



The Governing Board

HOTHFIELD JUNIOR SCHOOL

Hothfield Street, Silsden

Keighley, West Yorkshire

BD20 0BB

☎ 01535 210666 📠 01535 210660

Headteacher: Mr Procter

Clerk to the Governors: Clerking for Governors Ltd
18 Odile Mews, Bingley, BD16 3QL

☎ 01274 560305 📠 07787 502231 ✉ clerkingforgovernors@gmail.com

Minutes of a Governing Board meeting held on Tuesday 17th November 2015 at 6.30 p.m.

PRESENT: Mr N Whitaker (Chair), Mr M Clayton-Stead, Mrs S Cloke, Mrs A Gornall, Rev S Griffiths, Mr S Anderson, Mr S Healey (arrived at 6.42pm), Mrs M Middleton, Mrs K Asquith and Mr J Procter.

OBSERVERS:

	Welcome and Introductions Mr Whitaker welcomed all to the meeting particularly Mrs Katie Asquith to her first GB meeting.	Actions
26.	To receive and if agreed, approve apologies Apologies were received from Mr David Hill There were no other apologies for absence.	
27.	Governing Body membership – update Mrs Asquith is the new Parent Governor following the recent election.	
28.	Notification of Any Other Business None for this meeting	
29.	Declarations of interest There were no declarations of interest.	
30.	Minutes of the last meeting (22.09.15) The minutes were accepted as a true record of the meeting. Proposed: Mr M Clayton-Stead Seconded: Mrs A Gornall Signed by Mr Whitaker	
31.	Matters Arising Mr Whitaker thanked all for their involvement at the parents evening. The Governor secure site on the website is now available. This will be used to circulate minutes/agendas etc. Clerk to note Agenda item 21 – Mr Procter advised that the SLT have discussed changes to the use of development teams to drive school development. This year we will not be working in such	Clerk

	<p>team. Instead, the two staff meetings in March, involving Governors, will be used to reflect on the successes of the school and the priorities for development going forward. These will be held on 7th & 14th March at 3.45pm. He explained the rationale for this including that this will enable Governor's to have a voice in the development plans.</p>	
32.	<p>School Holiday Dates 2016-17 The dates were circulated. These are in line with other local schools. Mr Procter explained the discretionary dates i.e. training and occasional days. These have been agreed with Aire View. The 24th & 25th July 2017 are now training days with the pupils finishing on the 21st in line with South Craven.</p> <p>The dates were unanimously approved by Governors. Proposed: Mr J French Seconded: Rev S Griffiths</p>	
33.	<p>Correspondence HMI letter which has been discussed previously.</p>	
34.	<p>Report from Governor Area Briefing Mr Healey advised that as he was unable to attend the briefing, he has spoken with Clive Linnet from Governor Services who gave him an update. Bradford is looking for an 8% rise in attainment across the district. The promotion of the idea of more Executive Heads in the district was noted. There are fewer schools answerable to the LA. Therefore the LA's influence is reduced and they are looking for more school to school engagement. The Educational Covenant presented at the briefing will be circulated. There needs to be greater cooperation between schools. The Ofsted report recently received by the LA was noted and this was the main area of discussion. Assessment is an area which needs to be clearer for parents. The lack of new Governors was also noted as an issue at the briefing.</p>	
35.	<p>Update on 2VLC meeting regarding Academies and Multi Academy Trusts Mr Procter gave an update on MATs which were discussed at the 2VLC meeting. The Red Kite Trust presented to the collaborative. The Government agenda to move schools to academy status was explained. School to School support is a key area in the success of MATs and the existing School to School support was explained by Mr Procter. He advised that there is no longer a direct financial benefit to being a stand-alone academy. Forced academies were explained to Governors along with the lines of accountability and the current pressures on Good or Outstanding schools to provide support which is an area which helps to promote a MAT in order to be in greater control in this.</p> <p>Academy status update to be a future agenda item.</p>	Clerk & Chair
36.	<p>Strategic Priority Areas – Sections 'Governance Improvement' and 'Unifying the Silsden Schools' – for approval The October 2015 priority areas document had been circulated prior to the meeting and Mr Whitaker explained the sharp focus rationale for the document (the three key areas proposed to the GB's being priorities which all Governors will then be familiar with). The Standards section has been approved at the Standards committee meeting. Governing Board Improvement and Unifying Silsden Schools – These 2 areas were discussed by Governors as Priority 1.</p>	

	<p>Mr Clayton-Stead noted that Standards was the key area as far as Ofsted was concerned and this was agreed by the Board.</p> <p>The work required to address point 3 was noted by Mr Clayton-Stead as very time consuming, and not to distract from the standard priority.</p> <p>Mr Whitaker explained that the group working on unifying the schools will address these issues and priorities. Clear communication on the reasons for this happening was noted as being important.</p> <p>The joint school group has not met since June/July and the rationale for this was explained. The Governing Boards view was that the group should meet soon to move forward with the as this staffing structure needs to be agreed by July 2016 at the latest. Collaborative working between the 2 GB's also needs to be addressed.</p> <p>Points 2 & 3 of the Strategic Priority Areas were unanimously approved Proposed: Mr M Clayton-Stead Seconded: Mr S Healey</p>	
<p>37.</p>	<p>Strategic Priority Area 1 – Standards</p> <p><u>Headteacher's Report</u></p> <p>The changed format was noted by Mr Whitaker and explained in detail by Mr Procter. The actions and impacts were noted to Governors.</p> <p>The new assessment systems being implemented were noted as being good by Mr Procter but historical comparisons will be difficult initially.</p> <p>The use of the 4 Ofsted areas to form the basis of the report was explained.</p> <p>The Age Related Expectation data was included and explained to Governors including the July targets.</p> <p>Mr Whitaker advised that this will be monitored by the Standards Committee.</p> <p>Q – Do you have the breakdown of significant groups e.g. PP, Non-PP, boys, girls etc.? A – Yes. This is covered by the Standards Committee.</p> <p>How the actions and impact will be covered by Standards Committee was explained.</p> <p>The results of the Parental Questionnaire were included in the report. The positive responses from parents were noted.</p> <p><u>Standards Committee</u></p> <p>The positive nature of the meeting was explained by Mr Whitaker.</p> <p>The committee noted the Ofsted comments and studied the Raiseonline data.</p> <p>The LA were in attendance and they noted the adequate progress being made by the school.</p> <p>Governor Checks - Governors were reminded to at all times how checking is taking place, or should take place.</p> <p>Examples of Governor checking were given by Mr Whitaker including Governor visits to assist with Reading, (which Mrs Middleton is now doing, she explained how she is keeping a log of the progress of sample children in Year 6).</p> <p>The School Development Plan needs to refer to the GB's key priorities.</p> <p>The March meetings (see minutes) were noted as a checking mechanism.</p> <p>Governors were advised that the plan has been amended to reflect the new priorities.</p> <p>Mr Whitaker advised that the minutes tie in with the format of the Headteacher's report. This feeds into the Governor's Working Document on the Sharp Focus Priorities.</p> <p>Any proposed changes are to be notified to Mr Whitaker on an ongoing basis.</p>	

<p>38.</p>	<p>Strategic Priority Area 2 (if approved) – Governance Improvement <u>Chair’s Report</u> This had been circulated prior to the meeting and was detailed by Mr Whitaker. It was agreed that Governance Improvement is an important area for development.</p> <p>Improving contact with stakeholders –parent views have been collated via the Parental questionnaire. This subject was discussed in detail including the best way to move forward on this. Q – Did parents approach Governors at the parents evening? A – Not directly.</p> <p>Rev Susan Griffiths agreed to put forward a pen portrait for the next newsletter as part of the continuing ‘meet the Governors’ series. How to communicate/engage with other stakeholders was discussed in detail. Recruitment to the Governing Board was discussed including the use of Associate Governors where certain identified skills are needed. A joint skills audit with Aire View will be implemented and Mr Clayton-Stead agreed to lead on this.</p> <p>Training/Governor continuing professional development – Rev Griffiths advised that she has undertaken SEND training. Raiseonline and Safeguarding training is being undertaken by Mrs Middleton</p>	<p>Rev Griffiths</p> <p>Mr Clayton-Stead</p>
<p>39.</p>	<p>Strategic Priority Area 3 (if approved) – Unification of Silsden Schools This had been addressed earlier in the meeting. Advice from schools which have merged will be sought particularly in respect of the staffing structure.</p>	
<p>40.</p>	<p>Resources Committee – Report through minutes already circulated There were no questions from Governors. Mr Whitaker advised that the school is in a sound financial position. Mr Clayton-Stead noted the importance of monitoring the budget. Areas that could be covered by the committee were discussed in relation to unification. Future funding of the new school and the new school building was also discussed.</p>	
<p>41.</p>	<p>Any Other Business Headteacher’s Performance management – Mr Anderson requested Governor involvement on the morning of the 14th or 15th December due to Mr Mountain not being available. Mr Clayton-Stead agreed to attend.</p> <p>There is an interview for the new caretaker in the week before Christmas and a Governor was invited to attend by Mr Procter. Mr David Hill will be asked to attend if available.</p>	<p>Mr Clayton-Stead/Mr Anderson Chair to speak with Mr Hill</p>
<p>42.</p>	<p>Date of Next Meeting – 26th January 2016 at 6.30pm <u>Meeting Dates for the Academic Year 2015-16</u> 15th March 2016 17th May 2016 28th June 2016</p>	
<p>Meeting closed at 8.15pm.</p>		

Signed

Dated