



# The Governing Board

HOTHFIELD JUNIOR SCHOOL  
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**Headteacher: Mr James Procter**

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## Minutes of a Governing Board meeting held on Tuesday 22<sup>nd</sup> September 2015 at 6.30 p.m.

<b>PRESENT:</b>	Neil Whitaker (Chair), Matthew Clayton-Stead, Su Cloke, Alison Gornall, Rev Susan Griffiths, Sam Healey, David Hill, Michelle Middleton, and James Procter (Head).  Steve Slade (Minutes)	Actions
<b>1</b>	<b>WELCOME &amp; APOLOGIES</b> The Chair welcomed everyone to the meeting. Apologies were received and agreed from Steven Anderson and John French.	
<b>2</b>	<b>GOVERNING BODY MEMBERS</b> The Chair confirmed that Gina Benson had resigned as a parent governor. The Head said that he would advertise the vacancy in school next week. The Chair will provide him with the standard form setting out expectations for governors.	<b>Head/Chair</b>
<b>3</b>	<b>ELECTION OF VICE CHAIR</b> David Hill was proposed by the Head for Vice Chair, and this was seconded by Alison Gornall. Mr Hill was duly elected unanimously as Vice Chair. This is for a four year term.	
<b>4</b>	<b>NOTIFICATION OF ANY OTHER BUSINESS</b> There was no other business	
<b>5</b>	<b>DECLARATION OF INTEREST</b> There were no declarations of interests.	
<b>6</b>	<b>COMPLETION OF PECUNIARY INTEREST FORMS</b> Pecuniary Interest Forms for 2015/16 were completed by governors and returned.	

7	<p><b>GOVERNORS CODE OF CONDUCT AND WORKING PRACTICES</b> Governors updated code of conduct and working practices forms were completed and returned.</p>	
8	<p><b>APPOINTMENT OF GOVERNOR BRIEFING REPRESENTATIVES</b> Sam Healey was proposed by Matthew Clayton-Stead for Governor Briefing Representative, and this was seconded by David Hill. Mr Healy was duly elected unanimously as Governor Briefing Representative.</p>	
9	<p><b>MINUTES OF THE LAST MEETING [30.06.15.]</b> The minutes were agreed and accepted as a true record of that meeting.</p>	
10	<p><b>MATTERS ARISING</b> Mr Hill asked if the school was expecting an inspection by HMI shortly. The Head that they were awaiting notice in September. The Chair confirmed that the Governors' website page was up and running and was compliant. Mr Hill asked about password access. The Chair said that there was a separate section for governors' use which has controlled access and which will be available soon. The Chair said that he had condensed the End of Year Report into a more usable format to go on the website.</p>	
11	<p><b>CORRESPONDENCE</b> The Head reported that he had received the signed Instrument of Governance from the LA. He distributed copies to governors. He had received correspondence saying that the definition of school rating had been changed. This meant that the school was now a Priority Four school, although this was the same as it's previous definition as Priority One. Feedback from the LA said that it was scaling back it's role as an Education Authority. Their emphasis would be on school-led partnership working.</p>	
12	<p><b>SPECIAL EDUCATIONAL NEEDS IN SCHOOL</b> The Chair confirmed that Mrs Griffith's report on Special Educational Needs in School had been received and presented to the meeting. He thanked Mrs Griffiths for her report and asked governors for any questions or comments.</p>	
13	<p><b>SAFEGUARDING IN SCHOOL</b> The Chair confirmed that Mrs Middleton's report on Safeguarding in School had been received and presented to governors. He thanked Mrs Middleton for her report and asked governors for any questions or comments.</p>	
14	<p><b>PROVISIONAL SAT RESULTS 2015</b> The Head said that they had celebrated the school's improved results in writing and grammar, which had been available in the summer term. However Maths and Reading results had been lower. There was a need to look at why the school's teaching hadn't given better results. He thought School had anticipated better Reading outcomes because of previous good results. Having concentrated on improving maths and writing, school now needed to look at how Reading was being taught. The Reading results will pull down the school's Combined results.</p>	

	<p>Mr Hill asked if there was sufficient pupil progress monitoring in Reading. The Head said that pupils would be now tested three times in the year. Which would also give children more experience of taking reading tests. Mrs Cloke said that the gap between PP and non-PP children was most evident in Reading. The Head said that last year PP had been used for additional tuition, applying system which had proved too complex. The new approach would be a more targeted programme for 6-7 pupils in Year 6 for Reading and Maths. Mrs Gornall asked what proportion of PP children were falling behind. Mrs Cloke said that those figures would be reported to the next Curriculum Committee meeting. The Head said that the school website showed the latest SAT result.</p>	
<b>15</b>	<p><b>DISCUSSION ON HEADTEACHER'S REPORT</b></p> <p>The Head presented his report which had been circulated prior to the meeting. He explained the new OFSTED headings and how they were reflected in his report.</p> <p>He reported back on partnership working with Steeton. The work that John Cooper is doing in school is the result of an Improvement Board application and is a full partnership agreement. The school has bid for Teaching Development Project funding for a Lesson Study tie-in with Burley Oakes and Steeton for teachers to do joint observations. This has been approved and will begin in October.</p>	
<b>16</b>	<p><b>LEADERS OF TEACHING AND LEARNING</b></p> <p>Mrs Cloke reported that she was working with John Cooper, the Head of Steeton and John Crossley to carry out joint observations of all teachers in school. Staff had given positive feedback. They had seen some outstanding teaching, and some that requires improvement. They had held coaching sessions with the staff requiring improvement. Further observations had been carried out after coaching, and a record of development will be kept for individual teachers. Each member of staff had an action and support plan. Mr Healey asked how this fed into the appraisal process and what is expected of staff. Mrs Cloke said that it will form part of setting and assessing against, objectives. Mrs Cloke said that they needed to show evidence, through work books, that children are progressing. The Chair reminded governors that we are aiming for consistently good teaching throughout the school.</p>	
<b>17</b>	<p><b>AIRE VIEW INFANT SCHOOL AND HOTHFIELD JUNIOR SCHOOL UNIFICATION</b></p> <p>The Chair reported that the LA had agreed in principle, last week, for Hothfield and Aire View Infant School to combine. The combined school would be across the existing two sites. However, there are still statutory procedures to go through so the combining of the two schools cannot yet be confirmed. Until then no formal steps in readiness for the combining can be taken. No new school name had yet been decided. There will be a need to prepare a staff structure for the combined school. He asked governors to think about ways the two governing boards could work together in readiness for the unification (once confirmed as going ahead) and bring ideas to future meetings. Mr Clayton-Stead reminded governors that they still have a duty to drive improvements at Hothfield this year. The Head said that unification had been discussed with staff and with the children. A letter had been sent to all parents</p>	

	and information had been posted on the school website.	
<b>18</b>	<p><b>STANDING COMMITTEE REPORTS</b></p> <p>The Chair confirmed that draft minutes had been circulated from the Finance, Curriculum and Personnel and Pay Committees. He asked governors for any questions or comments. Mrs Cloke had reported on the Reading results to the Curriculum committee.</p>	
<b>19</b>	<p><b>PROPOSAL TO REORGANIZE THE WORK OF COMMITTEES</b></p> <p>The Chair proposed the re-organisation of the present committees. There would be two committees, Resources Committee (including finance and pay) and Standards Committee (including curriculum and personnel). Resources would be the 'input', and Standards would be the 'output'. He believed that this would be a more efficient system. Each Governor would be a member of at least one committee. The Committees would meet once per half term.</p> <p>It was agreed to adopt the new committee structure.</p> <p>Proposed – The Head                      Seconded – Sam Healy</p> <p>After discussing, it was agreed that Mr Clayton-Stead, Mr Healey, Mr Hill, Mrs Gornall, The Chair and Mr French would be on Resources Committee and that Mrs Middleton, Mrs Griffiths, The Head, Mrs Cloke, Mr Mountain and Mr Sanderson would be members of Standards Committee.</p> <p>The Chair proposed that the Clerking Service for committees be an agenda item for the first Resources Committee meeting. This would be held on 10<sup>th</sup> November 2015 at 6.30pm.</p> <p>The Head proposed that the Standards Committee meet on Friday afternoons. It was agreed to trial this. The first meeting would be on 6<sup>th</sup> November 2015 at 3.00pm. therefore.</p>	
<b>20</b>	<p><b>APPOINTMENT OF COMMITTEES AND CHAIRS</b></p> <p><u>Pupil Discipline</u></p> <p>Three available governors (Clerk – Clerking for Governors Ltd)</p> <p><u>Staff Discipline, Grievance and Dismissal</u></p> <p>Three available governors (Clerk – Clerking for Governors Ltd)</p> <p><u>Staff Discipline, Grievance and Dismissal Appeal</u></p> <p>Three available governors who had not sat on the original committee (Clerk – Clerking for Governors Ltd)</p> <p><u>Complaints</u></p> <p>Three available governors (Clerk – Clerking for Governors Ltd)</p> <p>All governors were given the opportunity to put their names forward for any of the above committees.</p>	
<b>21</b>	<p><b>APPOINT NAMED GOVERNORS</b></p> <p>The Head said that the Development Team structure needed to be re-examined. The Chair reminded Governors, that the Governing Board need to have input into the SDP, if not by the Development Team roles, then by another way.</p> <p><u>Named Governors</u></p> <p>John French – Maths and Literacy</p> <p>Michelle Middleton – Safeguarding</p>	

	<p>Susan Griffiths – SEN/Inclusion  Dale Mountain – Curriculum/ICT  Steven Anderson – Science  Su Cloke – Parental Involvement  David Hill – Health and Safety/Risk Assessment</p>	
<b>22</b>	<p><b>GOVERNANCE IMPROVEMENT ACTION PLAN</b>  The Chair had updated the Governance Improvement Action Plan to reflect the Board’s progress through SOUND to getting to STRONG. He stressed the need to focus on strategic priorities and to be involved with the SDP. We need to support school leadership and consider succession planning, particularly within the merger with Aire View. We need to continue to deliver on our statutory duties, and to engage better with our stakeholders :- pupils, staff and parents.</p>	
<b>23</b>	<p><b>GOVERNOR CONTINUING PROFESSIONAL DEVELOPMENT</b>  Mrs Middleton is attending training in Data Dashboard, Safeguarding, Raise-online, and Promoting Community Cohesion. The Chair is attending Lessons from External Reviews of Governance, and Governing Body Self Review and Improvement. Mrs Griffiths is attending a training session on Role of Named Governor – SEND.</p>	
<b>24</b>	<p><b>ANY OTHER BUSINESS</b>  Mrs Cloke informed governors that Parents Evenings would be held on the 12<sup>th</sup> and 14<sup>th</sup> October, and invited them to attend. The Head will email out starting times.</p>	
<b>25</b>	<p><b>DATE OF NEXT MEETING –</b>  <b>Standards Committee – 6<sup>th</sup> November 3.00pm</b>  <b>Resources Committee – 10<sup>th</sup> November 6.30pm</b>  <b>FGB – 17<sup>TH</sup> November 2015 6.30pm</b></p> <p><u>Meeting Dates for the Academic Year 2015-16</u>  26<sup>th</sup> January 2016  15<sup>th</sup> March 2016  17<sup>th</sup> May 2016  28<sup>th</sup> June 2016</p>	
	<p><b>The Chair thanked governors for attending.</b>  <b>The meeting closed at 8.27pm</b></p>	

Signed .....

Date .....