>	
	<p><b>Meeting closed at 8.40pm</b></p>	

Signed .....

Dated .....