



# 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 28<sup>th</sup> June 2016 at 6.30 p.m.

<b>PRESENT:</b>	Neil Whitaker (Chair), Su Cloke, John French, Alison Gornall, Rev Susan Griffiths, Sam Healey, Michelle Middleton and James Procter (Head). Ellena Cohen (Chair of Aire View GB) Steve Slade (Minutes)	Actions
<b>92</b>	<b>WELCOME &amp; APOLOGIES</b> The Chair welcomed everyone to the meeting. He introduced Ellena Cohen, Chair of Aire View Infant School governing body and welcomed her to the meeting. Apologies were received and accepted from Steven Anderson.	
<b>93</b>	<b>NOTIFICATION OF ANY OTHER BUSINESS</b> NGA Skills Audit	
<b>94</b>	<b>DECLARATION OF INTEREST</b> There were no declarations of interests.	
<b>95</b>	<b>MINUTES OF THE LAST MEETING [17.05.16.]</b> The minutes were accepted as a true record of that meeting. Proposed: James Procter      Seconded: Sam Healey	
<b>96</b>	<b>MATTERS ARISING</b> <u>Report from 2VLC joint governors meeting 18<sup>th</sup> May 2016.</u> The Head reported back from a meeting of the 2VLC regarding academisation. He said that they had looked at two options for multi-academy trusts (MATs). They were asked to look at joining a MAT that is being established by Ilkley Grammar School and Bingley Grammar School. An alternative was to set up a MAT from the Two Valleys schools. The consensus of this meeting was to reject the proposal from Ilkley Grammar School and Bingley Grammar School as the proposal was already progressing on their terms. Mr Procter said that	

	<p>the DfE guidelines for MATs seemed to be changing regularly. It was agreed to support a feasibility study by local schools into the options for academisation, and look again next year. Some funding would be required.</p> <p><u>Newsletter governor pen portraits</u></p> <p>All the governors present had presented their pen portraits. EC said that she felt it was a very useful exercise to have governors' information available on the website. A governor suggested the possibility of having an end-of-year message from governors on the website.</p>	
97	<p><b>SEN ANNUAL REPORT</b></p> <p>Rev Griffiths presented her annual SEN report, which had been circulated beforehand, and asked governors for any questions or comments. The Head asked Rev Griffiths if she was happy that SEND children at Hothfield were getting the support that they required. Rev Griffiths said that there are currently 34 children on the SEN register and there were many good examples of children getting appropriate support. The Head said that progress methods need to be re-evaluated so that we can be certain that SEND children are making good progress from their starting points.</p> <p>Rev Griffiths explained the methodology of identifying children on the dyslexia spectrum. They use one-to-one teaching and assessment. She mentioned the school's use of the IDL Cloud computer-based learning for dyslexia.</p> <p>The Head described how school was now deploying a co-ordinated provision map for each SEND and PP pupil to provide a clear record of each child's progress and the impact of interventions. Jane Done's external report confirms that this work is being carried out. There is a clear expectation mapped out for each SEND child's time in the school.</p>	
98	<p><b>SAFEGUARDING AND LOOKED AFTER CHILDREN REPORT</b></p> <p>Mrs Middleton gave an overview of the Safeguarding Report. She reported on discussions with Aire View Infant School and described the methodology to link and mirror each school's reports. Mrs Middleton had met the Head four times during the school year to review safeguarding. The Head confirmed that the Child Protection log is scrutinised by the Mrs Middleton as Safeguarding governor. He explained how they had together tested the school's web filter, and this had indicated it needed some refinement. He will follow this up.</p> <p>Ofsted are treating Safeguarding compliance with the utmost importance at inspections. The Head said that Jane Done was coming into school to verify that the Single Central Record was compliant. Spot checks have already been made of that record by Mrs Middleton and this had been confirmed to Resources Committee.</p> <p>The Head took governors through the key points of the new DBS and Vetting Policy. It was agreed and adopted by governors unanimously.</p> <p>Proposed – James Procter                      Seconded – John French</p>	
99	<p><b>GOVERNOR AREA BRIEFING</b></p> <p>Mr Helaey reported back from the most recent Governor Area Briefing, which had been largely about academisation. He said that the LA were looking to</p>	

	<p>reduce their role, including monitoring and funding. They expected that most schools in Bradford would be academies by 2020, which represented an opportunity to schools. Chairs from three schools currently academising spoke and were very positive about the process.</p>	
<p><b>100</b></p>	<p><b>STRATEGIC PRIORITY AREA 1 - STANDARDS</b></p> <p><b>Headteachers Report</b></p> <p>The Head presented his Headteachers Report which was circulated prior to the meeting and asked governors for any questions or comments. His report said that 90% of Writing assessments had been judged to be at the expected standard by the end of KS2, with 10% were ‘working towards’.</p> <p>It was difficult to assess those who were working at greater depth.</p> <p>The school had not been selected for moderation but moderation has been carried out with Partner schools.</p> <p>A governor asked about the SATs exam and marking process. The Head described the security of the papers in school and that they are marked externally. He said that the Reading test has been acknowledged as being very difficult. A governor asked when the pass thresholds are published. The Head said that this would be on 8 July and that they are published as a score on a scale, where 100 is the expected standard.</p> <p>The Head updated governors about the strike by some teaching staff on Tuesday 5<sup>th</sup> July. Classes where teachers are on strike will be closed. Parents have been notified today. Four classes will be closed. Eight will be open.</p> <p>He notified governors that the school’s Maths leader has been accepted to train as a Maths Mastery specialist. This will receive external funding. His Year 6 class will be covered by supply.</p> <p>The Head confirmed that Attendance was 96.3%, unchanged from May. The attendance gap between PP and non-PP children has not been reduced but the school understands why this is the case. Mrs Middleton confirmed that she had attended a vulnerable children’s meeting ayt school where attendance concerns were discussed and initiatives approved.</p> <p>It was agreed that there would be an agenda item for September to discuss unauthorised absences in the light of recent court cases and government advice.</p> <p><b>Standards Committee</b></p> <p>The Chair stressed the importance of the next Standards Committee (19 July) to discuss SATs results and set key priorities for next year. All governors were urged to attend.</p> <p><b>Governors’ Visiting Day</b></p> <p>The Chair praised the success of the Governors’ Visiting Day in June and reminded governors to return their reports. There was a discussion to set a date for the next GV Day in the new school year. 14<sup>th</sup> and 21<sup>st</sup> October were identified provisionally and will be confirmed.</p> <p>The Head said that School still required a Health and Safety governor, and that</p>	<p><b>Clerk to Note</b></p>

	<p>the checks which that role would deliver could be done at the next Governors Visiting Day.</p>	
101	<p><b>STRATEGIC PRIORITY AREA 2 – GOVERNANCE IMPROVEMENT</b></p> <p><b>Chair’s Report</b></p> <p>The Chair presented his report. He confirmed that he had had his performance review.</p> <p>His report proposed that Mr Grimshaw be approved as a Co-Opted Governor on the Hothfield Junior School Governing Board.</p> <p>Proposed by: the Chair  Seconded by: Mr Clayton-Stead  Approved unanimously</p> <p><b>CPD</b></p> <p>The Chair had attended a course Capturing School Progress through Effective Governing Body Meetings”. Mrs Middleton and Mrs Griffiths had attended courses on Cyber Bullying and Cyber Safeguarding.</p> <p><b>Engaging with Stakeholders Strategy</b></p> <p>Mrs Middleton reported on the Engaging with Stakeholders Strategy which she is preparing.</p> <p>The Chair will conclude the review of the current Governors Action Plan in July and Standards Committee will come up with next year’s key priorities at its meeting on 19 July.</p> <p><b>Policies Review</b></p> <p>DBS and Vetting Policy – see item 98</p>	
102	<p><b>STRATEGIC PRIORITY AREA 3 – UNIFICATION OF SILSDEN SCHOOLS - JOINT COMMITTEE REPORT</b></p> <p>The Chair reported that the Joint Committee continues to meet. No key decisions have yet been made. They are working on a vision for the new school. They are visiting local three form entry schools. They have a plan of what needs to be done and when. They are looking at harmonising as much as possible between the two schools as quickly as practicable.</p> <p>From September both schools will be using the same Clerking service for both schools.</p>	
103	<p><b>RESOURCES COMMITTEE</b></p> <p>Mr Healey reported back from last week’s Resources Committee.</p> <p>Governor Question; will the school would be carrying a surplus at the end of the current financial year? Mr Healey SH said that they would, but from this year’s carry over (which will have been eaten into). The Chair said that the planned PP spending for next year, subject to the PP review, was agreed by the</p>	

	Resources Committee subject to Standards Committee confirming the outcomes aligned so this may need reviewing in Autumn.	
<b>104</b>	<p><b>ANY OTHER BUSINESS</b></p> <p><u>NGA Skills Audit.</u></p> <p>The Chair flagged up the NGA's skills audit that governors will need to complete ahead of the merger of the two governing bodies. He will email out to governors.</p> <p>EC invited all governors to attend the next meeting of Aire View Infant School GB which will be on Tuesday 5<sup>th</sup> July 2016.</p> <p>Friday 15<sup>th</sup> July is the School Bazaar/Enterprise Day, after school.</p> <p>A governor asked how the SATs results will be presented to the Governing Board. The Head said that it would be at the Standards Committee initially.</p> <p>The Head confirmed that school would close for Summer break on the 20<sup>th</sup> July.</p>	
<b>105</b>	<p><b>DATE OF NEXT MEETING - FGB – 20<sup>TH</sup> September 2016 at 6.30pm</b></p> <p><u>Meeting Dates for the Academic Year 2015-16</u></p> <p>17<sup>th</sup> November 2015  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>	
	<b>The meeting closed at 8.20pm</b>	

Signed .....

Date .....