



## Hollingworth Primary School Governing Body Meeting

### MINUTES

Spring Term: Thursday, 16<sup>th</sup> March 2017 at 6.00pm

**NB. With the exception of agenda items, any text in:-**

- **Bold italics represents Governor challenge or approval**
- **Bold upright represents an action point**

#### Present

Mrs Helen Bates	Staff Governor
Ms Jenny Bostock	Parent Governor
Mrs Judith Campbell	Associate Governor
Mrs Liz Diggle	Associate Governor
Ms Joanne Frew	Co-opted Governor
Ms Grace Glynn	Parent Governor
Mr Ian Ivens	Co-opted Governor
Mrs Karen Johnston	Co-opted Governor
Ms Louise Keogh	Associate Governor
Mrs Diane Newton	Co-opted Governor
Mrs Sue Tickle	Head Teacher

#### In attendance

Mrs Denise Hague	Clerk
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**The meeting was quorate.**

#### 1. Welcome

Mrs Karen Johnson, Chair of Governors (Chair) welcomed colleagues to the meeting.

#### 2. Apologies for Absence

Apologies for absence were received from Revd Hazel Cook, Mrs Rachel Douse and Mr Chris Neale.

- ***Accepted.***

#### 3. Declaration of Business, Pecuniary and/or Non-pecuniary Interest

There were no declarations of business, pecuniary or non-pecuniary interest.

#### 4. Minutes of the Last Meeting (16<sup>th</sup> November 2016)

- ***The minutes of the last meeting were accepted as a true and accurate record and were signed by Chair accordingly.***

#### 5. Matters Arising

##### 5.1 Statutory Governor Forms (Item 3 refers)

Clerk confirmed that statutory forms had been forwarded to new Governors for completion.

## 6. Head Teacher's Report (inc. Safeguarding, SEF & SIP)

Mrs Sue Tickle, Head Teacher (Head) tabled her termly report for information and comment, advising as follows:-

- There was concern with school's present data; however she had learned that school stood at 14<sup>th</sup> in the LA's league of 90 in terms of attainment and was therefore doing better than most; in terms of average points scores it was ranked 25<sup>th</sup>. School's main issue was reading and measures were in hand to address it.
- Actions recommended following a safeguarding audit had been implemented (cf. Item 10.1 below).
- Attendance remained healthy at 96.43%.
- The Yr6 post had been advertised. To date, one application had been received, with three expressions of interest. Interviews would be held of 24<sup>th</sup> April and Governors' presence on the interview panel was sought.
- **Mrs Karen Johnson and Mr Ian Ivens kindly offered to assist.**
- A racist incident had occurred to which school had responded in accordance with protocol.

- **Governors questioned whether the level of KS1 midday cover was sufficient.**

Head advised that while a lunchtime supervisor would be leaving at the end of April an advertisement for a replacement would be posted nearer the time. She was satisfied that the level of cover was adequate.

- **Governors enquired about January's EYS intake and also asked whether school had yet been informed of September's admissions.**

It was confirmed that while six children had been offered places in January, only four had accepted, all of whom were settling in well. Twenty-one places had been offered for September, though three of the children were residents of Derbyshire. Confirmation of Reception numbers for September remained unknown until confirmed by the LA.

Head distributed copies of the SDP for information to which few changes had been made. Copies of the training log were also circulated, together with the training calendar and learning lens.

- **The contents of the above documents were noted.**

## 7. Committee Reports

### 7.1 Teaching & Learning

Mr Ian Ivens, Chair of Committee, directed Governors to the Committee's minutes of 2<sup>nd</sup> March which had been circulated previously for information. Data had been reviewed and concern had been expressed about the progress of Yrs3, 4 & 6. The Committee had been assured that gaps were being identified and actively addressed.

### 7.2 Resources

The minutes of the most recent meeting having been forwarded for information, Chair reported on the Committee's discussions. In addition to a review of the budget, which was in order and being monitored closely, the main focus of attention had been the state of the premises (cf. Item 7.2.2 below):-

#### 7.2.1 *Service Level Agreements – for review & approval [deferred from Resources Committee of 15<sup>th</sup> Feb]*

SLA details not having been available at the time of the meeting, approval of contracts had been deferred to today. With the exception of the ones for insurance, which had yet to be received, all SLAs were now in order and were presented for approval.

- **Governors enquired whether teachers' maternity cover was included within the insurance package.**

It was confirmed that it formed part of the payroll contract and that it offered exceptional value.

- ***The SLAs were approved.***

#### 7.2.2 *Mott Macdonald Report and LA response (per Resources Committee of 15<sup>th</sup> Feb)*

The report produced by consultants Mott Macdonald had identified major works required to the premises in order to bring them up to standard; it had been estimated that these would cost in excess of £100K to complete. The Committee had agreed that a strongly worded letter should be sent to the LA advising them of the unacceptable condition of the building and the potential H&S risks arising therefrom. Mr Ian Ivens confirmed that he and Mr Chris Neale were in the process of drafting the letter.

- ***Governors approved Committee's action and asked to be kept apprised of the LA's response. They agreed that the situation needed to be addressed as a matter of urgency.*** Head reported that since the matter had been raised at the Committee meeting the LA had visited again and were intending to sink yet more bore holes to assess the state of the drains.
- ***Governors expressed their exasperation.***

#### 8. **2017/18 School Calendar – for review & approval**

Presenting the 2017/18 school calendar for approval, Head drew attention to the autumn half-term holiday, which would be a week later than normal. She suggested that the change might impact upon attendance as some parents could already have booked holidays for the previous week. The following inset days were requested:-

Tuesday, 5<sup>th</sup> September 2017

Wednesday, 3<sup>rd</sup> January 2018

Monday, 16<sup>th</sup> April 2018

- ***The 2017/18 calendar, included the proposed inset days were approved.***

#### 9. **QA Reports**

##### 9.1 LA Categorisation

Head reported that there had been no LA visit this year due to a shortage of personnel. The LA's categorisation letter had been received, however, and school had been graded 2B: Good.

- ***Governors asked how the assessment had been ascertained.***

Head said that it was based solely upon data. She also advised that the grading system was misleading as school's reading progress of 0.0 (amber) meant that the children were actually meeting expectations.

#### 10. **Policies – for review and approval**

##### 10.1 Child Protection and Safeguarding

Governors were informed that the policy presented for approval had been amended to bring it into line with the safeguarding audit, copies of which were circulated.

- ***The policy was approved.***

#### 11. **Governing Body Matters**

##### 11.1 Governor Visits

Mrs Louise Keogh reported that she, Ms Grace Glynn and Ms Jennie Bostock had visited school recently, where their focus had been on reading. They had spoken with four children from each cohort: all had been enthusiastic and positive about their reading experiences, though Yr6 had been critical of the content of the library which, they claimed, was insufficiently varied (ie. there were "too many fairy books"). Diaries had been reviewed and the purpose of guided reading had been explained. Interestingly, none of the children made any reference to testing in their conversations.

- ***Governors asked whether the children were required to read each day.***

Mrs Helen Bates, Deputy Head, confirmed that thirty minutes were dedicated to reading each day in addition to reading during topic work.

Mr Ian Ivens and Ms Joanne Frew were to visit school on Tuesday, 20<sup>th</sup> June to review maths.

**11.2 Governor Training**

Chair reminded Governors that RAISE-online training had been scheduled for 6.00pm on 14<sup>th</sup> June. Head also invited Governors to the inset twilight session on 10<sup>th</sup> July at 4.00pm when the school development plan would be the focus of attention.

Ms Joanne Frew and Ms Grace Glynn expressed interest in attending TMBC-led training. Chair said that a new training brochure would be available in summer and that she would forward copies of it to them. **Action: Mrs Karen Johnson**

**12. Any Other Business**

None.

**13. Date of Next Meeting**

The date of the next meeting was confirmed as Thursday, 13<sup>th</sup> July 2017 at 6.00pm. Head suggested that a presentation on the teaching of handwriting might prove of interest prior to commencement of proceedings.

- **Agreed.**

**The meeting concluded at 7.00pm**

Signed.....Date.....  
(Chair of Governing Body)

<b>Minute</b>	<b>Action</b>	<b>Responsible</b>
11.2	Copies of new TMBC Governor training brochure to be forwarded to Governors once available.	<b>Karen Johnson</b>