



# 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 26<sup>th</sup> January 2016 at 6.30 p.m.

**PRESENT:** Mr N Whitaker (Chair), Mr M Clayton-Stead, Mr D Mountain, Mr J French, Mrs S Cloke, Mrs A Gornall, Mr S Healey, Mrs M Middleton, Mrs K Asquith and Mr J Procter.

**OBSERVERS:**

	<b>Welcome and Introductions</b> Mr Whitaker welcomed all to the meeting.	<b>Actions</b>
<b>43.</b>	<b>To receive and if agreed, approve apologies</b> Apologies were received from Rev S Griffiths & Mr S Anderson There were no other apologies for absence.	
<b>44.</b>	<b>Notification of Any Other Business</b> National Governors Association Log in details	
<b>45.</b>	<b>Declarations of interest</b> There were no declarations of interest.	
<b>46.</b>	<b>Governor Changes</b> Mr Hill has resigned and so we have a Co-opted Governor vacancy. We also have no Vice Chair of the Governing Board therefore this is an opportunity to recruit the right person and there is a need to proactively seek them out.	
<b>47.</b>	<b>Minutes of the last meeting (17.11.15)</b> The minutes were accepted as a true record of the meeting.  <b>Proposed: Mr J Procter    Seconded: Mrs A Gornall</b> Signed by Mr Whitaker	
<b>48.</b>	<b>Matters Arising</b> Agenda item 31 - Feedback on using the secure Governors section of the website.	All documents to be

	<p>Governors are starting to use this. They would prefer everything to go on the site, rather than receiving emails with attachments, which can then be lost track of.</p> <p>Agenda item 41 - Confirmation that Headteacher performance review has taken place. It was confirmed that this has taken place.</p> <p>Agenda item 38 - Parents Newsletter - governor pen portraits This is part of engagement with parents/carers. Three governors have already presented information. Further governors will be contacted to provide a few paragraphs about themselves.</p> <p>Agenda item 31 - School development priorities – attendance at meetings on 7<sup>th</sup> and 14<sup>th</sup> March The meetings will be used to re-evaluate the school’s values and aims and to use a SWOT to inform, and obtain governors’ input on, the school’s development plan for the coming year. The meetings were to take place at 3.45pm. It was agreed to change this to one single meeting of 2 hour duration on 7<sup>th</sup> March - starting at 3.45pm</p>	<p>placed on the website. Meetings notification to be sent by email, referencing to documents on the site</p> <p>Governors to attend on 7 March, if possible</p>
<p><b>49. Visiting Day</b></p>	<p>This will take place on Friday 12<sup>th</sup> February.</p> <p>Governors were asked for their thoughts on how the day could work.</p> <p>It was agreed that the day will commence at 9.00am with a meeting to discuss and agree a structure for the day - to involve monitoring and support (it will be important for governors to understand the difference between those two roles – even if both applying on the one day). Monitoring must be linked in to our Key Priorities.</p> <p>Named Governors can also take the opportunity to speak with the relevant staff.</p> <p>We will evaluate the day, afterwards</p>	
<p><b>50. Report from Governor Area Briefing</b></p>	<p>The next area meeting is planned for March.</p> <p>The newsletter from the LA containing the training days etc. has been circulated.</p> <p>Mr French advised that he is not receiving LA documentation. Clerk to advise Governor Services.</p>	<p>Action on clerk</p>
<p><b>51. Academy Status – update on options for the Governing Board to consider</b></p>	<p>Mr Procter noted that he had previously advised Governors on the drive to Multi Academy Trusts.</p> <p>He advised that South Craven have intimated that they may be interested in forming a MAT. A meeting of local schools on 9<sup>th</sup> February at 6.00pm will be held to explore this further and Mr French confirmed he will attend with Mr Procter.</p>	
<p><b>52. Strategic Priority Area 1 – Standards</b></p>	<p><u>a. Headteacher’s Report</u></p> <p>The report had been circulated prior to the meeting.</p> <p>The report follows the sharp focus priorities.</p> <p>The figures on the quality of teaching were highlighted. All teachers are being held to account for the quality of their teaching.</p>	

The development of teachers was particularly noted by Mr Procter and the steady increase in the overall quality of teaching in school was noted  
As discussed at Standards Committee a model for coaching has been studied by Mrs Cloke and Mr Crossley at Parkwood. Mrs Cloke advised of the discussions held with the Head & Deputy as well as individual teachers and the system in place, at that school and the learning from that which can be brought to our school

Reading in YR4 - Mrs Cloke advised that this is an area of particular focus

The Leadership & Management priorities were included in the report.

**The retirement of Mrs Oates after 21 years' service was particularly noted and Governors thanked her for her service to the school and community.**

#### b. Standards Committee

The minutes had been circulated prior to the meeting.

The December series of pupil assessments had been carried out.

Mr Procter reminded governors that the judgements about whether children are working at the Age-Related Expectation are carried out in school without a national levels system to refer to (this has been abandoned nationally)

The difficulties therefore in benchmarking figures with previous years were noted.

Reading in YR4 is a focus

Mr Whitaker outlined the Standards committee meeting format to Governors including the involvement of the LA. Important actions for the next meeting of this Committee are

- Group data to be presented.
- Sample workbooks from targeted groups will be presented
- Pupil Premium: A large proportion of disadvantaged pupils join the school well below ARE.

The progress of these pupils is essential as is closing the Gap in attainment between PP children and non-PP children. School is not yet secure in demonstrating that this is being achieved.

The use of PP funding and the need to evidence the impact of this was stressed by Mr Whitaker.

Sample workbooks and case studies for Pupil Premium intervention will be presented at the next meeting.

The quality of teaching was also discussed at the meeting including the exemplary practice seen in school.

The Committee had appreciated receiving written reports from subject leaders in Maths Reading and Writing. This is to be repeated at the next meeting together with a report on science

The new Behaviour Policy was adopted.

The Serious incident log was presented and analysed.

#### c. Governor Checks

We still need to systemize this important additional process. The Visiting Day, and 2 February training, will assist in developing that.

#### d. Governors' Sharp Focus Working Document

Governors were encouraged to study the document which sets out progress against our Key Priority Areas and is being regularly updated and placed on the secure part of the website

<p><b>53.</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. Mr Whitaker welcomed feedback on his report and the Headteacher’s report. A checklist of documents to be studied prior to meetings was requested by Mrs Middleton. It was agreed that documentation will be placed on the website for Governors (see above) A summary of the key areas which are discussed/noted at committee meetings was requested to be clearly communicated to Governing Board meetings.</p> <p>Governors agreed that the key priority areas were clear and the new 2 committee structure was noted as working well.</p> <p><u>b. Governor Monitoring and Evaluation Training 2<sup>nd</sup> February 2016 5.30pm to 7.30pm.</u>  Aire View Governors have been invited but it clashes with their full governing body meeting Governors were all encouraged to attend this training- delivered by the head of the Exceed Teaching School</p> <p><u>c. Other Actions – including</u></p> <p>i. skills audit and recruitment  The need to recruit a Co-opted Governor was noted Mr Whitaker agreed to contact the School governors’ one-stop shop to try and find a suitable candidate.</p> <p>The governors were supportive of seeking a governor, to be an Associate Member, with a specific role/remit relating to the school unification project</p> <p>ii. engagement with stakeholders  How this can move forward was discussed and Mrs Middleton agreed to investigate this further with a view to producing a plan</p> <p><u>d. General governor continuing professional development and training record</u> Katie Asquith has attended Governor Induction training which was held at Riddlesden St Mary’s. Mrs Middleton has attended Prevent training.</p>	<p>Review how to bring ‘headlines’ from Committee Meetings</p>
<p><b>54.</b></p>	<p><b>Strategic Priority Area 3 – Unification of Silsden Schools</b></p> <p>Whether the unification will proceed depends on the outcome of the Bradford Council Executive meeting on 9 February.</p> <p>There will be a joint session of the Hothfield and Aire View Governing Boards on Monday 29<sup>th</sup> February at Aire View – 6.30pm</p> <p>Assuming that the unification is approved at that meeting then It is hoped that Bradford HR will present options for leadership structures for the new combined school I at the March meeting of the joint schools governors group  Governance s an area still to be explored for the new school.</p> <p>.</p>	
<p><b>55.</b></p>	<p><b>Resources Committee – Report through minutes</b></p> <p>Future funding constraints were discussed</p> <p>The planned overspend of 20k (out of a carry forward from previous budgets) is now a 25k overspend.  The school is fully compliant with the SFVS.</p>	

	<p>The schedule of work for the new caretaker was discussed.</p> <p>The committee began the process of setting the 2015-16 budget, reflecting the priorities for the school.</p> <p>The efficient and productive nature of the meeting, in consequence of combining the finance and personnel functions into one single meeting, was noted by Mr Whitaker.</p> <p>Budget constraints will mean that school can no longer provide any funding for Y3 swimming lessons at the Swimstart facility. It is hoped that school can facilitate after school swimming at Swimstart for Y3s</p> <p>The school recognizes the importance of Swimstart in our community and continues to be supportive of Swimstart</p>	
<p><b>56.</b></p>	<p><b>Any Other Business</b></p> <p>NGA – Log in details have been circulated. Governors were encouraged to regularly visit their website and read their emails as NGA provides excellent guidance and updates for governors</p> <p>Visiting Policy The draft policy had been circulated prior to the meeting. Confidentiality and privacy for staff and pupils need be included in the protocol section.</p> <p>The policy will be presented for ratification at the next meeting. The Visiting Day will be an ideal opportunity to see how the policy would work in practice, and/or how it might need refining</p>	
<p><b>57.</b></p>	<p><b>Date of Next Meeting – 15<sup>th</sup> March 2016 at 6.30pm</b></p> <p><u>Meeting Dates for the Academic Year 2015-16</u> 17<sup>th</sup> May 2016 28<sup>th</sup> June 2016</p>	
<p><b>Meeting closed at 8.28pm.</b></p>		

Signed .....

Dated .....