

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 Saville Town School at 5:30 pm on Tuesday, 8 February 2022.

PRESENT

Miss K Allen (Chair), Mrs K Asquith-Dolan, Mrs D Douglas, Ms S Dudding, Miss K Iqbal, Revd A Pollard, Ms A Rafiq, Miss D Roberts, Miss M Sharif, Mrs H Tariq.

In Attendance

Mrs J Lord (Observer)
Mrs G Hewitt (Minute Clerk)

163. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies were received from Mrs S Patel (consent), Ms A Mocanu (consent) and Ms S Cavanagh (consent).

There were no declarations of interest.

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

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

- Attendance and RSHE Policy.
- MIS Data System.
- Deputy Head Teacher.
- Head Teacher Performance Management.

165. REPRESENTATION

RESOLVED: That the following matters of representation be noted:

Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Kiran Iqbal	Parent	06/12/2021

166. MINUTES OF THE MEETING HELD ON 23rd NOVEMBER 2021

RESOLVED: That the minutes of the meeting held on 23 November 2021 be approved as a true record.

167. MATTERS ARISING

PE Audit (Minute 160 (a) refers)

This had been held at Thornhill Lees the previous week and Savile Town was due to be held later that week.

The Head Teacher informed governors that the cost of the audits has been taken out of Sports Premium money. The auditor had worked with the subject leader, carried out lesson observations, spoke to children and staff and fed back to the Head Teacher and Subject Leader. The school has not yet received the written report, however, it was noted that there were very positive comments regarding pupil behaviour and the rapport between staff and children. The point for development was for staff to be creative and to do what they know is right for the children.

168. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher's report had been circulated prior to the meeting. The following discussion took place.

QUESTION: Is the staffing situation any easier than at the start of the year?

ANSWER: There is currently one staff member off with covid, in comparison to a few weeks ago when there were over 20 staff off between the schools. A couple of SEN support staff members are off at the moment and it is looking like it may be long term. We have appointed more SEN support staff, but it is still difficult to manage due to the absences.

- The Head Teacher reported that two teachers at Savile Town will start maternity leave in May. There is the possibility of someone who has previously covered maternity leave and is familiar with the school coming in to cover one of these absences. The other position was due to be advertised the following week.
- An advertisement has gone out for an Early Years Apprentice to cover the increasing numbers in nursery. There are two children in Nursery who the school will be claiming SENDIF funding for, which means there will be two vacancies for staff to support them.

QUESTION: How many will nursery increase by?

ANSWER: We currently have eight two-year-olds, the three-year-olds will be increasing to 27 or 28 as three more will be coming in. This takes us over the ratios which is why we have advertised for an apprentice.

QUESTION: What is the reason for the numbers increasing?

ANSWER: More people are applying for nursery places at the moment, they may have been choosing to keep children at home before due to the pandemic.

- Through the Kick Start scheme, the school will be recruiting one SEN Support assistant, one reading champion, a cleaner and an admin role on a six-month contract. It was noted that the paperwork required has been very time consuming for the office staff.
- Staff meetings have restarted, the focus for the previous week had been to look at reading books and Thornhill Lees had met earlier that night to look at group reading. The focus for this half term is phonics, with maths proposed for next half term although the Head Teacher stated that phonics may overrun slightly.
- KLP Monitoring visit will take place at both schools on Thursday 3rd March.

QUESTION: Who is the KLP this year?

ANSWER: Claire Thomas who has carried out some performance management meetings previously.

- Pupil numbers have been increasing. Numbers will increase further after Easter in nursery and it will be likely that another staff member will be required at Thornhill Lees for the ratios.
- An attendance and buildings update had been included in the report. The Head Teacher advised that she is waiting for the Diocese to respond regarding the litter on the land outside of Savile Town School as confirmation is required as to who owns it.
- Governors were informed that there has been no update on the School Development Plan as this will be updated at the end of term.
- An SEN update was included in the report. It was noted that at Thornhill Lees there are now nine EHCPS and Savile Town are still awaiting a second for a child that has been at the school since November with quite severe needs.

169. STAFF WELLBEING

Governors were advised that staff morale around both schools is high and all staff pull together to provide support to each other.

170. MONITOR ANY CONTROLLED SPENDING FROM COVID CATCH-UP AND RECOVERY PREMIUM FUNDING

The Covid catch up plan had been shared at the previous meeting.

The Head Teacher displayed the plan detailing what has been implemented and how the funding will be used as well as plans for home learning. It was noted that it is difficult to monitor the impact of this as not all children have accessed it or been well enough to.

171. REVIEW SCHOOL'S EQUALITY INFORMATION AND OBJECTIVES

The Head Teacher displayed a power point presentation regarding Equality in the schools, including the following:

- She informed governors that it is their role to monitor that the equality and information objectives are in place and on the website.
- Governors were advised that the information is updated annually. The Head Teacher noted that an Equality Governor would be very helpful to ensure everything that should be done is covered as a Governing Body.

RESOLVED: That Miss D Roberts be elected as Equality Governor.

- An action plan has been put in place, the first action is to increase pupil voice in school again. The Head Teacher stated that it was a previous strength of the school with the School Council, the Munch Bunch, the Collective Worship group and the Eco Group all providing pupils with the opportunity to share their opinions. She noted that she would like these back up and running. There had also previously been parent forums at both schools and the Head Teacher advised that she would also like these back in place so that all stakeholders have a voice in school once more. The target for this is the end of 2022.
- The second action is for the Equality Governor to look through the equality information and feed back to the governing body.

- Governors were informed that both schools have an Accessibility Plan in place to ensure the schools are inclusive and accessible for all. Both plans include toilet refurbishments. A ramp was installed at the front of Saville Town last year and into the rear of the playground at Thornhill last year. The schools also need to ensure that there are appropriate books for all pupils, for example, any with visual impairments or those on the dyslexia spectrum.

QUESTION: Do we have many children with a hearing disability?

ANSWER: There is one child at Thornhill Lees, we have a microphone in place so that the child can tune their hearing aid in. We also have iPads linked to the whiteboard for those with visual impairments.

ACTION: The Head Teacher is to email the Accessibility Plan to Governors.

- The Head Teacher noted that the Policies with links to Equality are: SEND, Attendance, Positive Behaviour, Intimate Care, Medication, Anti Bullying, Extra Curricular Activities, Staff Health and Wellbeing, Looked After Children, RSE and SMSC curriculum.
- The Federation Equality Policy was displayed. The Head Teacher highlighted the aim of the policy and noted that any decision made in school needs to consider the needs of everybody to ensure it is accessible for all. It was noted that it is essential to ensure everything is in place and to revisit the Policy to check that the schools still meet all criteria. Records should also be kept.
- SENCOS have regular meetings with class teachers to ensure children's needs are being met, learning walks are carried out regularly and the effectiveness of things in place are reviewed regularly, impact assessments are also carried out.

QUESTION: Who else would look at all this externally?

ANSWER: It would be included in part of an inspection and would be included in LA monitoring if it was triggered by the LA. The website is also checked by our learning partner to ensure it is compliant.

172. SAFEGUARDING INCLUDING HEALTH AND SAFETY – UPDATES

A Safeguarding audit had been carried out and shared with the Safeguarding Governor. As a result, a question had been raised regarding who the children's safer person/contact was. The Head Teacher advised that this would be the class teacher, support assistant, learning mentor or ELSA person and if there was a particular issue the school was aware of somebody would check in with that child.

173. SCHOOL WEBSITES

It was reported that Equality was to be added to the websites the following week.

174. DEDICATED HEADSHIP TIME

There was no update on this.

175. OUR SCHOOLS AS CHURCH SCHOOLS

The following update was provided:

- Collective worship training had been booked in for the end of next half term.

- The School took part in the Christmas tree decoration at Dewsbury Minster. Both schools also made a window design to go into Longcauseway Church and some of the children had gone to visit that with their parents.

QUESTION: Is the training for collective worship staff only or are foundation governors able to attend?

ANSWER: Yes governors are welcome to attend.

176. FINANCIAL MANAGEMENT AND MONITORING

(a) SFVS

This had been circulated prior to the meeting. It was noted that there have not been many changes since last year.

The Head Teacher explained how the schools meet the standards within the plan.

RESOLVED: That governors approve the SFVS for both schools.

(b) Thornhill Lees Cash Flow

The T5 and Money Manager Cash Flow report had been circulated prior to the meeting.

The revised budget for 2021 was detailed in the T5 alongside actual spends up to Period 9. It was noted that the Money Manager report balances with this.

RESOLVED: That Governors agree that the T5 balances to the Money Manager report.

QUESTION: Is the increase in energy prices going to have an impact on the school?

ANSWER: Yes, we will have to ensure this is included in next year's budget. We have already bought into the LA energy provider so they will advise us how much of the budget will have to be put to one side for this.

(c) Saville Town Cash Flow

The reports were required to be resent for Governors approval.

Governors were informed that an additional £30,000 had been allocated to the school as it had not been possible to balance the budget due to the decrease in pupil numbers and the school had asked the LA for support. The request had initially been declined, therefore the funds had arrived too late to be used for additional support staff hours which had been required through the year. Therefore, the school will be buying additional resources and are awaiting quotes for a toilet refurbishment.

177. GOVERNOR TRAINING AND GOVERNOR VISITS

The following update was given:

- Ms Rafiq had attended a course over three mornings on an introduction to being a governor and gave feedback on this.
- The Head Teacher stated that it would be very helpful if link governors came into school in order to receive first hand information regarding their subject.
- It was noted that governor visits should begin again after this half term.

ACTION: Revd Pollard is to check the Single Central Record.

178. ANY OTHER BUSINESS

(a) Attendance and RSHE Policy

Governors were advised that the Attendance Policy has been amended due to the revised guidance for leave of absence to ensure was in line with the LA.

RESOLVED: That the Attendance Policy be approved.

The RSHE Policy had been circulated last year but not formally ratified by governors. It was noted that parents had been consulted and subject leaders had shared information with governors.

RESOLVED: That the RSHE Policy be approved.

(b) MIS Data System

Governors were informed that the school currently uses Integris, but are coming to the end of a three year contract. Schools are able to re-join for one year or three more years. Mrs Lord reported that the schools have issues with Integris as it does not seem to have moved on a lot over the last ten years, therefore it has been necessary for the schools to create their own tracking as Integris does not do what they need it to do. She stated that she has been looking into other systems to see whether they meet the schools' needs and are cost effective.

Mrs Lords reported that she had looked at Operoo, which was discussed at a Dewsbury Learning Partnership meeting. Although the pricing was good, Mrs Lord has phoned the school that is currently using it and they did not have very positive feedback, stating that it does not meet the schools' needs as a standalone system.

She had also looked at Bromcom, which appeared to be a complicated system and is more costly than Integris.

The final system was Arbor, which is three years minimum contract, it would be roughly the same cost as Integris for the first year, but would reduce significantly in the second and third year. Mrs Lord stated that the system has positive reviews and feedback from two other schools who use it.

QUESTION: What would this cost?

ANSWER: For Integris for 2022/23 it would be £1700 for Thornhill Lees and £1253 for Saville Town. On top of that would be MIS Support, which is £1219 for Saville Town and £1253 for Thornhill Lees. Arbor would be £2512 for Thornhill Lees for the first year and £3082 for Saville Town, but this would reduce to £1812 and £2383 in the second year.

QUESTION: Would you have to pay extra for the add ons or are they included in that cost?

ANSWER: We would have to buy the add ons which give greater use for reporting etc.

QUESTION: Would that be something you would be interested in doing?

ANSWER: Yes possibly.

Governors discussed the schools' requirements for an MIS system.

QUESTION: What is the feedback during network meetings?

ANSWER: A lot of the schools are moving away from Integris as they feel it is not providing what they need.

QUESTION: Would Arbor be compatible with LA requirements?

ANSWER: Yes it would.

QUESTION: What is your view as School Business Manager?

ANSWER: I would like to go ahead with Arbor after listening to the feedback and what we have researched on it.

Governors agreed that it is important to progress and the schools need a system to support with that.

QUESTION: Would there be a crossover between the systems?

ANSWER: Everything would be transferred straight across. We would like it to be done after Easter to coincide with the new financial year.

RESOLVED: That governors agree to the schools moving to Arbor.

(c) Deputy Head Teacher

The Head Teacher advised that she would like the previous working party for the Deputy Head Teacher recruitment to meet to discuss next steps, as it had originally been agreed that the role was temporary until the summer, with a view to advertising before Easter.

It was agreed that the recruitment panel would meet on Tuesday, 8th February at 4:30 pm

Staff Governors left at this point.

(d) **Deleted – Minute 180 refers.**

179. 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, 29 March 2022

Tuesday, 17 May 2022

Tuesday, 28 June 2022

180. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That Minute 178 (d) be excluded from the copy to be made available at the School in accordance with the Freedom of Information Act and excluded as confidential under Regulation 15 (3) School Governance (Roles, Procedures and Allowances) Regulations 2013 from the copy of the minutes to be circulated to staff.