

## **THE GOVERNING BODY OF GRANGE MOOR PRIMARY SCHOOL**

Minutes of the meeting of the Governing Body held at 6.00pm at the School on Tuesday, 23 November 2021.

### PRESENT

Mrs H Myers (Chair), Mrs A Haworth, Mrs L Jones, Mr M Rodgers, Miss C Huscroft, Dr A Youde, Mrs L Wagstaff, Ms R Tomlinson, Mrs L McGrath, Mr T Lyles.

### In Attendance

Ms E Kilner (Minute Clerk)

#### 1. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mrs C Gray with consent.

There were no declarations of interest.

#### 2. NOTIFICATION OF ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS

The items identified to be raised under AOB are;

- Division of Responsibility for Senior Leadership Team (SLT) and Governors.
- Governor Visits.
- Reciprocal Appeals Committee with Rowley Lane School.

#### 3. MINUTES OF THE MEETING HELD ON 21 SEPTEMBER 2021

**RESOLVED:** That the minutes of the meeting held on 21 September 2021 be approved by the Chair as a correct record of the meeting.

#### 4. MATTERS ARISING

There were no matters arising.

#### 5. REPORTS FROM COMMITTEES

There were no reports from committees.

#### 6. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher's report to Governors – 23 November 2021 had been circulated before the meeting.

The Head Teacher updated the meeting on significant areas in the report and answered questions from governors.

(a) Roll Report

- The Head Teacher noted that there are currently 26 excess places in school. This will have a significant adverse impact on funding and the school budget process.
- We have two new pupils joining the school in January in Year 1. Both children are SEND and come with funding. We will need two new members staff to provide one to one support for these children.
- There is one child who is persistently absent in Reception year. This is having an adverse impact on attendance performance.

**Q. Can we do a recruitment drive for new pupils?**

A. Yes. The key issues are in years 1, 2 and 3. Ideally, we would want 15 new pupils in Reception from September 2022.

**Q. Is Rowley Lane School oversubscribed?**

A. Yes it is generally.

**Q. What is the cut off date for the budget?**

A. The Budget is based on the January census. We will have 81 pupils vs 91 last year. The lost budget as a result of the reduction is circa £31k. The budget process will be very tight this year.

**Q. Will the budget increase to cover increases in utility costs?**

A. No there will not be additional budget for increased utility costs. The LA are taking 0.5% from the budget to contribute to a SEND shortfall.

**Q. Can funds raised at the Christmas Fayre be used to help the budget?**

A. We try to use the School Funds for extra things to benefit the children.

**Q. Do we know how many have put the school as first choice for September 2022?**

A. There are currently 6 first choice children.

**Q. How will Mrs Whittaker support the two new pupils?**

A. Both the children will have one to one support. We are trying to get funding for a new sensory room.

**Q. How much of Mrs Whittaker's time will the two new children take up and what will be the impact on other children in the class.**

A. There will be no impact as one to one support will be in place.

**Q. What actions are the school taking about the issues of persistent absenteeism? Could more support be offered?**

A. Actions are in place and this is under review. The next step will be a letter sent from the school attendance officer.

**Q. Why is the child not attending school?**

A. There is some illness and some family reasons.

**Q. Can any further actions be taken about the persistent absenteeism?**

A. When the child reaches compulsory school age, the formal system can start.

**Q. Will the new children with SEND impact on children who do not have additional needs?**

A. We do not expect any adverse impact. The children are not disruptive, just highly dependent.

(b) Staffing Report

It was noted that the current 4 job adverts have a closing date of Friday 26 November 2021. We have currently only had one applicant.

**Q. Could existing one to one support staff cover two children?**

A. No that is not possible. The children do need one to one support.

**Q. If we used agency staff, would this be different staff every week?**

A. Yes it could be.

**Q. Are the jobs advertised only on Kirklees Jobs?**

A. Yes. It is very expensive to expand this to other routes.

**Q. Could there be flexible start times for the new children?**

A. There would be an issue of excluding them from part of the school day. This would be an equality of access issue.

(c) Safeguarding of pupils

There has been a call to school from Operation Encompass. This is a very good system run by the police.

**Q. Are bereaved children getting the support they need?**

A. Children are signposted and staff are trained in giving support. There is an open communication process with parents.

(d) Quality of Education

It was noted that the school is taking part in the Maths Mastery Programme. The school do follow the White Rose Maths Scheme. There is some difficulty teaching Maths Mastery in mixed year classes.

The Head Teacher updated that;

- Learning walks in school have been completed.
- Pupil Progress meetings have been held with Teachers with a focus on reading and comprehension which are essential for pupils to access other areas of the curriculum.
- The Kirklees Learning Partner (KLP), Harry Rowan, visited school on Tuesday 2 November 2021. The KLP report has been circulated.

**Q. Will the new Phonics scheme cost more?**

A. Yes it does and it has to be funded by the school. All staff in school will be trained in the new phonics scheme.

**Q. How does Maths Mastery work with mixed ability children?**

A. It is a rich mathematical discussion with a build up of knowledge. Maths Mastery includes Concrete, Pictorial and Abstract. We are getting some help

with the delivery of Maths Mastery to multi-year classes from White Rose experts.

**Q. Will we do Parent classes in Maths Mastery?**

A. Yes we will do.

**Q. Can we do fund raising for Maths Mastery resources?**

A. Yes we can.

**Q. We do need School Funds for the Library, it needs to be invested in to inspire reading in school?**

A. Yes we need to do this.

(e) Pupil Premium Strategy

The Pupil Premium Strategy has been circulated

- Catch up funding has been received.
- Small group tutoring and interventions are taking place for Pupil Premium children.
- The focus is on Phonics, basic maths and spelling.
- There is some higher ability work being done with Year 6
- Intervention work is being done with the lowest 20% of readers in school.

**Q. Are we seeing progress as a result of the intervention work?**

A. Yes. Pupils are settled and love coming to the tutoring sessions.

**Q. Are the children attending catch up tutoring targeted?**

A. Yes they are.

**Q. Can Reading Friends be put back in place in January 2022?**

A. Yes this can be looked into. There may be a possibility of a Reading Club.

**Q. What is the timescales for the improvement work in the Library?**

A. As soon as possible.

(f) Attendance

**Q. What is our target attendance?**

A. It is 97%. We are currently being impacted by the persistent absenteeism in the reception class.

**Q. Does the Attendance data include Covid cases?**

A. There are different codes for Covid.

**Q. Can we publish attendance data excluding persistent absenteeism?**

A. Ofsted would not look at this data. The focus for Ofsted will be 'What is the school doing about persistent absenteeism'?

(g) Leadership and Management

- Division of Responsibility in school is being reviewed.
- Staff Wellbeing is a focus.
- Performance Management reviews have been done for all teachers in school. All teachers in school are at the top of their pay scales.
- Succession planning has been discussed.

**Q. What is the difference between an Assistant Head Teacher and a Deputy Head Teacher?**

A. The difference is the teaching element of the role. Assistant Head Teachers may not teach. An Assistant Head Teacher cannot act up as Head Teacher.

**Q. How is Teacher Performance measured and what happens if it is under par?**

A. Performance Management reviews and Lesson Observations have taken place for all teachers. If gaps in skills were identified, a support plan would be put in place for the teacher.

**Q. How is staff mental health and wellbeing at the moment?**

A. The SLT do have a focus on staff mental health and wellbeing.

(h) Parental Engagement

There is some concern about the level of engagement with the parental survey. We have only had 21 responses from parents.

**Q. Could we do the survey at parents evening using a QR code?**

A. Yes this can be done.

**ACTION:** The Head Teacher to email governors to ask for expression of interest in being part of a working group on Parental Engagement.

7. SCHOOL DEVELOPMENT PLAN

- The School Development Plan (SDP) had been circulated before the meeting.
- Governors noted that the SDP includes all catch up plans and targets.
- The KLP has reviewed the SDP.

There were no further questions from the governors.

8. SCHOOL EVALUATION AND REVIEW

The School Evaluation was reviewed in September. An update will be circulated in January 2022.

**Q. When should papers be circulated to governors before the meeting?**

A. At least 1 week in advance of the meeting.

**ACTION:** The Head Teacher to circulate papers to governors at least 1 week in advance of meetings.

9. SAFEGUARDING

Safeguarding was covered under the Head Teachers report above.

10. POLICIES FOR REVIEW BY FULL GOVERNING BODY

**RESOLVED:** That the Safeguarding Policy be approved and adopted.

11. GOVERNOR TRAINING AND GOVERNOR VISITS

The Head Teacher noted that governor visits are very important for the school. Governors do have the role of being a critical friend and challenge is very important.

**ACTION:** The Head Teacher to email all governors with a reminder to arrange visits related to their specific areas of responsibility and SDP monitoring and to book dates.

**Q. Is there a day when it is best for school to arrange visits?**

A. The school will work around governor availability. Visits should be linked to areas of specific responsibility and SDP monitoring areas.

It was noted that Mrs L McGarth will book Governor Induction training for January 2022.

12. ANY OTHER BUSINESS

(a) Division of Responsibility for Senior Leadership Team (SLT) and Governors

The Head Teacher circulated a document detailing division of responsibilities between Head Teacher and Governing Board. The document is for governors to review.

**ACTION:** Governors to send comments on the document to the Head Teacher by email.

It was noted that Dr A Youde has completed a check on the school website. The KLP and Governors Services have also reviewed the school website to ensure it is complete for all statutory requirements.

**ACTION:** The Head Teacher to review and action updates to the school website required as identified by Dr A Youde.

(b) Reciprocal Appeals Committee with Rowley Lane School

Rowley Lane School have requested that the school has a reciprocal arrangement if independent governors are required for an appeals committee.

**RESOLVED:** That a reciprocal agreement with Rowley Lane School be approved for independent governors for an appeals committee as required.

13. DATES FOR FUTURE MEETINGS AND AGENDA ITEMS

**RESOLVED:** That the dates of the next meetings will be as follows.

- Tuesday 25th January 2022      Resources Committee at 5:15pm  
full Governing Body Meeting at 6:00pm
- Tuesday 22nd March 2022      Standards Committee meet at 5:15pm  
full Governing Body Meeting at 6:00pm
- Tuesday 24th May 2022      Resources Committee meet at 5:15pm  
full Governing Body Meeting at 6:00pm

- Tuesday 12th July 2022

Standards Committee meet at 5:15pm  
full Governing Body Meeting at 6:00pm

14. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

**RESOLVED:** That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the school, in accordance with the Freedom of Information Act.

The Chair closed the meeting at 7.35pm