

**Hopton Primary Academy  
Full Meeting of Local Governing Body  
Monday 2<sup>nd</sup> December 2019, 18.30  
Held at Hopton Primary Academy**



Diocese of Norwich  
Education and  
Academies Trust

Name	Initials	Role	Present / Apologies / Absent
Chris Grogan (Vice Chair)	CG	Foundation Governor	Present
Rosemary Barker	RB	Foundation Governor	Present
Emma Plane (Chair)	EP	Foundation Governor	Present
Serena Curtis	SC	Parent Governor	Present
Waheedat Owodeyi	WO	Parent Governor	Apologies
Christabelle Whiteley-Tye	HT	Headteacher/Governor	Present
Richard Mason-Ray	RMR	Foundation Governor	Present
John Waters	JW	Foundation Governor	Present
Sandra Smith	SS	Foundation Governor	Present
Diane Moore	DM	Staff Governor	Present
Katie Potts	KP	Deputy Headteacher	Apologies
Justine Petersen	JP	Clerk	Present

**1. Opening formalities**

**1.1 Opening Prayer**

EP welcomed all present and thanked them for attending.  
HT opened the meeting with a prayer.

**1.2 Receive Apologies for Absence**

Apologies were received from Waheedat Owodeyi and Katie Potts.

**1.3 Consent/Non-consent to absence**

Governors gave consent to the apologies noted above.

**1.4 Declaration of Pecuniary Interests**

None declared.

**2. Minutes and Actions**

**2.1 To approve the minutes of the meeting held on 14.10.19**

The minutes were agreed as a true and accurate record of the meeting and were signed by EP.

**2.2 To review actions from previous meetings**

HT has not yet investigated how many children do not complete home learning.

AP – HT to investigate how many children do not complete home learning.

Not all governors have sent a photograph to KP for the website.

AP – All governors to forward a photo to KP for the website.

The Exclusions Policy is not ready for ratification.

AP – Exclusions Policy to be added to next agenda.

All other actions were marked as complete.

**2.3 To discuss matters arising from the minutes**

Gov: Are there any dates for RSE training?

Governor dates are from the Diocese and can be booked via Governorhub. Staff have been trained and are using the resource materials. RB will monitor next term.

Gov: How will Benjamin Britten liaise with the school if Hopton does not have a Music lead?

Hopton is now part of the Norfolk Music Hub. There is no member of staff to lead Music but Benjamin Britten will support. They have already visited but HT will contact them.

<p>AP – HT to contact Benjamin Britten re Music support in school.</p> <p>SC has completed monitoring forms covering a meeting for new parents, summer transition and the harvest festival.</p>
<p><b>3. LGB Membership</b></p> <p><b>3.1 Review and record appointments, resignations and vacancies</b></p> <p>No change since last meeting.</p> <p>EP has a name of potential governor suggested by DNEAT. She will pursue.</p>
<p><b>4. Presentation from Senior/Curriculum Leader</b></p> <p><b>4.1 Receive presentation from Senior/Curriculum Leader on topic required by LGB (eg BIF, priority focus for school, etc)</b></p> <p>HT provided an update in KP's absence. KP had provided an update at the S&amp;C meeting on 4<sup>th</sup> November.</p> <p>Beach Schools will start on Friday. Every class will visit the beach once per term. KP is monitoring action plans with staff but she has been unwell.</p> <p>All leaders have completed a learning walk for their area and have fed back. There will be another before the end of term.</p> <p>An established Topic learning cycle is in place.</p> <p>Science and RE are assessing using PiXL multi ticks.</p> <p>Science will be a major focus for next term.</p> <p>HT has taken on leadership of Art and DT.</p> <p>RB and SS have monitored the Big Books with DM.</p> <p>The BIF is going well and children are using the 3-minute write. CB has not yet brought it all together.</p> <p>HT is aware that the NEU has circulated documents giving guidance that teachers should not need to speak to Ofsted about their curriculum area unless they have a TLR or they are part of SLT. HT has sent the documents to Rachel Judd, and they have been passed to Simon Morley. HT has not yet received a response. Teachers have always led a curriculum area without a TLR. There will be more staff meetings next term to ensure staff are confident in talking to Ofsted.</p> <p>HT advised that all is in hand but when a member of staff is absent, work stops.</p> <p><b>Gov: Does this indicate that there is a single person dependency in certain areas?</b></p> <p>No. KP was absent for 2 weeks and this meant it was not monitored as closely as if she had been in school. Work did not stop. She is now back in school and monitoring will pick up.</p> <p>The focus next term will be on skills and knowledge in each curriculum area. All staff must be confident.</p> <p>Middle leadership is more difficult in small schools. There are lots of curriculum areas and few members of staff. The NQT does not have a curriculum area, and new staff have only one. This is will addressed but there must be priorities.</p>
<p><b>5. Headteacher's Report</b></p> <p><b>5.1 Receive and discuss Headteacher's Termly School Self-Evaluation Report including the analysis of the vulnerable groups across the school and progress re single change plan</b></p> <p><b>SEF</b></p> <p>The SEF is still large. Governors should inform HT of any areas they consider to be unnecessary. It still includes data. Ofsted does not require this but HT feels it should still be included.</p> <p>The school has not been 'measuring' enough. A pupil wellbeing survey has been completed and Miss Jo is analysing the outcome.</p> <p><b>Gov: What about a parent survey?</b></p> <p>The school will buy into Survey Monkey. All information will be collated.</p> <p><b>Gov: The questions on Parent View have changed in light of the new Ofsted framework.</b></p> <p>HT advised that DNEAT sent out the questions. They look broadly the same.</p> <p><b>Gov: Some are significantly different. There is now a 'this does not apply to me' option.</b></p> <p>Governors felt it would be useful to consider the new questions, such as 'there is a good range of clubs my child can attend'.</p> <p>There are issues with clubs in school. Breakfast club attendance is down and having 2 members of staff is no longer affordable. The focus of after school club is changing because attendance has been poor. Monday and Tuesday will be general clubs.</p> <p><b>Gov: Is breakfast club attendance down since the price increase?</b></p> <p>Yes, but children no longer need to have breakfast. They can pay £2, whereas previously it was £1.50 for breakfast and childcare. This was not affordable. Some schools in the local area charge much more.</p> <p><b>Gov: The cost doubled overnight. The increase was noticeable. Parents only know the previous cost, and they do not benchmark against other schools.</b></p>

The letter sent home to parents stated that the price increase was due to the fact that the charge had been too low. Half of those attending breakfast club have had breakfast at home before they come into school. Not all are choosing to have breakfast.

**Gov: Where are those parents going when they need childcare?**

HT pushed to have a breakfast club and she will not remove it, but the school is not in the financial position to subsidise. Breakfast club now has one member of staff.

**Gov: Are costs covered with one member of staff?**

Not quite, but the school must provide wrap around care.

After school clubs have been £3.50 for some time but attendance is still poor. This has been the case since half term. Even gymnastics has spaces.

**Gov: Are we doing enough to promote the clubs and chase those who were previously on waiting lists?**

Possibly not. Parent Pay has made things more difficult and the school will now go back to block booking.

**Gov: What is attendance like at other schools?**

HT does not have this information.

**Gov: Is this compared to numbers at the end of the summer term?**

Yes, although it could be measured from the same time last year. This has not been HK's priority since she returned from absence.

**Gov: Have we got the right mix of clubs?**

Yes, HT would have liked a general club as well as an active club each day, but there are not enough children for this. There are other clubs in the local area and the children are active generally.

HT has suggested KS1 and KS2 football. She would like more girls to be involved.

It can be difficult to source providers.

Low attendance could be a reflection of the economy as a whole. The school has many parents who are just about managing. There have been job losses in the local area.

Governors will continue to monitor club attendance. They are confident that the school cannot do more than ensure a range of clubs are on offer.

HT read through questions on the Ofsted Parent View questionnaire. The wording has changed in some, and others have been added.

**Gov: Are these yes/no questions?**

Some are, but others have a bigger choice of answers.

EP has used Parent Mail in her own school. Take up was the highest it's ever been and the results were instant. They can also be answered anonymously. The majority were completed on the first day. HT will check whether Hopton buys into Forms on Parent Mail.

**AP – HT to check whether Hopton buys into Forms on Parent Mail.**

**Gov: Could we have a machine set up in the entrance?**

This has been tried before but it was not successful.

**Gov: What about a machine on the playground?**

This would not be private. Parents should complete the survey in their own time.

The school can draw reports from Class Dojo. This will be positive for children who always do as they should.

**Gov: Are there many incidences of negative points being used?**

Yes, for some. There are fewer incidents of physical hurt but the nature of the school has changed for the good. Most are for low level disruption. Staff do not dwell on the negatives.

Staff have been asked to ensure negative points are open to parents to view.

Yr1 have already reached their target of positive points. There are class and individual rewards.

**Gov: This allows you to identify certain themes for individuals and classes. Are we getting full value from that insight?**

This has already been used with one child and parent. Staff were able to tell them where the positive and negative points were being achieved.

**Gov: How is the staff team ensuring consistency of application?**

It was tweaked with staff before half term. The numbers in the Behaviour Policy are clear.

HT will start looking at consistency at the end of term.

**AP - Class Dojo Report to be added to next agenda.**

### **Progress Against the Single Change Plan**

It is still early days and HT has not yet RAG rated.

English is going well. HT will look to see whether the targets at the front of the SCP are being met at the end of term.

Curriculum leaders have written and implemented plans to develop writing in their area.  
Books looks for writing have not yet taken place.  
Vocab is being taught, and this is evident across the school.  
All children know that writing is a main focus.  
PiXL QLAs look good for greater depth. The progress being made is solid.  
Yr4 Maths progress was excellent.

HT is confident that there is more challenge. She has observed lessons.

**Gov: Are there any areas where you are not where you wanted to be at this stage?**

No, everything is going well. The last 2 weeks have been difficult in terms of staff absence, but HT is satisfied with how things are going in school. Observations and drop-ins are showing that everything is working well. HT needs to ensure that staffing gaps have not had a detrimental impact on the children.

**Gov: Have new staff settled well?**

Yes, they are getting to grips with the way the school works.

**Gov: Does DM agree?**

DM confirmed that staff seem happy and there are no obvious concerns. Staff support each other and the team is strong. CB and AP are strong curriculum leaders. They communicate well.

A SEF target is for 75% of children to complete home learning on a weekly basis. All children in DM's class complete it, and 85% of Yr6. The spring target will be 90%.

**Gov: At this point, do we feel there is any risk of not meeting the key priorities in the SCP?**

No.

Priority 3 will not really start until next term.

Outdoor learning will be in the summer term.

Writing cafes took place and feedback was positive.

HT would prefer to include context in her HT Report.

There have been no fixed term exclusions this term. There has not been a permanent exclusion for many years.

Attendance is looking quite positive but it is being pulled down by children with medical needs who do not attend full time.

**Gov: If it is not a big piece of work, can those children be removed from the percentages when you report on attendance?**

They have a justifiable reason for not being in school. This would enable governors to see whether there are any underlying issues. HT will try to do this.

Whole school attendance until 28.11.19 was 95.01% for all pupils. Authorised absence was 3.32% and unauthorised was 0.99%.

PP/SEND attendance was c. 80%. This is the biggest vulnerable group.

2 children were not attending school for specific reasons. Governors suggested they also be removed from the figures.

This would provide an underlying adjusted view.

HT has every child's individual attendance.

## **6. Health and Safety**

### **6.1 Review health and safety policy to ensure it is being implemented in line with the DNEAT policy framework**

Monitoring is behind schedule but JW and HT will complete a learning walk in January to get back on track.

HK has been absent and certain areas were not addressed.

HT and JW will write a health and safety report and draft an action plan.

JW requested a copy of the report sent by Sharon Money.

**AP – HT to forward Sharon Money's health and safety report to JW, EP and CG.**

JW has the fire risk assessment. This is not out of date.

HK's absence had a massive impact. There was also an adjustment in terms of health and safety monitoring and report when a school becomes an academy.

**Gov: Will Sharon Money be back for monitoring?**

Nothing has been arranged. The monitoring visit took place on 3<sup>rd</sup> May and the report came through on 7<sup>th</sup> June.

JW will provide feedback on the health and safety walk and action plan and the next meeting of the Resources Committee.

**AP - JW to provide feedback on the health and safety walk and action plan and the next meeting of the Resources Committee. Clerk to add to agenda.**

**AP – HT to forward Health and Safety Policy to JW.**

## **7. Reports from Committees and Designated/Link Governors**

### **7.1 Receive verbal reports from Chairs of LGB Committees:**

### 7.1.1. Standards & Curriculum – 04.11.19

EP advised that an additional meeting had taken place this term because the agenda was so large that some of the items were deferred.

KP presented on the curriculum.

EP had monitored safeguarding and the SCR. There were no significant concerns.

The writing BIF is underway.

Plans for governor monitoring were discussed.

### 7.1.2. Ethos & Community – 15.11.19

RB provided an update. The agenda covered the various strands of the SIAMS inspection. The school is working within the requirements and the curriculum is fully integrated.

RB has written to DNEAT in her capacity as Chair of the committee regarding the lack of an ordained minister. She has suggested a solution.

**Gov: Should this be added to the risk register?**

HT could add it.

**Gov: Is it within our control?**

It will be recorded in the minutes of the next AIR meeting.

There are children in school who have never seen a minister in vestments. They need some contact with the church.

**Gov: Where is the sharing of a minister as a resource for our school? This is meant to be one of the benefits of joining a MAT.**

Pupils developing and leading of collective worship needs improving, and time for reflection will be built into assemblies.

RB is confident that the school is well placed for an inspection.

EP agreed that Hopton is in a stronger position in terms of governance than before the last inspection.

The school is closely connected to the local community.

RB suggested governors have some input into the newsletter. A governor could write something about themselves for each edition.

**Gov: Is the newsletter on the website?**

Yes.

**Gov: Are older editions archived?**

Yes.

**Gov: How often will the newsletter be published?**

On a monthly basis.

Governors will write a brief portrait of themselves for future newsletters.

**AP – Governors to write a brief portrait of themselves and forward to KP for future newsletters.**

Future LGB agendas will include an item on what governors would like to include in the newsletter. Clerk to add to agendas as standing item.

**AP - Future LGB agendas to include an item on what governors would like to include in the newsletter. Clerk to add to agendas as standing item.**

### 7.1.3. Resources – 25.11.19

The meeting had been deferred from the previous week in light of HT's workload and the evening road closures in the local area.

CG summarised the key points.

The year-end accounts show a surplus of £10k but they are £24k adverse. Most is due to non-staff.

Hopton has an accumulated surplus of £86k but it has required focus in terms of IT and decoration/maintenance, and an action point to ensure educational resources are right across all curriculum areas.

The key risk is the number of children on roll creating budgetary pressures.

It is possible that numbers will improve next year. HT will take all possible steps to avoid mixed age classes.

Nursery places could be offered but Hopton does not have the funds for additional staff. This is particularly disappointing given recent nursery closures in the local area.

The school is taking all possible steps to promote itself. RMR and HT are working on a banner.

Staff pay progression was approved.

DNEAT's charging and remissions policy could present challenges in some classes. Families who qualify for PP could potentially be supported to the point where those who are just about managing are disadvantaged. HT will check the policy to determine whether weekend residentials must be funded by the school for PP children.

**Gov: We do not want a DNEAT policy to mean we cannot run residentials.**

HT had asked HK to discuss the wording of the policy with Howard Nelson. He would not allow any deviation.

The risk rating was reviewed.

CG expressed frustration with the timing of meetings on the DNEAT timetable. The agenda covering the year end accounts was set at a point by which the accounts were already locked. The committee would like the meeting to be held earlier so they have the opportunity to review and correct.

EP advised that the committee is probably not responsible for this under the Scheme of Delegation.

RMR provided an IT update. Windows 7 will no longer receive security updates and RM have provided a quotation to upgrade to Windows 10 on all school machines. HK and RMR will discuss with RM next week. The quotation is for £16.5k, and RMR feels there are question marks around whether it needs to be done, and particularly all at once.

Other solutions are available. Extended support can be provided at a cost per machine. All machines should have intel chips and they will no more vulnerable to attack than they are now.

**Gov: If the system is maintained how it is currently, will RM continue to support the school?**

Probably. The school pays them and they are contracted to DNEAT.

**Gov: Are the machines processing personal data already running Windows 10?**

As far as RMR is aware.

Risks can be mitigated and the only threat is through user error.

**Gov: Has DNEAT provided any support in terms of ICT procurement or a strategy?**

No.

RMR will update governors after the meeting with RM.

**AP – RMR to provide an update after the meeting with RM.**

#### **7.1.4. Receive verbal report from Designated/Link Governors regarding any activity they have undertaken since the last meeting**

EP monitored safeguarding and reported to the S&C Committee.

RMR will monitor the website in January.

RB will arrange to attend training in RSE.

SEND, LAC, PP and PE Premium have not been monitored since the last meeting.

#### **7.1.5. Receive verbal feedback from Chair regarding Autumn AIR meeting (if held prior to this meeting)**

No update. The AIR will take place on 4<sup>th</sup> December.

#### **7.1.6. Sign off Resources Committee Minutes from 18<sup>th</sup> March 2019**

Signed by CG.

### **8. Governor Monitoring**

#### **8.1 Receive Governor Visit reports and discuss actions required**

RB has monitored Yr5 RE. She has completed a monitoring report.

RB and SS completed a scrutiny of the RE Big Books.

**AP – SS and RB to forward Big Book scrutiny monitoring reports to the Clerk.**

The Big Books are excellent. They clearly show the planning and the style of teaching. They also show continuity with other styles of learning in school. They show the assessment and include examples of work.

RB had arranged to monitor collective worship, but the date has been amended to 14<sup>th</sup> January. She will also take pupil voice.

EP talked through the monitoring plan as agreed by the S&C Committee (see S&C minutes 04.11.19).

**Gov: It is important that the same teachers are not selected each time. The load must be spread around the school.**

The school will manage this.

Individual governors will be responsible for making their own arrangements to monitor during their specified half term.

EP stressed the need to consider greater depth and challenge during every visit. She will draft a list of standard questions to ensure consistency.

Governors will monitor in pairs. The format will be meeting with subject leader, learning walk with subject leader, seeing at least one lesson being taught, take pupil voice, look at work.

AN RE/Art day will be held on 16<sup>th</sup> December. RB will attend.

HT would like a Science/Art day next term.

**Gov: Does Maths fit into the monitoring plan?**

No, Reading and Maths have not been specifically included, but governors can do them if they wish. Both have been done before and had a lot of governor input last year.

## 9. Continuous Professional Development for Governors

### 9.1 Discuss training requirements for whole LGB and individual governors, particularly for those with designated responsibilities

Governors have access to the NGA Learning Link.

DNEAT courses are free of charge.

**Gov: Can they be booked online?**

Yes, via Governorhub.

**Gov: How can online training be accessed?**

Via the NGA learning link.

**AP – Clerk to forward NGA Learning Link details to RMR.**

## 10. Policies

### 10.1 Adopt the following Core Trust Policies:

DNEAT has requested an audit of Trust policies in place.

Governors unanimously agreed that all DNEAT policies in place as of 02.12.19 are approved.

### 10.2 Agree and approve the following Academy Policies:

#### Equality & Diversity Policy

The Policy has been personalised. HT went through it with Stonewall and some things cannot be changed.

**Gov: The policy mentions attracting applicants from underrepresented minority groups. This is fine but the right person needs to be appointed.**

HT advised that this was DNEAT's language. It is about attracting applicants, and the best candidate will always be appointed.

**Gov: Must the equality impact statement be written annually?**

Yes, it will be monitored by the E&C Committee via standard DNEAT agendas.

**Gov: Governors should have a list of policies including whether they are Trust policies or school policies.**

HK is drafting this.

#### Exclusions Policy

Not yet finalised.

**AP – Exclusions Policy to be added to next agenda.**

**AP – English and Maths Policies to be added to next S&C agenda.**

## 11. Review Planned Admission Numbers (PAN)

HT advised that 23 children are down for the YrR intake next year, 20 on whom have Hopton as their first choice.

There are no plans to change the PAN.

## 12. Any Other Business

**Gov: Will governors be invited into school for Christmas?**

Yes, HK should have asked governors to join for Christmas lunch. HT will remind her.

**AP – HT to remind HK to invite governors to Christmas lunch.**

It was agreed that governors would take time to consider the reflection (What does it feel like to be a pupil in this academy?) outside of the meeting and keep it in mind during monitoring visits.

## 13. Closing Formalities

### 13.1 Date, time, venue of next meeting – Monday 10<sup>th</sup> February 2020, 18.30

### 13.2 Closing prayer/reflection

EP closed the meeting with a moment of silent reflection.

**Meeting closed at 20.46**