



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 30th June 2015 at 6.30 p.m.

PRESENT:	Neil Whitaker (Chair), Su Cloke, John French, Alison Gornall, Rev Susan Griffiths, David Hill, Michelle Middleton, Dale Mountain and James Procter. Anthony Bennett (NLG) and Steve Slade (Minutes)	Actions
101	WELCOME & APOLOGIES The Chair welcomed everyone to the meeting. Apologies were received from Steven Anderson. Gina Benson, Matthew Clayton-Stead and Sam Healey. Neil welcomed Anthony in his role as National Leader in Governance.	
102	NOTIFICATION OF ANY OTHER BUSINESS There was no business notified.	
103	DECLARATION OF INTEREST Mr Whitaker reminded governors to complete their Declaration of Pecuniary Interest forms, so that the information can be posted on the website. He also asked governors to declare if they were governors elsewhere. None present are.	
104	MINUTES OF THE LAST MEETING [19.05.15.] Mr French said that his apologies shouldn't have been noted at Date of Next Meeting. Other than this the minutes were accepted as a true record of that meeting. Proposed: Michelle Middleton Seconded: Dave Hill They were signed off by The Chair.	
105	MATTERS ARISING Mr Whitaker asked for any feedback from the discussion around anti-bullying. The Headteacher said that the results of the most recent pupil survey showed that 98% of children felt safe in school. School would re-visit this in the	

	<p>Autumn, prior to Anti-Bullying Week.</p> <p>Ms Middleton reported that she was looking to undertake some training for her role as Data Governor.</p> <p>Mr Whitaker reported that he had had his Chair's Performance Review.</p>	
106	<p>CORRESPONDENCE</p> <p>There was no correspondence.</p>	
107	<p>RESPONSE TO CONSULTATION – GOVERNING BOARD'S CORPORATE RESPONSE</p> <p>Mr Whitaker thanked Mr Hill, Mr Healey and Mr French, on behalf of the governors, for their work in preparing the response. The Headteacher proposed that it should be the school's corporate response. This was seconded by Dale Mountain, and agreed by governors. Mr Hill would send it in to the LA.</p>	
108	<p>DISCUSSION ON HEADTEACHER'S REPORT</p> <p>The Headteachers Report, which had been circulated prior to the meeting, was presented. The Headteacher updated governors on the DfE's new definition of a "Coasting" school. He said that schools which were designated as "coasting" faced the possibility of being made to become academies. The "coasting" criteria for primary schools in 2014, 15 and 16 is having fewer than 85% of children reaching level 4 in reading, writing and maths combined. This was 83% for Hothfield last year. Also schools had to be at expected progress between ages 7 and 11. Hothfield exceeded expectations in writing and met expectations in reading and maths.</p> <p>The Headteacher reported that writing results for the May 2015 SAT had improved well. These had been vigorously moderated. He said that we should celebrate these results. Mr Whitaker offered the governors' congratulations to the Headteacher and his staff for these outcomes.</p> <p>The Headteacher reported that Attendance was 96% this year, which was a bit down on last year. They would need to have a push on attendance next year, with initiatives such as a 98% Day.</p> <p>The school numbers had dropped. 10 children had left since January. He believed that most had left for family relocation reasons, and only one because of school reasons. Mr Whitaker asked if there was a likelihood of new children coming into the area. The Headteacher said that Aire View was oversubscribed and this can have a detrimental effect on Hothfield, as parents take all their children to schools outside the village. Mr French asked what effect fall in numbers had on the school's finances. The Headteacher said that the census in Autumn 2015 is used to determine funding from April 2016.</p> <p>There will be a new OFSTED framework from September. There will be four new main headings, and from the new year he'll use these in his report.</p> <p>The school's HMI said that she would visit Hothfield early in the Autumn term.</p>	
109	<p>SCHOOL DEVELOPMENT PLAN</p> <p>Mr Whitaker said that the SDP had been covered in the Headteachers Report. The Plan needs to be revised and updated. Ms Middleton asked if school leavers were asked to give any feedback on their time in school. The Headteacher said that they didn't, but that it was a good idea, and he would</p>	The Headteacher

	put something together.	
110	<p>GOVERNING BOARD – IMPROVEMENT</p> <p>A) Updated Action Plan.</p> <p>Mr Whitaker reminded governors that the initial aim was to achieve Sound in 9 areas. The Governing Board was making progress, but this must be a dynamic process and needed to feed into the School Development Plan.</p> <p>The Headteacher said that the Governing Board needed to minute which of the committees monitor specific parts of the School Development Plan. There was a general discussion around this. Mrs Cloke said that there wasn't a clear overlap between committee remits and priorities.</p> <p>It was resolved that :-</p> <p>Priority Development Area 1: Our Hothfield Curriculum would come under the Curriculum Committee.</p> <p>Priority Development Area 2: Teaching and Achievement in Maths, Reading and Writing, would be split between the School Improvement Committee, the Curriculum and the Personnel Committees.</p> <p>Priority Development Area 3: Ensuring achievement for all would come under the School Improvement Committee.</p> <p>Priority Development Area 4: Ensuring our children understand their rights and responsibilities and respect those of others, would come under the Curriculum Committee.</p> <p>B) Next Tasks</p> <p>There was a discussion around next steps and in particular a more formalised way of named governors reporting back. The Headteacher suggested preparing a calendar of governor reports for the new school year. Mr Whitaker will contact the clerking service to discuss the service that the school needs, and a Job Description for the Clerk. He reminded the Board that they had set themselves the task of getting to "Strong" in all areas in the new school year. Mr Bennett said that there was a lot to celebrate and the GB was going in the right direction.</p>	Mr Whitaker
111	<p>GOVERNING BOARD YEAR END REPORT</p> <p>Mr Whitaker and the Headteacher will meet to discuss this and report back in the new year.</p>	Mr Whitaker/The Headteacher
112	<p>RECONSTITUTION AND APPROVAL OF NEW INSTRUMENT OF GOVERNANCE</p> <p>Mr Whitaker thanked Mr Clayton-Stead and Ms Middleton for their work on this. The draft Instrument of Governance was agreed unanimously by governors, and will be sent to the LA.</p> <p>Proposed – The Headteacher Seconded – John French</p> <p>The new list of governors was agreed unanimously by the Board.</p> <p>Proposed – John French Seconded – Dave Hill</p>	
113	<p>APPOINTMENT OF SKILLS AND CPD GOVERNOR</p> <p>Matthew Clayton-Stead was appointed unanimously by governors as Skills and</p>	

	CPD Governor. Proposed – The Headteacher Seconded – Dale Mountain	
114	<p>STANDING COMMITTEE REPORTS</p> <p><u>Finance (including pupil premium)</u> The minutes had been circulated. The Headteacher drew the Governing Board’s attention to the fact that the school was purchasing a new suite of 25 PCs. Mr Hill said that the committee had had to consider the possible merger with Aire View Infant School when making their decision.</p> <p><u>Curriculum</u> Mrs Cloke reported back from the last Curriculum committee meeting. The committee had discussed Pupil Premium spending, reviewing the impact of the spending on Pupil Premium outcomes this year. There was concern that some achievement gaps had widened across the school and this was leading to a re-evaluation of Pupil Premium spending. Mr Mountain said there was a need to show value for money against impact. He believed that intervention had prevented any gaps from further widening. Mr Hill questioned the £10,000 contingency in Pupil Premium and asked that it be spent by an appropriate time of year. Mr Whitaker asked the committee to look at options for Pupil Premium spending and report back in the new school year.</p> <p><u>Personnel and Pay.</u> Minutes circulated.</p> <p><u>Premises Committee.</u> Not met</p> <p><u>School Improvement.</u> Meets 15th July</p>	
115	<p>COMMITTEE MEMBERSHIP 2015-16</p> <p>Selection of committees was adjourned to first meeting of school year 2015-16, due to the reconstitution. Mr Whitaker reminded governors that under the reconstitution it is intended that governors will sit on two committees. Until the September full governors’ meeting, memberships will be as they currently are.</p>	
116	<p>WORKING PARTIES</p> <p>Mr Hill and Mr French reported no further progress on the proposal to combine with Aire View Infant School and/or new school. The next meeting would be after the consultation closes. The Headteacher asked that early consideration be given to the leadership and staffing of the new school. Mr Hill agreed that these were priorities before detailed planning went ahead. There was a general discussion around the options for the merged schools.</p>	
117	<p>PARENTS’ GROUPS</p> <p>Mrs Cloke reported back on the events of the Parents Groups, including a Bazaar on the 10th July, a Disco and a Year 6 Artist.</p>	
118	<p>GOVERNOR VISITS</p> <p>The Headteacher invited governors to come into school and said that the school was set up to receive visitors.</p>	

119	GOVERNOR TRAINING No report	
120	REPORT FROM GOVERNOR AREA BRIEFING Mr Whitaker thanked Mr Healey for the feedback that had been circulated. The Headteacher said that Hothfield is a Priority One school, and as such gets support from the Bradford Achievement Service. He said the consultancy service is currently being wound down. There was a discussion around whether Hothfield should still be a Priority One school.	
121	ANY OTHER BUSINESS There was no other business.	
122	GB MEETING DATES FOR 2015-16	
123	DATE OF NEXT MEETING - FGB – 22nd September 2015 at 6.30pm. <u>Meeting Dates for the Academic Year 2015-16</u> 17 th November 2015 26 th January 2016 15 th March 2016 17 th May 2016 28 th June 2016	
	<p style="text-align: center;">Neil thanked governors for their time and commitment in the school year. He wished them a good summer, and come back refreshed in the new year. He thanked Anthony for attending and his support.</p> <p style="text-align: center;">The meeting closed at 8.28pm</p>	

Signed

Date