

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 Savile Town CE (VC) Infant and Nursery School at 5.30 pm on Tuesday 16 May 2023.

PRESENT

Mrs K Allen (Chair), Mrs D Douglas (Head Teacher), Mrs K Asquith-Dolan, Mr H Bismillah, Mrs S Hussain, Mrs K Iqbal, Mrs F Lee, Mrs A Nyhan, Reverend A Pollard.

In Attendance

Ms A Walker (Minute Clerk)

L Booth (Observer)

Mrs J Lord (School Business Manager)

The Chair welcomed governors and the meeting started with a prayer.

86. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mr C Bull (consent), Mrs Patel (consent), Mrs M Sharif (consent), Mrs I Whitfield (consent).

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

There were no items to be raised under any other business.

88. REPRESENTATION

88.1 Appointment(s)

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Ms I Whitfield	Designate (to be co-opted)	28 March 2023

88.2 Vice Chair

The Vice Chair was on maternity leave and it was noted that both mother and baby were doing well. The Chair asked governors to consider adopting the role of temporary Vice-Chair.

RESOLVED: That Reverend Pollard agreed to take on the role of temporary Vice-Chair if no interest is expressed by other governors.

89. MINUTES OF THE MEETING HELD ON 28 MARCH 2023

RESOLVED: That the minutes of the meeting held on 28 March 2023 be approved as a correct record and signed by the Chair.

90. MATTERS ARISING

There were no matters arising.

91. HEAD TEACHER'S REPORT AND GOVERNORS QUESTIONS

The Head Teacher's report had been circulated prior to the meeting.

(a) School Context

The previous half term had proved challenging due to Eid, 2 bank holiday Monday's, Polling Day closure, Coronation Celebrations and the current SAT's. Children had appeared tired and unsettled due to the changes in routine over the last several weeks.

There had been increased levels of pupil illness and therefore absence in the current term. School continued to communicate with parents about poor attendance every 3 weeks and work with the Education Safeguarding Team.

Eid and Coronation celebrations had been enjoyed last week. Both schools had held a bake sale to raise money for the School Fund which was used to subsidise trips and various treats for the children. Thornhill Lees had raised £340 and Savile Town had raised £465. Governors expressed thanks to staff and parents for having donated cakes for the bake sale.

(b) Local and National UpdatesNational

Several unions planned to ballot members regarding further strike action that could last throughout the Autumn term.

Local

Several members of LA staff in leadership roles would leave their posts over the coming months. It was highlighted that this would leave significant gaps that would need to be filled.

(c) Education Improvement Committee

The Head Teacher had attended an LA maintained schools meeting on the 16 May at Dewsbury Town Hall. Financial constraints within the LA relating to SEND had been discussed and what school could do moving forward. The possibility of setting up an additional resource in schools for children with special needs to meet their needs in a different way, e.g., different schools providing different provision.

Q: Was there any mention of extra funding?

A: There is no extra money available. An external party has been commissioned by the LA to look at SEND provision and two new schools are being built at a cost of thirty million pounds but they are for children with very high needs who cannot manage in mainstream education.

The Head Teacher had submitted two bids for Resource Provision using the bungalow space at Savile Town but had not yet been informed if the bids had been successful.

Governors agreed that the financial outlook was bleak, however, the Head Teacher was focused on the positives. It was noted that the school tried to be inclusive, but some special needs children could become reliant on adults. It was felt that children would benefit from being together and from having more meaningful time in the classroom. The development of positive relationships and positive curriculum time.

Q: Is this something that the Head Teacher is considering for the next academic year?

A: We have already with the nursery at Savile Town as there are children with higher needs and there has been a lot of absence. We also need to ensure that the special needs children still interact with the other children. Moving forward there will be the need for individual plans and targets with a sound philosophy but this will be new for us and evolve over time.

Q: And this will start in the nursery?

A: There needs to be curriculum and group planning and staff need to be fully trained in moving forward. We also need to look at staffing and how this would work.

Governors moved to the Green Room to look at the space and agreed that this helped them to understand how the concept would work.

Much of the discussion at the Education Improvement meeting had centred around resilience and transition. The end of school improvement funding and the challenge and support approach for moving forward had also been addressed. No decisions had been made at the meeting; a further meeting in April was planned at which additional colleagues would be invited to share their thoughts.

(c) Staffing

Following on from the budget setting, several ETAs on temporary contracts due to end at the end of August had been informed that their contracts would not be renewed: this applied to both schools. Different ways in which children with SEND could be supported moving forward were being considered.

(d) Staff Development

CPD

Staff had been attending the DLP network meetings for writing, Science and Computing. The Early Years meeting had been rescheduled, due to strike action, for Thursday 18 May at Thornhill Lees nursery.

(e) Monitoring

Pupil voice groups had been sharing their ideas subjects across school.

It had been discovered that since covid-19 children's experiences beyond the home had become more limited. Some children no longer attended different groups and venues and their social skills were more limited than they had been pre-covid. Children new to nursery had been born during covid; changes to skills and language were having a negative impact on outcomes.

Performance management teacher review meetings had taken place in March.

The Head Teacher was scheduled to meet with the Governor PM Review Committee on 24 May 2023.

(f) Pupil Numbers

	Savile Town	Thornhill Lees
2-Year-olds	10	15
Nursery	28	77
Reception	28	75
Year 1	28	86
Year 2	23	69
Total	117	322

(g) Attendance to 9 May 2023

	Savile Town	Thornhill Lees
Reception	86%	81.5%
Year 1	91%	89.5%
Year 2	90%	90.3%
Total	89%	87.1%

(h) Buildings, Premises and Resources

The following summaries of works ongoing in the schools was provided:

Savile Town

- Quotes obtained for repairs to the outdoor climbing equipment were high. The DfC had confirmed that the Health and Safety funding stream could not be utilised. A limited amount of £6,869.56 was available as the money was ringfenced for improvements to energy efficiency. The companies that had quoted for the work would be contacted again to ascertain what could be achieved with a budget of £8,000.
- Removal of wallpaper in the bungalow was required to enable re-assessment of the building. The humidifier had been removed as requested.

Thornhill Lees

- A date was yet to be confirmed for radiator repairs.
- Hall redecoration.
- Roof repairs were scheduled to commence at half term and continue into term time. Work on the skylights would take place over the weekend. Contractors had been asked to consider weather conditions should the aircon need to be used.
- Installation of the new boilers, which had started at Easter 2023 were moving ahead as planned. It was noted that the contractor was especially helpful. Work would continue for the next few weeks. Asbestos removal would take place over the weekend.
- Resurfacing of the Nursery play area had started but issues were still ongoing.
- Sand pit lids that had been unable to be opened had been replaced at Easter 2023.
- Toilet snagging had been part of the original specification.

- Only essential classroom supplies would be purchased.

Q: How long has the school been chasing radiator repairs?

A: The Business Manager has been in contact with Asset Management but has not received a response.

Q: Are the radiators dangerous?

A: Yes, the covers are off and children can put their hands in.

Governors agreed that the lack of radiator covers posed a health and safety risk and that children could potentially be burnt. It had been suggested that the Chair write to Asset Management to highlight the danger to children.

ACTION: Business Manager to provide details to the Chair who will send a letter to Asset Management.

Q: Are the radiators on the Health & Safety report?

A: Yes.

Q: Will the roof repairs affect school?

A: No.

(i) DFC Plans

- Some of the funds for Thornhill Lees had been allocated towards toilet refurbishment, new railings that had been identified as a health and safety hazard and repairs to the staff carpark. The work would be completed at Easter 2023.
- New temporary boilers were in the process of being installed at Thornhill Lees from Easter and were scheduled for completion by the end of June. Roofing repairs were due to start in May 2023.
- A proposal to re-roof the flat roof areas at Thornhill Lees in the Summer had been made. The estimated cost of the work was £125,000 and school would be asked to make a contribution. The current DfC balance was £17,233.29, less any allocated funds. The allocated budget was £10,000 for the toilet refurbishment costs additional costs were as follows and overall totalled £17,015:
 - External nursery handrail - £2,665.
 - Carpark tarmac £850.
 - Hall rewire - contribution of £3,500.
- At Savile Town minimal funding remained after the toilet refurbishment and contributions towards the new radiators. There was £1,669.56, plus £11,942 which could only be used for Energy saving improvements. The allocation had not yet been confirmed was usually around £5,200.
- The DFC would be topped up in the new financial year. School had been informed that Thornhill Lees would have an additional £15,280 added and Savile Town an additional £11,942. This was for energy efficiency direct from the government.

(j) School Budget

The Head Teacher had shared in the previous meeting that the school had experienced its most challenging year in relation to the budget. A budget had been set and would be discussed later in the meeting, however, staffing reductions had been necessary. The SBM and Head Teacher had met with the LA finance officer on at least 3 occasions to attempt to set a balanced budget. The Head Teacher reiterated that the year ahead would be difficult and costs and staffing decisions would need to be monitored in detail.

(k) Health & Safety

The annual Health and Safety report had been updated with the repairs that had been completed to date. The main safety concerns had been centred around playgrounds and playground equipment.

The Health and Safety report updates had been circulated with meeting papers.

ACTION: Head Teacher to email a copy of the Health and Safety review document to Reverend Pollard.

(l) School Development Plan (SDP)

The Head Teacher had circulated detailed SDP targets, and these had been reviewed prior to the meeting.

- Early Reading and Phonics – to further develop and embed the Little Wandle scheme whilst also focusing on developing comprehension skills.
- Values based curriculum – to develop a values based curriculum that has mental health and well being at the core of all we do.
- Being an Inclusive school - Using maximising memory research-based practice to support children's knowledge and understanding providing the foundations for future learning (pupils remember more to do more philosophy).

(m) Special Educational Needs

- Planning and review meetings continued with the Educational Psychologist and Early Years Support Team.
- Children with a speech and language programme continued to be supported in school. A speech therapist supported children each half term.
- Occupational Health, Hearing Impaired and Visually Impaired support had visited school school to support children on an EHCP, and advise staff members.

	Savile Town	Thornhill Lees
SEN register	28	50 (18K, 24K+)
Medical	23	73
EHCP	1	7
MSP	12 (3 of which are at draft stage for EHCP)	21
FSM	EYPP =8 FSM = 20	EYPP = 24 FSM = 43

Q: Are there any concerns about children around the cost of living crisis?

A: It is hard to judge but the children seem fine. Staff are aware of the children who request additional milk and fruit. Children at Savile Town have toast in the morning and there is never any left over. Some parents will also admit to struggling when asked.

Q: Could the school approach local supermarkets, etc. for support?

A: The supermarkets mainly provide support for FSM children and unfortunately these are not the only children needing support.

Kirklees are also providing safety equipment for families, e.g. baby gates, etc. However, they are unable to take any more referrals and this is a huge concern.

(n) Safeguarding

The Head Teacher reported that she continued to meet with social workers and attended core groups as required.

	Savile Town	Thornhill Lees
CP	1	0
CIN	0	1
TAF	1	2
LAC	0	2 (1 family)

Governors were informed that school DSLs were Kirsty Asquith – Dolan and Lorraine Booth and that Sendco's were Fiona Lee, Karen Gratino, and Debra Roberts. In addition, Rebecca Wilson, School Business Support Officer at Thornhill Lees, had completed parts of her DSL training.

(o) Overview of the cohorts - 2022-23

	Savile Town	Thornhill Lees
Reception	SEN - 5 FSM -7 Attendance -16	SEN - 8 1 EHCP FSM - 10 Monitoring attendance -52
Year 1	SEN - 10 1 EHCP FSM - 9	SEN - 16 3 - EHCP FSM -17

	Attendance – 11	Monitoring attendance -40
Year 2	SEN – 7 (6 SP & L) FSM – 4 Attendance - 12	SEN – 14 2 EHCP FSM - 16 Monitoring attendance – 24

- Attendance below 90% was monitored closely.

92. SEF (Thornhill Lees)

The Head Teacher had circulated a copy of the SEF (TL) prior to the meeting. The following points were highlighted:

- Section 1 provided the context of the school and overview. Governors to noted that EHCP numbers had increased from six to seven.
- Leadership and Management had been judged as good and provided supporting evidence. Work towards making Leadership and Management outstanding was ongoing.

Q: Is there anything that governors can do to further support the school?

A: More visits by governors during the school day is one of the gaps. This would allow governors to see how the children move around school, their behaviour and what happens in the classrooms.

Q: How do governors arrange visits?

A: Contact the Head Teacher to arrange a suitable date.

Q: Would three governors be able to visit at the same time?

A: Yes. The Head Teacher would give governors a tour of the school and then ask them to go around school separately. The Head Teacher would then be happy to meet with governors at the end of the visit to answer any questions.

ACTION: Governors to email Head Teacher to arrange dates or school visits.

- Personal Development had been judged good and included what the school needed to do to become outstanding. The school continued to struggle with extra-curricular activities, but it was not financially viable to increase these and maintain staff wellbeing. It was noted that it was difficult to achieve outstanding in PD unless the school had visits from external people.
- Behaviour and Attendance had been judged good. Children talked about what they were doing in class and were able to make valid judgements.
- Quality of Education had been judged good. Work on the curriculum was an ongoing process together with long term curriculum planning.
- Last year's data had been included in the report. Governors noted that children currently moving through school had missed eighteen months of education due to the pandemic.
- Quality of Education Early Years had been judged good and outlined what improvements were required.

93. SAFEGUARDING INCLUDING HEALTH AND SAFETY UPDATES

The Head Teacher had circulated the Health and Safety Review document prior to the meeting. The document was reviewed half termly, and walkabouts took place regularly.

The document had been updated for both schools.

(a) Schools Central Register (SCR)

Reverend Pollard had checked and signed the SCR at Thornhill Lees and stated that everything was in order.

(b) Reporting of Incident

The Head Teacher reported two incidents that had occurred outside schools in the area. The incidents had been reported to the Police.

It was discovered that some parents were collecting children on behalf of other parents and the children then walked home with older siblings rather than an adult. The children were then found to be walking home with older siblings rather than an adult. A message had been sent via the school Dojo advising parents that their children would not be allowed to leave with other parents or siblings over the age of fourteen without the school's approval.

A member of staff would be on duty outside of the school and the school crossing patrol had been made aware of the situation.

94. SCHOOL WEBSITES/GOVERNOR PROFILES

The Chair asked governors to submit their profiles for publication on the school Website. Governors were reminded that this was optional.

Q: Where are the profiles placed?

A: On the governor section of the school website. No photos are used.

ACTION: Governors to submit profiles to the Chair.

95. DEDICATED HEADSHIP TIME

The Head Teacher had taken an at home day on polling day to complete her report and governor paperwork. Governors highlighted that all staff had worked at home due to the school closure. Staff had been allocated the time to work on children's reports. It was noted that dedicated headship time was a work in progress.

96. OUR SCHOOLS AS CHURCH SCHOOLS

The Head Teacher reported that the schools Diocesan link, Helen Lever, had been scheduled to attend Savile Town last Thursday but the session was cancelled by the school due to other commitments taking place.

A visit was planned to develop Collective Worship at Thornhill Lees.

A Collective Worship staff meeting had been held at Thornhill Lees last week and a further meeting was due to be held at Savile Town this week.

Savile Town would be working with Hanging Heaton and St John's schools next Monday. Staff would be spending a day together to plan a Mosque visit and other school activities. This would be the first time the schools had met since the pandemic.

The Chair mentioned that SIAMS training for governors was due to take place shortly and the details would be forward to the relevant governors.

ACTION: Chair to notify governors of SIAMS training.

The Head Teacher was due to attend a session next Tuesday about being a Church school and an Early Years setting.

Q: Does Collective Worship relate to staff or children?

A: Children.

Q: Reverend Pollard requested a copy of the Governor Prayer.

A: Copy to be emailed.

ACTION: K Asquith-Dolan to email Governor Prayer.

97. GOVERNOR TRAINING AND GOVERNOR VISITS

The Chair planned to visit Thornhill Lees on Friday afternoon.

ACTION: Chair to email Head Teacher to arrange visit.

The Chair had attended a Governors network meeting on the 9 May 2023 which had provided the opportunity to liaise with other schools in the area. It was proposed that if Head Teachers submitted three governors reports per academic year this would reduce their workload. The Head Teacher stated that she finds her reports helpful during Ofsted and would prefer to continue reporting as she had been with a review after Ofsted.

ACTION: Governors to consider the number of Head Teacher's reports following Ofsted.

ACTION: Chair to attend a Governors Briefing session on the 12 June 2023.

Q: Who is responsible for booking courses for governors?

A: Governors to email Judith Wood at Thornhill Lees.

There were no funds available to enrol governors on a SEND course at a cost of £60 per person. Governors agreed to wait until the next round of SEND training.

98. WELLBEING AND MENTAL HEALTH

(a) Pupil Wellbeing

The Head Teacher had met with the SLT at Thornhill Lees on Monday. Zones of regulation work had started in September and tended to take place at the start of each day. It was felt it may be beneficial for pupil wellbeing to re-visit the zones later in the day. Pupils should be given the opportunity to express their

feelings at different times of the day. It was highlighted that pupils were thought to be happy and that they were more confident now in voicing their feelings.

(b) Staff Wellbeing

The Head Teacher reported that staff wellbeing was variable and dependent on pressures both in and out of school. She added that there were unavoidable events such as SATs and phonics tests but was mindful of not overloading staff. Thanks were given to Kirsty Asquith-Dolan and all Year 2 staff in both schools for preparing children for the SATs.

(c) Head Teacher

It was highlighted that the wellbeing of the Head Teacher was dependent on what was happening day to day.

Q: How have the children coped with SATs?

A: The children have been fine and coped well. They have taken it in their stride.

Q: Are these the children that have been impacted by covid?

A: Yes. However, these children do not have the gaps in learning as previous years. This is due to the skillset of staff and making sure that any gaps were filled.

Governors were informed that Year 1 phonics was excellent, and that Staff were learning how to use the new system quickly. Preparation of resources was time-consuming but meant that phonics provision would be more organised next year.

99. POLICIES FOR REVIEW BY FULL GOVERNING BODY

RESOLVED: That the Governing Body approve the following policies:

- Supporting Children with Medical Needs
- Assessment
- Extra-curricular and Early Years

100. ANNUAL EVALUATION OF A GOVERNING BOARDS EFFECTIVENESS/ACTION PLAN

Q: Do governors use the plan and find it helpful and when was the plan sent to governors?

A: The Head Teacher had circulated the action plan in September and apologised for not including in the papers for discussion at today's meeting.

ACTION: Head Teacher to send Action Plan to governors.

ACTION: To develop the Action Plan for the next academic year.

Reverend A Pollard left the meeting at 6.55 pm.

102. REGISTER OF BUSINESS INTERESTS

ACTION: Governors to follow the link provided to complete the Governor Business Interest Form 2023/24.

ACTION: Chair to circulate the link to governors not in attendance.

L Booth left the meeting at 7:00 pm.

103. ANY OTHER BUSINESS

There were no items for discussion under any other business.

Mr Bismillah left the meeting at 7.05 pm

104. AGREEING THE BUDGETS

(a) Thornhill Lees – B3

RESOLVED: That the Governing Body agree the figures as presented and approved the B3.

(b) Savile Town – B3

RESOLVED: That the Governing Body agree the figures as presented and approved the B3.

Mrs Nyhan left the meeting at 7.10 pm.

(c) Thornhill Lees – B3

The Head Teacher reported that the budget for Thornhill Lees had been balanced by ending a temporary contract and the receipt of £18,000 from insurance due to staff absence last year.

The carry forward of £3,978 had only been made possible by the receipt of insurance relating to staff absence.

The budget was extremely tight and the school would have to watch out for variance in pupil numbers.

RESOLVED: That the B3 be approved by the Governing Body and signed by the Chair and Head Teacher after which the document will be forwarded to Kirklees.

(d) Savile Town – B3

A Carry forward of approximately £20,000 was highlighted.

Some fixed term contracts had ended and would not be renewed. There was a gap of £25,000 in the budget; the local authority would partially buffer this for one year, however, a gap of £3,000 remained.

Q: Has the rate gone down for gas and electricity?

A: It is still variable, but the hope is it will do fall.

The Chair expressed concerns about the gap in the budget but had no objection to signing the B3 in agreement with the Governing Body. The Head Teacher commented that Savile Town was well stocked with resources, and this should result in a saving next year.

RESOLVED: The Chair and Head Teacher to sign the B3 and forward to Kirklees.

105. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the next meeting of the full Governing Body would be held at Savile Town on:

- (i) Tuesday 20 June 2023 at 5.30 pm

Note: The meeting had been re-scheduled from 27 June due to a possible clash with Eid and existing commitments by members of the Governing Body attending other meetings.

ACTION: Head Teacher to look at the calendar with a view to planning meetings for the next school year.

106. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

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

The Chair thanked everyone for attending and the meeting closed at 7.30 pm.