

THE FEDERATED GOVERNING BODY OF SAVILE TOWN CE (VC) INFANT AND NURSERY SCHOOL AND THORNHILL LEES CE (VC) INFANT AND NURSERY SCHOOL

Minutes of the meeting of the Governing Body held at Thornhill Lees Infant and Nursery School at 5:30 pm on Tuesday, 23 November 2021.

PRESENT

Miss K Allen (Chair), Ms S Cavanagh, Mrs D Douglas, Ms S Dudding, Miss K Iqbal, Ms A Mocanu, Mrs S Patel, Ms A Rafiq, Miss D Roberts, Miss M Sharif, Mrs H Tariq

In Attendance

Ms Loonat (Acting Deputy Head Teacher)
Mrs G Hewitt (Minute Clerk)

Introductions were made to the new Governors.

141. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies were received from Reverend A Pollard (consent), Mrs J Lord (consent) and Mrs K Asquith-Dolan (consent).

There were no declarations of interest.

It was agreed that the agenda would be taken out of order at this point.

142. PRESENTATION ABOUT PHONICS IN SCHOOL

Ms Loonat had attended the meeting to give an update on phonics in school. She shared the following information:

- The school had been required to choose an accredited phonics programme and had decided on Little Wandle. Ms Loonat explained why this was best suited to the school. She advised that it was more cost effective and is a more consistent approach to phonics.
- The School has taken the decision to use the interactive whiteboard rather than paper resource. Ms Loonat handed out examples of planning.
- Governors were informed that lessons will start with a review of all sounds that have been covered, then will revisit some of the words covered previously. A new tricky word will be added each day. There will be a specific sound featured in each section and children would look at different words containing that sound. There will also be daily opportunities to write words the children have covered during the session.
- Ms Loonat stated that the programme is very systematic and it stresses that teachers should not overload the children cognitively, which is why little chunks will be taught each day.
- Staff meetings have covered training on how to deliver the planning. Ms Loonat displayed how this works. She stated that phonics is delivered as a whole class as advocated by the programme.
- Schools are required to decide on the terminology to use with the children, as well as the resourcing to ensure that it is the same throughout the school.

- The programme has been trialled over the last few weeks and the children have picked it up really well. Ms Loonat advised that no games or songs are used in the teaching of phonics as there has been previously.
- Planning is completed for every week throughout the year to see how fast it is moving and where things should be in terms of the children's learning.
- Little Wandle doesn't provide resources for nursery, therefore the school is staying with Launchpad for Nursery, which includes sound games to learn different sounds and fine motor skills. This will then carry on into Reception to use in the provision areas alongside Little Wandle.
- Ms Loonat stated that it will take a year to get children on track as it is a different pace to how phonics has been taught before and children in Years 1 and 2 have gaps in their knowledge due to covid.
- Miss Loonat displayed some of the resources that will be used.

Q: Are you no longer able to use Jolly Phonics as well?

A: No, we have to stick to the programme.

- Governors were informed that handwriting will be taught at a different time of the day. Teachers are unable to use cursive font with Reception or Year 1.
- The expectation is for Reception to build up to an hours' worth of phonics each day.
- Guided reading will take place three times a week, the first session will build on decoding and going through vocabulary the children will see in the book, then the final session will be comprehensions based on what they have read.
- Reading books in school have been audited as the school can only use decodable reading books alongside the scheme. This will have a huge financial implication as Oxford Reading Tree which was previously used in school is no longer suitable. This means it will be necessary to invest in new reading books throughout school.

Q: What are decodable books?

A: The book only contains the words that the children have already covered. It is in order to develop fluency.

- The government have not given schools any extra money towards this, however, the expectation is that if phonics results are not at expected levels, schools must make a decision as to what scheme to go with as soon as possible. Thornhill's results were at expected levels last time, but Saville Town was below. It was recommended to them to look at Little Wandle as a scheme moving forward. The SLT carried out some research and agreed that it is best suited to the school.
- The main focus now is ensuring that teachers are used to the new scheme. This half terms' staff meetings have been based on Little Wandle with both schools together. All staff will be trained and support staff training will be bespoke to the phase they are working with.

Q: Will parents be told after Christmas?

A: Yes, it will be shared on Dojo once we are ready to send out all the information.

Q: What do staff think of the programme?

A: The ones who have trialled it have had some teething problems, particularly with the concentration span of the younger children, but Years 1 and 2 have built up their confidence quickly and staff have said they can already see a difference after three weeks.

Q: What if there was a child new to the school with no English?

A: We would do a baseline and use the assessment sheets to see which phase they should be working in.

Q: How do you envisage being able to read three times a week taking staffing into consideration?

A: This is only for Year 1, we have rejigged the timetable ready for after Christmas. The teacher will do the four groups of reading in an hour, as they are supposed to be short sessions, whilst other children are in provision and support takes interventions, we would do this Monday to Wednesday.

Q: Alongside that how will you develop the love of reading?

A: We have reading challenges on dojo for those without access to books at home. Once they have read ten books they get a prize at Thornhill Lees. Saville Town have a reading picnic and children are given treasure from the treasure box. Saville Town have two books on display and children put a peg each day on the book they would like to read. Both schools have book areas showing the top five books for the half term. We will change books regularly and ensure children have the option to read different books. We gift wrap the five favourite books each half term and continuously read those so by the end of the year the children know 30 books well. We make sure the books are different for each year. In Nursery, there are puppets and masks etc with the books.

- Ms Loonat noted that teachers have started using 'big questions' which are displayed in the classroom. Children in Year 2 write the answer on post it notes. Younger children are provided with sentence starters to use. This is linked with the School Development Plan as oracy is a target for staff.

Ms Loonat was thanked for her thorough update and she left the meeting.

The meeting reverted back to the order of the agenda at this point.

143. NOTIFICATION OF ITEMS TO BE BROUGHT UP IN ANY OTHER BUSINESS

The following items were notified to be brought up under any other business:

- PE Audits.
- The Education Staff Wellbeing Charter.

144. REPRESENTATION

(a) Resignation

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Kirsty Quinn	Co-opted Staff	08/11/2021
Shabana Patel	Co-opted	08/11/2021

Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Shabana Patel	Parent	09/11/2021

(b) Appointment of Co-opted Governors

Ms A Rafiq had been appointed as a Co-opted governor.

144. MINUTES OF THE MEETING HELD ON 5th OCTOBER 2021

RESOLVED: That the minutes of the meeting held on 5th October 2021 be approved as a true record by the Chair.

145. MATTERS ARISING

There were no matters arising.

146. MINUTES OF THE MEETING HELD ON 12th OCTOBER 2021

RESOLVED: That the minutes of the meeting held on 12th October 2021 be approved as a true record by the Chair.

147. MATTERS ARISING

There were no matters arising.

148. STANDARDS – BASELINE DATA INFORMATION, INTERVENTIONS AND TUTORING PLAN

The Head Teacher gave the following update on data at both schools:

(a) Nursery – Savile Town Infant School

The Head Teacher explained that as pupil numbers are smaller, the percentage representing each child is lower than at Thornhill Lees School.

The nursery baseline data was displayed and the Head Teacher explained each area of assessment. A table was also displayed showing the numbers of children who had achieved expected levels, were exceeding or working towards. Governors were informed that children were assessed for a baseline, then at the end of autumn, spring and summer. The Head Teacher stated that she would expect to see the working towards children to move towards expected and the numbers of children at exceeding to increase as the year goes on. Governors were advised that class teachers would use the data to address where the gaps are. It was noted that a daily oracy Storytime has been introduced in Nursery to push the oracy and reading skills.

(b) Nursery – Thornhill Lees School

The Head Teacher advised that this includes the 2-year-old data. She also explained that the data shows that a higher proportion of children have entered nursery in the expected range than the working towards. It was found that there is a big difference between two-year-old and three-year-old data, as children that quite often are at expected levels in the 2-year-old provision can find the bigger groups in the three-year-old provision quite overwhelming.

The 3-year old's data shows that on average, the number of children at expected is still higher than with the 2-year-olds and there are few exceeding children starting to come in.

The Head Teacher advised that she looks at the data to ensure that it fits in with the description of the children she receives from staff. For example, additional needs or difficulty with the English language. She would then speak to teachers if she can see any inconsistencies to establish the reasons for them.

Q: Are the Early Years framework not using ‘exceeding’ anymore?

A: We don’t need to report back results for Early Years but we still use it as we need to keep an eye on where children are to ensure they are challenged.

(c) Reception – Savile Town School

The data was displayed. The Head Teacher stated that there are 21 children in the cohort. Governors were informed that the number of children at working towards discounts one child who started later in the year with extreme special needs and two other children with an EHCP, however, other children are broadly at expected or exceeding.

(d) Reception – Thornhill Lees School

The data was displayed. The Head Teacher explained that the schools are using a new assessment tool. She stated that when looking at the data it is important to consider the cohort. A high number of children are showing as exceeding, as some are just stepping into range 6 data. It appears that the cohort is above average, however, this is not the case. The Head Teacher noted that the new system needs moderating. Once this has been done, the children at exceeding will move more towards expected which will be reflective of where the children are.

(e) Year 1 – Savile Town School

The data was displayed. The Head Teacher stated that both schools are finding gaps in Years 1 and 2 due to covid, particularly in phonics and children do not have the stamina with writing that is expected at this stage, some are also struggling with independence skills. Governors were advised that academically, children are still at the level they were before covid, however they are missing those additional skills.

(f) Year 2 – Savile Town School

The data was displayed. The Head Teacher advised that this includes one child with and EHCP and eight with SEN support. Seven children are currently at pre key stage standard. Governors were informed that the cohort has been hit by attendance since Reception and Year 1, not only due to covid and this has had an effect on the baselines. A high number of children are below expected in reading. The Head Teacher assured governors that although the baseline does look stark, progress can still be seen.

Q: Over half of each cohort are below expected reading levels, what is in place to improve this?

A: We have moved to group guided reading as we felt that whole class reading wasn’t have the impact expected. Little Wandle should improve reading attainment.

Q: What changes have been made to improve progress in writing?

A: Little Wandle will also address this.

ACTION: The Head Teacher advised that she would send out Thornhill Lees School's data via email for Years 1 & 2.

The school tutoring plans had been circulated prior to the meeting. Governors were informed that the Government will fund 75% of the cost based on the numbers of free school meals children. The Head Teacher advised that this is why the two school's budgets are significantly different as Thornhill Lees have a higher number of free school meal eligible children. The Head Teacher advised that a plan has been created to show how the schools will use the money and the expected impact. Savile Town School is supporting three afternoons a week with targeted Year 1 children, either those eligible for free school meals, where attendance is an issue or those who are vulnerable for another reason. Those children are under the school led tuition, the government advise a 15-week programme. The gaps are around phonics and reading so this is the focus for this half term. As there is no afternoon nursery, the nursery nurse is covering this. At Thornhill Lees, Year 1 are completing additional phonics and reading three afternoons a week, led by two support staff. These staff work in nursery in a morning. Support staff allocated to each class spend three hours a week working with the children identified as the school led tutor group on an afternoon. Catch up funding is used for the teacher and school lead tuition money for the support staff.

Q: Is that within the guidelines?

A: Yes it is. We receive £945 a term towards it and we have to top it up.

150. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher's report had been circulated prior to the meeting. The following update was given:

(a) Covid Update

The Head Teacher stated that the schools are trying to bring back some normality but with caution. Huddersfield Giants have been coming into schools but working with set classes to limit mixing.

(b) Events and Activities

Savile Town children will go to the Zone on the 24th November and will have balance bikes in school. Thornhill Lees had balance scooters in September. Year 1 and 2 at both schools will be going to pantomimes and Reception and Nursery at both schools are having a Hey Diddle show.

(c) Staffing

There had been issues with sickness and a lot of staff absence at Savile Town School before half term. The Head Teacher stated that credit was due to staff who kept going despite the staffing issues. A supply teacher who has worked in the school before will be starting in January to cover Year 1 at Thornhill Lees.

There has not yet been any appointments through the Kick Start Scheme.

The Head Teacher advised that she had attended two sessions at the job centre and received some applications and is hoping the schools will be able to fill some of the places. The Head Teacher explained how the scheme worked.

(d) CPD

Safeguarding, Team Teach and Prevent training has been carried out. All staff have read and signed the Keeping Children Safe in Education document. The Staff Code of Conduct, GDPR Policy and Acceptable Use Policy have also been read and signed.

(e) Curriculum

After Christmas, subject leaders will be given time to carry out reviews on their subject areas.

(f) Performance Management

Teachers have been given their performance management targets. Meetings for support staff at Saville Town are still to be held.

The Head Teacher's performance management meeting will be held in December.

(g) Monitoring

The monitoring schedule had been shared. All planned policy updates have been completed and learning walks, book scrutinies and moderation are all planned to take place before Christmas.

(h) Pupil Numbers

An update on pupil numbers for each year group was included. At Thornhill Lees, the afternoon three-year-old nursery will be open after Christmas and there are currently 19 children on the list. Children are taken into the 2 year nursery in blocks of four as one member of staff is required to four children.

The Head Teacher advised that all staff and pupil numbers are reported to the DfE each day.

(i) Attendance

An update on attendance in both schools was included in the report.

(j) Buildings

An overview of the work in school was included. The Head Teacher stated that there are some things the schools are still awaiting answers for, such as the radiators and hall ceiling at Thornhill Lees. The shower will be removed at the nursery and a table installed during the February half term.

(k) Health and Safety

A full health and safety update was provided. The Head Teacher noted that the dining tables were being serviced the following week.

(l) School Development Plan

The Head Teacher had circulated the School Development Plan and the review prior to the meeting to show what has happened during the half term to meet targets.

(m) SEND

The Head Teacher stated that the schools work with a lot of outside agencies. A huge issue at the moment is the delay in receiving support in school for some children and getting EHCPs through. It was noted that several children are on the pathway, but it is taking a long time for the assessment to go through and to be transferred to an EHCP. The numbers of EHCPs at the moment look low compared to previous years due to this. Governors were informed that this is having a financial impact on the schools as they are having to put additional support in without the higher funding. There is also difficulty finding staff members able to work with those with complex needs.

(n) Policies

The Online Safety Policy, Complaints Policy, Confidentiality Policy and Staff Code of Conduct had been emailed to governors prior to the meeting.

(o) Safeguarding

It was noted that the Single Central Record is checked monthly by Reverend Pollard.

There are currently no child protection or child in need at the schools. The number of TAF children was due to increase at Thornhill Lees the following week.

DSLs are due to attend refresher training.

The Head Teacher was thanked for her report.

151. KIRKLEES MODEL PAY POLICY

The Policy had been circulated prior to the meeting.

RESOLVED: That the Kirklees Model Pay Policy be Approved.

152. SAFEGUARDING INCLUDING HEALTH AND SAFETY – UPDATES

The Online Safety Policy was circulated prior to the meeting. Governors were advised that Reverend Pollard had recommended the adoption of the Policy.

RESOLVED: That the Online Safety Policy be approved.

153. ACADEMISATION

Some documents regarding academisation had been circulated to governors the previous week. It was agreed that it is a discussion point for governors to have. The Head Teacher advised that she has recently attended meetings with different MATs and gave feedback on this.

She stated that in one of the MATs, the schools maintain their individuality, with a central team providing support to the various areas of the school and explained how this works.

The Head Teacher noted that she has another online meeting to attend. She stated that she is fact finding at the moment to see what is out there. It was noted that as a Church of England School, they are required to join a Church of England MAT.

The Head Teacher advised that she would keep sending information through to governors as and when she receives it.

154. CHAIR 360 REVIEW

It was agreed that this would be postponed until later in the year.

155. SCHOOL WEBSITES

Governors were informed that both school websites have transitioned onto a new platform and information is currently being updated. The Head Teacher advised that the curriculum section is the next big area to look at and this will be the real focus for subject leaders next term.

Q: Are both websites compliant with what they need to have?

A: Yes, they just require tweaks.

Mrs Patel left the meeting at this point.

156. DEDICATED HEADSHIP TIME

The Head Teacher noted that finding dedicated headship time is difficult to fit in at the moment.

Q: Is there anything governors can do to support?

A: It was difficult last half term because of staffing shortages and moving between two schools is very fast paced, which makes dedicated headship time difficult.

157. OUR SCHOOLS AS CHURCH SCHOOLS

The Head Teacher stated that Mr L Talbot, the Link Officer was due to carry out an initial visit to see both schools and look at the local area the following week.

Governors were advised that the schools buy into the service level agreement, which includes time for him to carry out training in school with staff members on RE and collective worship.

158. FINANCIAL MANAGEMENT AND MONITORING

The Resources Committee meeting minutes had been circulated prior to the meeting. The following update was given:

- The Committee had agreed all financial policies.
- A discussion had taken place regarding where the budgets are in terms of how much had been spent so far.

- The Committee looked at nursery numbers to see what the clawbacks would be. The Head Teacher explained how this is worked out. It was noted that the schools will have a better picture in December, however, Thornhill Lees will have roughly £36,000 taken from them, but Saville Town will not lose anything as their numbers are broadly the same as last year.
- The staffing structure was discussed.
- It had been confirmed that the internal money manager report match with the LA monitoring.

Q: Has there been any interest in the advert for Key Stage 1 lead?

A: Yes, there has been one applicant.

159. GOVERNOR TRAINING AND GOVERNOR VISITS

The following courses had been completed:

- Reverend Pollard, Miss Allen and Miss Sharif had attended an Early Years Course.
- Miss Allen had completed Safer Recruitment training.

The Head Teacher advised that an induction course for new governors will be taking place online. She stated that the details had been circulated by governor services.

ACTION: The Head Teacher will email relevant courses to governors. Governors are to respond with which courses they are able to attend.

Miss Allen advised that she will be arranging a meeting at Saville Town for an Early Years update

160. ANY OTHER BUSINESS

(a) PE Audits

The Head Teacher advised governors that the schools have bought into a package using sports premium funding to carry out a PE audit in both schools. The auditors will meet with PE leads, carry out an audit, two training sessions, a deep dive and will train PE leads on a deep dive which will then be shared with other staff members in school.

(b) The Education Staff Wellbeing Charter

The Education Staff Wellbeing Charter had been circulated to governors. The Head Teacher advised that during the Ofsted inspection, staff will be asked about workload, wellbeing and how they are supported in school.

ACTION: Staff Wellbeing is to be an item on the agenda for the next meeting.

161. DATES OF FUTURE MEETINGS

RESOLVED: That the next meetings of the full governing body will be at 5:30 pm in school on the following dates:

Tuesday, 8 February 2022
 Tuesday, 29 March 2022
 Tuesday, 17 May 2022

Tuesday, 28 June 2022

162. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

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