

**THE GOVERNING BODY OF ROBERTTOWN CE (VC) JUNIOR AND INFANT SCHOOL**

Minutes of the meeting of the Governing Body held at 6:30 pm at school on Thursday, 14 March 2024.

**PRESENT**

Mrs M Hoole (Chair), Mr G Bentley, Mrs C Cockerill, Mrs S Goodall, Ms K Hydes (via video conference), Mr J Pickles, Rev S Wallace-Jones, Mrs L Wood.

**In Attendance**

Dr J Padgett (Meeting Clerk)  
Mrs H Burgin (Staff Observer)  
Mrs S Glaves (Staff Observer)

**70. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST**

Apologies for absence were received from Mrs E Bolt (consent), Ms V Farrell (consent), Mrs S Laycock-Smith (consent) and Mrs H Wells (consent).

There were no declarations of interest.

*Governors agreed to take the agenda out of order for the Subject Leaders' presentations.*

**71. SUBJECT LEADERS' PRESENTATION****(a) History**

Mrs Burgin provided Governors with an overview of the objectives of the History curriculum. In addition to the substantive knowledge, children were taught disciplinary knowledge and skills. History was a popular subject at the school and the children knew what they were being taught and were encouraged to think and behave as historians.

In KS1 history was taught through stories and vocabulary progression to help children remember key facts. Progress was assessed on a termly cycle.

In KS2 standalone lessons were introduced and built upon the knowledge learned in KS1. Trade, industry and mining were big themes and reflected the historical context of the school.

SEN children accessed the same curriculum and staff had high expectations of all pupils.

Historical knowledge had been curated to allow focus on key events. The next step for the history curriculum was to focus on essential key vocabulary and disciplinary knowledge and skills. Mrs Burgin had attended recent training by the Historical Association which would help her audit the history curriculum. She reported that she would talk more about that in a future update.

**Q: At KS2 is history all taught chronologically?**

**A:** It is not required but it is taught that way at Roberttown.

**Q: How do you assess recall?**

**A:** Learning journeys and objectives.

Governors thanked Mrs Burgin for her presentation.

*Mrs Burgin left the meeting at this point.*

(b) Maths

Mrs Graves gave Governors an overview of the objectives of the Maths curriculum including the importance of fluency, reasoning and problem solving.

Fluency focussed on quick recall, facts and procedures. Several tools were used to improve fluency throughout the year groups. Numbots was used in KS1 to improve addition and subtraction. TT Rockstars was used from Years 2 to 5 to improve multiplication and speed of recall. Arithmagicians was used in upper KS2 to focus on percentages and fractions. Homework assignments aimed for 15 minutes of activity and often included using these tools at home.

Reasoning helped children to understand when they could apply their knowledge to solve problems. It was not simply a case of learning a procedure and repeating it. It was learning how to spot the differences and similarities.

Teachers used the White Rose v7 scheme of work and ensured that information was passed on to the next teacher.

A variety of teaching methods were used including Flashback 4, whole class work and use of manipulatives.

**Q: What are manipulatives?**

**A:** Apparatus to aid learning.

Bespoke curriculums were in place for children who needed additional support and interventions.

**Q: Does the school have any children with dyscalculia?**

**A:** None at present. Issues which are present include lack of confidence and knowledge retention.

Data on achievement in Year 4 Maths showed Roberttown was significantly higher than the Kirklees and National averages. Governors agreed that this was impressive.

(c) MFL

Mrs Graves gave Governors an overview of the objectives of the French curriculum. Children were taught to understand and respond to spoken and written language. Confidence, fluency and spontaneity were promoted alongside accent. French was a popular subject at the school and was a great leveller because most children had no knowledge prior to KS2.

New resources had been purchased including dictionaries, word & story books and talking tins. Staff were more confident in their delivery of the curriculum and a long-term plan was to slim it down further. In addition to the core strands of reading, writing, listening and speaking there were also strands which taught the children about French culture, politics and civic life. Monitoring books were used to

ensure children were at the required standard in the four core strands. Teachers also listened to children reading aloud which had improved confidence.

**Q: How did you decide what to strip out?**

**A:** Progression statements from the curriculum were checked to ensure the four strands were covered.

Mrs Glaves wanted to incorporate more games into lessons, more French displays around school and to continue the French morning which was run once a year.

Governors thanked Mrs Glaves for both presentations.

*Mrs Glaves left the meeting at this point.*

## 72. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

The following matters were notified to be raised under Any Other Business:

- Guidance on the use of Governor email addresses
- An update on the recruitment and selection process for the appointment of a new Head Teacher
- School Communications with Parents

## 73. REPRESENTATION

Governors noted the following matter of representation:

### Appointment

<u>Name</u>	<u>Category</u>	<u>With effect from</u>
Gareth Bentley	Foundation (DBE)	27.2.24

## 74. MINUTES OF THE MEETING HELD ON 30 JANUARY 2024

**RESOLVED:** That the minutes of the meeting held on 30 January 2024 be approved and signed by the Chair as a correct record subject to the following amendments:

(a) PRESENT

Mrs V Farrell should be Ms V Farrell.

(b) Head Teacher's Report (Including Safeguarding) (Minute 53 refers)

In the second paragraph remove "and Hartshead".

(c) Governor Training and Governor Visits (Minute 62 refers)

Subheading (a) should be: Governor Visit: Ms Farrell.

Subsection (a) should begin: "Ms Farrell reported on visiting Breakfast Club...".

Subheading (b) should be: Governor Visit: Mrs Cockerill

Subsection (b) should begin: "Mrs Cockerill advised that she had...".

75. MATTERS ARISING / ACTION LOG(a) Academisation (Minute 61 refers)

The Chair informed Governors that a meeting with the Diocese was scheduled for next week at which it was anticipated that approval would be given for the school to join the Learning Accord MAT.

(b) Amended Minutes (Minute 50 refers)

Governors received a copy of the minutes of the meeting held on 30 November 2023 as amended by the Governors Clerking Service in advance of the meeting.

**RESOLVED:** That the amended minutes of the meeting held on 30 November 2023 be approved and signed by the Chair as a correct record.

76. MINUTES OF THE MEETING HELD ON 8 FEBRUARY 2024

**RESOLVED:** That the minutes of the meeting held on 8 February 2024 be approved and signed by the Chair as a correct record, subject to the following amendments:

Recruitment and Selection Process for the Appointment of a New Head Teacher (Minute 67(d) refers)

“Mrs E Bolt.” to replace “and EITHER Mrs E Bolt OR Mrs V Farrell”.

77. MATTERS ARISING / ACTION LOG

There were no matters arising.

78. REPORTS FROM COMMITTEES(a) Resources Committee: 7 March 2024

Mrs Cockerill gave Governors a summary of the committee business.

An update was given by the School Business Manager who reported that the budget was in a healthy position.

Several staffing matters were discussed and approved.

The Rascals / Breakfast Club Policy, Volunteer Policy and Lockdown Policy had been discussed and adopted.

The DfE Benchmarking exercise was discussed and showed most measures were within the average bandings. The FSM percentage had increased marginally.

Security fencing and lighting had been discussed; grants for both were being explored by the Head Teacher and School Business Manager.

Mirfield Juniors Football Club had approached the school about hiring the playing field. A meeting was being arranged with the Club’s coaches for more detailed discussions.

**Q: How has the school managed to achieve the budget savings?**

**A:** Most savings were incurred on the gas supply account which was less than forecast. Savings were also made on the staffing budget.

79. HEAD TEACHER'S REPORT (INCLUDING SAFEGUARDING)

The Head Teacher's report was circulated to Governors prior to the meeting.

The Chair invited comments and questions. Governors agreed the Art Week displays looked excellent.

The Safeguarding Monitoring Checklist was handed out to Governors. Mr Pickles informed Governors that the Checklist would be discussed under the item on Educational Visits (Minute 82 refers).

80. FINANCIAL MANAGEMENT AND MONITORING

The financial report dated 29 February 2024 was circulated prior to the meeting.

(a) Sports Premium

Mrs Goodall gave Governors a summary of the school's Sports Premium budget and activities.

SP funding was used to engage children in healthy activity, raise the profile of sport across school, increase teacher confidence and skills, broaden experience and increase competition. Unfortunately, SP funding can no longer be carried forward and was being spent accordingly.

It funded a Dance Teacher who taught over and above what the curriculum mandates and helped with the KS1 nativity and Year 3/4 show. Other provision included Rock Kids, skateboarding, mental health sessions and martial arts. SEN focussed activities were also funded including 10 pin bowling with a dedicated sports co-ordinator. There were clubs on after school all funded by SP.

Mrs Goodall reported £4000 remained in the SP budget and it was planned to spend it.

**Q: Was cross-country running part of SP?**

**A:** The transport was paid for by SP.

**Q: How had SP helped participation for SEN children?**

**A:** SP subsidised several clubs and SEN children were specifically encouraged to participate. Support Assistants were encouraged to stay along with their children.

Ms Hydes informed Governors that her child loved the activities provided through SP. Skateboarding was a particular favourite.

Governors noted that SP funding was having a positive impact and that funding was secured for next year.

81. POLICIES TO REVIEW BY THE FULL GOVERNING BODY

There were no policies to review as the Rascal/Breakfast Club Policy, Lockdown Policy and the Volunteering Policy were discussed in detail and approved at the Resources Committee meeting held on 7 February 2024

82. EDUCATIONAL VISITS(a) Edinburgh

Mrs Wood gave Governors an update on preparations for the residential visit to Edinburgh.

A risk assessment was completed and signed off by the LA and all logistics and paperwork had been completed with assistance from the travel company.

Four staff members were escorting the group. All had been on residential visits previously and knew the cohort well. Parents could ask questions about the trip at the Parents' Evening event after Easter.

**Q: What is the pupils to adult ratio?**

**A:** Approx. 10 :1. The children were well behaved and the visit will be mostly in contained places.

**Q: Have any staff done a recce?**

**A:** No but two staff know Edinburgh well.

Governors recognised the amount of work needed to make the trip a reality since it was first imagined.

(b) Other visits

Mrs Wood reported that visits to the Nell Bank Centre, Murton Park and Howarth were scheduled and that all year groups had visits planned.

83. SPENBOROUGH CO-OPERATIVE TRUST

The Chair reported there were no updates at present.

84. ACADEMISATION / MULTI ACADEMY TRUSTS

Mr Pickles gave Governors an update on academisation. The school was now an Associate Member of the Learning Accord Multi Academy Trust after its membership was approved by the MAT's Governors. The due diligence process was complete and no issues were reported.

**Q: How many responses were there to the parent consultation?**

**A:** Three replies were received. Two were questions. One was from a member of school staff. One made relevant points on MATs and their impact on achievement, however the school is not joining Learning Accord for the reasons raised.

The Chair believed the time was right for academisation. It would not change the school and children would not notice any day-to-day differences. The process was initiated voluntarily which had allowed the school to choose their own MAT rather than having one chosen for them. The school would withdraw from the Spenborough Co-operative Trust and drop VC (Voluntary Controlled) from its name.

The Chair informed Governors that a meeting with the Diocese was scheduled for next week at which it was expected they would ratify the move the school's Associate Membership.

**Q: Will the school have Learning Accord support if it is inspected tomorrow?**

**A:** Yes.

85. GOVERNOR TRAINING AND GOVERNOR VISITS(a) Governor visits: Mr Pickles

The Safeguarding Monitoring Checklist and Mr Pickles' School Visit Record had been circulated to Governors at the start of the meeting.

Mr Pickles had visited the school twice. The first was to complete the Safeguarding Monitoring Checklist. The second was to check the Single Central Record (SCR) and speak with pupils and staff about their knowledge of safeguarding and to understand the culture of the school. It was clear that safeguarding was paramount throughout the school. All the children spoken to were clear about staying safe and most gave examples of how staff kept them so. There was a minor issue on the SCR which was easily rectified. All policies related to safeguarding were good.

Mrs Wood informed Governors that all children knew what to do and who to go to in the event of a safeguarding issue.

**Q: What is contextual safeguarding?**

**A:** It is related to the environments around us and what are the dangers specific to those environments.

(b) Governor visit: Rev Wallace-Jones

Rev Wallace-Jones informed Governors her visit was related to wellbeing and workload. She had completed and returned the School Visit Record to the Head Teacher. The report said the school had a good culture on both wellbeing and workload but some issues were highlighted.

(c) Governor visit: Mrs Cockerill

Mrs Cockerill informed Governors her visit was related to online safety. She had completed and returned the School Visit Record to the Head Teacher. She noted the remarkable improvement between this visit and the last. Children now appeared switched on about online safety and were using the correct language.

**Q: Do you think that is that reflected in their behaviour out of school?**

**A:** Mrs Cockerill believed that it was. Household knowledge of online safety has improved and is also contributing.

Mrs Wood told Governors that Year 6 were an exceptional cohort regarding online safety and were very knowledgeable on the subject.

86. ANY OTHER BUSINESS(a) Guidance on the use of Governor emails

Mrs Wood reminded Governors that Governor email addresses must be used for Governor business and not personal emails.

(b) Update on the recruitment and selection process for the appointment of a new Head Teacher

Mr Pickles gave an update on the recruitment process. The job vacancy was due to close tomorrow. Eleven individuals had looked around the school to date. Two

were head teachers and the rest were on Senior Leadership Team members. Two applications had been received and more were expected as the deadline approached.

**Q: How local are the applicants?**

**A:** Some are local, some from Leeds and Huddersfield.

Governors were reminded that shortlisting was scheduled for Tuesday 19 March 2024 via Teams meeting. Interviews were scheduled for Thursday 11 and Friday 12 April 2024. If shortlisting resulted in a low number of interviewees, then only Thursday 11 April 2024 was to be used. Activities were planned for the first day of interviews and staff involvement was encouraged. Mr Pickles hoped Mrs Wood would give each candidate a tour of the school.

A FGB meeting following the interviews was scheduled for 5pm on Friday 12 April.

**Q: Can Staff Governors attend that FGB?**

**A:** Mr Pickles was unsure and would check.

**ACTION:** Mr Pickles to inform Staff Governors if they can attend the FGB meeting on Friday 12 April 2024 following the head teacher candidate interviewing.

(c) School Communications with Parents

Ms Hydes informed Governors that some parents were unhappy their children had missed out on school events because the events were only publicised on certain communication channels. Mrs Wood suggested this was an operational matter and would contact Ms Hydes to gather more details.

87. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

**RESOLVED:** That future meetings be held in school as follows:

**Full Governing Body meetings at 6.30 pm**

Wednesday 22 May 2024

Monday 1 July 2024

**Committee Meetings**

Thursday 18 April 2024 (Standards & Effectiveness Committee) 6.00pm

Wednesday 26 June 2024 (Resources Committee) 6.00 pm

Wednesday 26 June 2024 (Standards & Effectiveness Committee)  
7.30 pm

88. 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 to the school, in accordance with the Freedom of Information Act.

*The meeting closed at 8:40 pm.*



**ACTION LOG:**

<b>Number</b>	<b>Minute Reference</b>	<b>Action</b>	<b>By Whom</b>
1	86(b)	To inform Staff Governors if they can attend the FGB meeting on Friday 12 April 2024 following the head teacher candidate interviewing.	Mr Pickles