

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 CE (VC) Infant and Nursery School at 5:30 pm on Tuesday, 4th October 2022.

PRESENT

Miss K Allen (Chair), Mrs K Asquith-Dolan, Mrs D Douglas (Head Teacher), Miss K Iqbal, Mrs S Patel, Revd A Pollard, Miss M Sharif, Mrs H Tariq and Mrs A Rafiq.

In Attendance

Mrs K Gratino (SENCO – Thornhill Lees)
Mrs J Lord (School Business Manager)
Mrs G Hewitt (Minute Clerk)

Governors made their introductions.

1. ELECTION OF CHAIR

RESOLVED:

- (a) That nominations will not be accepted from governors not present at the meeting.
- (b) The term of office of the Chair will end on 04/10/2024.
- (c) A tie would be resolved by a vote.
- (d) That Miss Kate Allen be unanimously re-elected as Chair of Governors.

2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Ms A Mocanu (consent)

There were no declarations of interest.

RESOLVED:

- (a) That governors approve the Governors' Code of Conduct
- (b) That the Declaration of Business Interest information has been completed.
- (c) That the governing body record on Get Information about Schools (GIAS) is currently up to date.

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

No items were notified to be brought up under any other business.

4. REPRESENTATION

RESOLVED: That the following matters of representation be noted:

(a) Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Kate Allen	LA	01/10/2022

Miss Roberts, Miss A Rafiq and Mrs H Tariq had stepped down from their roles on the governing body. Governors thanked them for all their hard work and commitment.

(b) Vacancies

The below vacancies were noted:

- 1 Co-opted
- 1 Foundation
- 1 Staff
- 1 Parent

The Head Teacher noted that the roles need to be filled as soon as possible to ensure meetings are quorate. She advised that one staff member at Thornhill Lees was interested in the role, but the parent vacancy had not yet been advertised.

5. ELECTION OF VICE CHAIR

RESOLVED: That Miss M Sharif be unanimously re-elected as Vice Chair for a term of two years.

6. SEND PRESENTATION

Mrs Gratino had attended the meeting to give an update on SEND at Thornhill Lees. The SEND overview was circulated. The following information was given:

- There are four categories of need. Communication, and interaction, cognition, and learning, SEMH, sensory and/or physical needs. Mrs Gratino advised that the main area of need at Thornhill Lees is the communication and interaction category, followed by cognition and learning.
- The handout included an overview of the four areas and the way in which the school follows the graduated approach model of assess, plan, do, review. She explained how this works, noting that it is a continuous cycle.
- Governors were advised how monitoring is carried out on the children to decide on the level of support they need.
- Mrs Gratino noted the importance of building up evidence for each child. A cause for concern form has been created, which staff can use for any need above quality first teaching to advise what the area of need is and what teachers have already done to support. This is currently being embedded to provide a timeline of all needs and the steps the school has followed.
- A breakdown of SEN at Thornhill Lees was provided: there are 44 children across school, which at 14.96% is 2.76% over the national average. In SEN support there are 40 children and 4 with an EHCP, which is below national average. 17 children are on a My Support Plan and 9 of these are currently at the decision to assess stage for an EHCP. When the EHCPs come through, the school will be above average, however, there is currently a backlog in EHCPs.

- Governors were provided with an explanation of a My Support Plan and advised that it targets more specific outcomes for the child and involves a child centred approach, with the parents filling in sections and class teachers, alongside the SENCO also add to it. The school is required to evidence what they are doing towards the targets, and these are reviewed every 6-8 weeks.

QUESTION: Do these figures include new children?

ANSWER: Only the ones who have come to us already on a My Support Plan, this is two boys in Reception and two in nursery currently, but the numbers may increase.

QUESTION: How long is the delay with the EHCP requests?

ANSWER: Nine have gone in since February, two had a decision to assess in March, but we have only just been contacted by the Educational Psychologist. There are 19 one to one/two support staff in school and the school is having to cover the cost of this without any additional support whilst we are waiting

QUESTION: Where the LA are failing their statutory duty of 20 weeks, when the child gets the EHCP is the funding backdated?

ANSWER: It is supposed to be.

QUESTION: How much pressure is that putting on the budget?

ANSWER: We had five children leave in July and the funding has gone to their new school because of the backlog, when previously we would have had it through. The delay will also impact on the budget next year as the number of EHCPs will be lower on the census. This year a lot of children started after the September start date and some of these are additional needs children, so numbers will change around November once the review meetings have taken place.

- Governors discussed the difficulties infant school children face in getting into specialist schools.

QUESTION: Are there any specialist nurseries?

ANSWER: No, this is why we are building up the 2-year-old provision.

- Governors were advised that there are already two two-year olds on a My Support Plan, which will carry on until the end of Reception. There are three My Support plans in Nursery, five in Reception, four in Year 1 and three in Year 2.

Mrs Gratino was thanked for her information, and she left the meeting.

- The Head Teacher gave the following update on SEND at Saville Town:
- There are 23 children on the SEN register, this was a high proportion of the school. Governors were advised that this will change as new children are arriving every week.
- There is currently one EHCP for a child in Year 1, who is receiving Band A funding.
- There are seven My Support Plans and the school receives SENDIF funding from the Early Years Support Service for Nursery children.
- 15 children are on an additional needs plan, the majority are for speech and language, two are physical needs and one SEMH with two at the decision to assess. Extra ETA support and lunchtime support is in place for these children.
- It was noted that there is a rising number of additional needs at both schools.

- There is a sensory room at Saville Town for children to have some time out of the classroom when needed.
- Different groups are running for those with additional needs to cater for their specific needs. The additional needs playgroup is in place and the school is linked with the mental health support team to provide support when required.

7. REVIEW OF COMMITTEES, INCLUDING HEADTEACHER'S PERFORMANCE WORKING GROUP.

RESOLVED: That the committee structure for 2022/23 be as follows:

Resources Committee

Miss K Allen
Mrs K Asquith Dolan
Mrs S Patel
Reverend A Pollard

Head Teacher Performance Management

Miss K Allen
Miss M Sharif
Miss K Iqbal

Staff Dismissal Committee

Reverend A Pollard
Ms A Mocanu
Vacancy

Staff Dismissal Appeals Committee

Miss M Sharif
Mrs S Patel
Vacancy

8. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES.

RESOLVED: That governors will retain the same roles as last academic year with three additional responsibilities:

Key Stage1 Governor –	Ms M Sharif
RSE –	Ms M Sharif
GDPR –	Reverend A Pollard
Sports Premium –	?
SEND –	?

ACTION: Governors are to arrange visits regarding their specific areas.

9. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER

RESOLVED: That the Governing Body delegates to the Head teacher the power to carry out on its behalf the following delegated duties:

- (a) Planning and conducting the affairs of the school to remain solvent.

- (b) Establishing proper financial management arrangements and accounting procedures, which comply with the Local Authority's financial regulations and standing orders and maintaining a sound system of internal controls.
- (c) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.
- (d) Providing such information as the LA may reasonably require to satisfy the LA that the financial management and organisation of the Governing Body are such as to enable it to fulfil the obligations specified for it.

RESOLVED: That the financial limits of the Head Teacher's delegated authority be approved as a £5K spending and virement limit for Saville Town and £10K for Thornhill Lees.

10. MINUTES OF THE MEETING HELD ON 28th JUNE 2022

RESOLVED: That the minutes of the meeting held on 28th June 2022 be approved as a correct record by the Chair.

11. MATTERS ARISING

(a) Minute 219 refers

The boiler at Thornhill Lees will be replaced in February half term. Asbestos will be removed from the boiler room over Christmas.

(b) Minute 86 (b) refers

The new School Business Manager at Saville Town is Rebecca Shaw. The Head Teacher reported that she has settled into the role very well. Advertisements have gone out for business support at Thornhill Lees, there have been two applicants so far.

(c) Minute 87 (g) refers

The Head Teacher reported that she has monthly attendance meetings with the LA Attendance Support Officer, who then follows up with any families if required. Two families at Saville Town are being monitored due to attendance and seven children at Thornhill Lees are being monitored. More children have been taking extended leave since the beginning of term.

QUESTION: Do these come in as requests or do they just go?

ANSWER: They let us know very last minute but the tickets are already booked.

(d) Minute 88 refers

Governors had received the link for the GDPR course. Miss Allen had completed this.

ACTION: Governors were asked to complete the GDPR course if they had not already done so.

12. REPORTS FROM COMMITTEES

There were no committee meetings to report from.

13. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

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

- Sports Premium still hasn't been confirmed by the government.
- There was no further update on the additional needs setting other than the playgroup that the school has set up on their own.
- Schools are both currently in the Ofsted window for inspection.
- Becky has been well supported in her new role – it was noted that it is difficult in a small school as staff often work on their own in the office.
- The Business Support Officer at Thornhill Lees left before the summer holidays so the reduced staffing in September has led to some extra pressure on the office with getting things back up to date. Someone had been supporting but was due to leave at the end of the week. The Head Teacher noted that she is hoping for supply for additional support after that.
- It had been necessary to recruit extra staff to support children with additional needs and two members of staff at Thornhill Lees are off for at least half a term, which impacts cover and staffing.
- 30 contracts have been changed to ensure the right support in school.
- The length of the school day has been changed in order to fit in with the white paper. The new School Business Manager is unable to change contracts as she is awaiting a login, but eight contracts are to be changed. Two members of staff from the Kick Start Programme have stayed with the school to provide SEN support.
- Staff development – Safeguarding updates and procedures were carried out on the first inset day and lunchtime supervisors had first aid training in both schools. The Senior Educational Psychologist lead two staff meeting insets on developing emotional wellbeing in young children. It is hoped they will return to carry out training regarding how to practically support children who have had adverse childhood experiences and autism spectrum training
- Saville Town is working with the English Hub this year. The first visit and an audit has taken place. It was noted that this has been reassuring as feedback has been very positive following disappointing results last year.
- The schools are part of the Mastery Maths Hub again this year. Observations had taken place that day.
- Both schools will be part of the SEND project regarding how to support teaching and learning for SEND children.
- Both schools are part of the decision to assess panels this year.
- Two members of staff at Thornhill Lees are doing the NPQML course this year for subject leadership and another two are doing the NPQSL for senior leaders. The courses are funded externally.
- A monitoring update was included in the report.
- Pupil numbers had changed since the report. An update was given on this.
- An attendance overview was included in the report.
- A toilet refurbishment was due at Saville Town but has been delayed, Thornhill Lees were also still waiting for their radiators. The boys' toilets and ceiling had been completed but there was still no projector or audio system in place.
- FSM numbers were now 15 at Saville Town and 39 at Thornhill Lees.

- Updates on Safeguarding numbers and last year's results were also included in the report.

14. SAFEGUARDING – INCLUDING HEALTH AND SAFETY UPDATES

A full update was included in the Head Teacher's report.

The Safeguarding Policy had been updated and uploaded to the websites. Governors discussed how it may be difficult for staff to know if something is happening at home but noted that schools must educate children and ensure a good relationship with children and parents, building trust and ensuring children have the confidence to speak out.

All Policies had been circulated prior to the meeting:

(a) Attendance Policy

RESOLVED: That the Attendance Policy be approved.

(b) Positive Behaviour Policy

RESOLVED: That the Positive Behaviour Policy be approved.

(c) Staff Mental Health and Wellbeing Policy

RESOLVED: That the Staff Mental Health and Wellbeing Policy be approved.

(d) Staff Behaviour Policy

RESOLVED: That the Staff Behaviour Policy be approved.

15. SEF (THORNHILL LEES)

The SEF had been circulated prior to the meeting.

The Head Teacher noted that effectiveness of leadership and management includes governors which means that it is worrying that there are so many vacancies on the governing body as the capacity is needed to ensure governors are as proactive as they have been in the past.

It was noted that data in both schools isn't stable as cohorts are very different and since covid, staff are finding more difficulties within year groups as they would previously – such as maturity, attention and learning stamina and fine motor skills.

With regards to Personal Development- children are keen to be involved and are very articulate, which means they become confident self-assured learners at the end of their time at the school, which is also attributed to the emotional development work that is put in.

QUESTION: Do you have school councillors?

ANSWER: We will do, we will be establishing this once the children are settled back into school after the summer holidays.

16. 360 REVIEW OF THE CHAIR

Miss Sharif had put together the governing body responses to the 360° review that had been carried out. This was circulated at the meeting.

It was noted that governors appreciate the amount of work that goes into the role and the Chair is always well prepared with all information prior to the meeting.

One area that was highlighted was the thoroughness of the process for new governors. Governors discussed possible areas for improvement, including training and carrying out a skills audit

The Chair asked whether governors are aware of what information the Head Teacher should be sharing and what governors should be asking. It was agreed that the Head Teacher's report is very thorough and gives very important information. The Chair advised that Kirklees Business Solutions offer a training course regarding being Ofsted ready, which may be helpful for governors.

ACTION: The Head Teacher is to email upcoming governor training dates.

17. SCHOOL WEBSITES/GOVERNOR PROFILES FOR THE WEBSITES

Mrs Iqbal had completed the Saville Town website checklist. She advised that she felt some improvements were required as the website was quite overwhelming and some links did not work.

It was agreed that the school may carry out a survey with parents regarding their view of the website during parents evening

Governors thanked Mrs Iqbal for taking the time to look at the website.

ACTION: The Chair asked governors to write a short profile for the website if they haven't already.

18. DEDICATED HEADSHIP TIME

The Head Teacher advised that there hasn't been much opportunity for this during the first half term.

19. OUR SCHOOLS AS CHURCH SCHOOLS

This was included in the school development plan.

Governors were advised that values are included in collective worship, classroom themes and reflection areas and also linked in with how children are supported in school, such as mental health support and ELSA trained staff, the learning mentor, courses for parents, calm and reflective spaces in school and referrals to the Mental Health Support Team. There are displays in school showing what is happening in terms of mental health and wellbeing. The Jigsaw PSHE curriculum is consistent throughout school. Various programmes are in place and ongoing links and visits with the local places of worship.

20. FINANCIAL MANAGEMENT AND MONITORING

The reports were circulated prior to the meeting. The following update was given:

(a) Thornhill Lees

- Governors agreed that the balances within the SAP report match the school's budget report.
- Mrs Lord advised that all new staffing contracts will be showing in Period 6. There is currently an underspend of £55,000, but this will go down and will show during the next 6 months. She stated that the budget is on track but needs monitoring.
- Extra money had been put in for gas and electricity when setting the budget, Mrs Lord advised that this will be monitored each month.
- Some work has been done over the holidays and although it is currently showing an underspend, there is some planned work on the playground and hall redecoration.

QUESTION: Are you staying with YPO for utilities

ANSWER: The LA have procured a new company for this and we will be staying with who they choose.

(b) Saville Town

- The Money Manager report had been circulated prior to the meeting. It was noted that this does balance with the SAP although it is not currently possible to produce the report.
- There are currently no concerns with the budget due to the contingency that was put in at the start of the year.

21. SCHOOL DEVELOPMENT PLAN – PRIORITIES 2022/23

The following update was given:

- The Head Teacher advised that she has been working on inclusivity in school and how people are being supported, linked with the research based maximising memory course.
- Subject leaders have attended a curriculum development day and subject leaders are to put together schemes of work for foundation subjects, to make it very clear what is to be taught and when in the school calendar.
- Schools use Little Wandle for early reading and phonics, the Head Teacher noted that she is considering refresher staff training. There are catch up groups in classrooms and assessments are taking place every half term. Monitoring is carried out regularly and guided reading three times a week. Children have access to online reading books to read at home – online as necessary in order to keep reading books in school for reading practise. Children are given library books to take home. There is an opportunity for comprehension skills to be used across the curriculum.

QUESTION: What has the uptake been for children accessing the online books?

ANSWER: It has been quite good, only one parent was unable to access it, but this has now been resolved.

QUESTION: Is there anything in place for any children who are unable to access an eBook?

ANSWER: If a child doesn't read at home we try to offer extra practise in school. We do have drop-in sessions on a morning for parents around different themes.

22. GOVERNING BODY DEVELOPMENT: ACTIONS AND PRIORITIES 2022/23

This had been looked at in July. Governors agreed that they are happy with the format and agree to continue with the same procedure as last year.

23. SAFEGUARDING – SAFEGUARDING POLICY, ACCEPTABLE USE POLICY

The Policy had been circulated prior to the meeting and approved earlier.

RESOLVED: That the Governor approved the Safeguarding Policy.

24. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2024/25

RESOLVED: That governors agree to consider the contents of the report.

RESOLVED: That the PAN of 90 at Thornhill Lees and 60 at Saville Town is noted.

25. TEACHER'S PAY AND CONDITIONS PROPOSALS – SEPTEMBER 2022

This was to be postponed as the draft policy had not yet been shared.

RESOLVED: That the Staff Code of Conduct and Whistleblowing Policy be approved.

ACTION: Some governors were in need of governor email addresses.

26. GOVERNOR TRAINING AND GOVERNOR VISITS

Governors were asked to contact the head Teacher with any training courses they would like to attend.

27. ANY OTHER BUSINESS

Nothing had been notified to discuss under Any Other Business.

28. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the next meeting of the governing body be held at Saville Town School at 5:30pm on Tuesday, 22nd November 2022 – rescheduled 29.11.22 (due to Ofsted training)

29. AGENDA MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no part of the 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.