

**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 5.15pm at Savile Town School on Tuesday, 9 April 2019.

PRESENT

Miss K Allen (Chair), Mrs G Brooke, Mrs D Douglas, Mrs S Dudding, Miss K Fry, Ms A Mocanu, Mrs S Patel, Reverend A Pollard, Miss D Roberts, Miss M Sharif.

In Attendance

Mrs G Hewitt (Minute Clerk)  
Miss K Quinn (Associate Member)  
Mrs J Lord (Observer)

57. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Ms S Cavanagh (consent), Miss K Asquith (consent) and Mr G Billing (consent).

There were no declarations of interest.

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

The following item was notified to be brought up under Any Other Business:

- ♦ Catering Standards Report.
- ♦ Staffing.

59. REPRESENTATION

(a) The following matters of representation were noted:

Appointment

<u>Name</u>	<u>Category</u>	<u>With effect from</u>
A Mocanu	Parent	21.03.2019

Ms Mocanu was welcomed to the governing body and introductions were made.

(b) Appointment of Co-opted Governors

There were currently four vacancies for Co-opted Governors. The Head Teacher advised that she had contacted local businesses but had not yet received any response.

Governors were asked to consider whether they could recommend any potential new governors, or it was noted that amending the governing body numbers could be an option.

60. MINUTES OF THE MEETING HELD ON 5 FEBRUARY 2019

**RESOLVED:** That the minutes of the meeting held on 5 February 2019 be approved and signed by the Chair as a correct record.

61. MATTERS ARISING

Parish Links (Minute 46 refers)

It had been noted at the last meeting that the schools are struggling to have links with a parish or a church with the closure of Holy Innocence. A governor stated that the schools are linked with Ravensthorpe Parish. The Head Teacher advised that the statement referred to active links, as SIAMS requires information about the links and the impact they have.

62. REPORTS FROM COMMITTEES

Resources Committee

The minutes had been circulated prior to the meeting. The following update was discussed:

- The Thornhill Lees budget, this had been set by Mrs Lord and the Head Teacher. The Committee had recommended that the draft budget should be accepted pending the carry forward amount which would be confirmed the following week. Once the carry forward is confirmed, the budget will be finalised, the Committee had also recommended that the final budget should be accepted as the carry forward would be the only amendment.

**RESOLVED:** That governors agree the draft budget at Thornhill Lees.

- A health and safety inspection had been held at Thornhill Lees.
- Fire risk assessments had been carried out.
- A meeting had been planned with parents regarding the 30 hours free nursery provision.
- The LA financial audit had been carried out at Thornhill Lees, the outcome of this was Outstanding.

63. HEAD TEACHERS REPORT AND GOVERNORS' QUESTIONS

The report, covering the following, had been circulated prior to the meeting:

(a) Ofsted and SIAMS

An update on the new Ofsted framework was included.

A session had been held in school on SIAMS preparation, the Diocesan Link Officer had visited the school and the Head Teacher and Reverend Pollard had attended training on the SIAMS SEF and inspection which had been very intensive and informative.

(b) New RE Syllabus and PSHE

Information was currently being updated in order to follow the new RE syllabus.

The new PSE and RSE guidance has been passed by Parliament, the Head Teacher advised that this will be statutory in all schools from September 2020. The school has received enquiries from parents regarding this as there is a lot of inaccurate information online.

(c) SEND Review

The review is ongoing although there have been no further collaborative sessions since last term.

(d) Healthy Pupil Capital Fund

The fund has been divided equally between the Community Hubs, each Hub will have to bid for the projects they would like to use it for which they feel will have the most local impact.

**QUESTION:** How many schools will it cover?

**ANSWER:** There are 22 in the Dewsbury Learning Partnership, but that includes six academies who will already have received their share.

(e) Mental Health Support Teams

As a result of a successful funding bid, the Joint Commissioning Group is working in collaboration with the Educational Psychologist Team, Northorpe Hall and CAMHS to support families in areas of deprivation.

Each school will be asked to complete a self-audit and meet with the Educational Psychologist to go through it, then a school development plan or community hub plan will be created. The project will provide additional capacity and resourcing and is due to run for 18 months.

**QUESTION:** What happens after that time?

**ANSWER:** It will depend how sustainable it is.

**QUESTION:** Will the schools be asked to show outcomes from the project?

**ANSWER:** Yes, possibly.

Staff will also be attending training around supporting children when dealing with difficult circumstances.

(f) Spring Term Update

An update on actions which have taken place in both schools during the Spring term was included in the report, including the following:

Work scrutiny had taken place. Maths books were shared and good practice discussed. All lesson observations have been carried out in both schools. Performance Management mid-term targets were due to be completed the following day.

An update on Pupil Premium and Sports Premium was given, the Head Teacher noted that Sports Premium would remain the same as last year.

(g) Staffing

Both teachers who were on maternity leave have now returned. One on a three day contract and the other is working five days.

A teacher at Thornhill Lees will be leaving at the end of summer to take up a position abroad.

Mr Billing has secured a new role as Deputy Head Teacher at another school, the new school has requested that he be released from his contract early, therefore a temporary teacher will cover the role until the end of the year.

**QUESTION:** Will the vacancy be advertised then?

**ANSWER:** It will depend on school numbers.

Governors noted that Mr Billing has worked incredibly hard during his eight years at the school. He has served as a governor for 2 years, as well as Acting Deputy Head Teacher twice.

**ACTION POINT: CHAIR**

Miss Allen is to draft a letter of thanks to Mr Billing on behalf of the governing body.

(h) Pupil Numbers

An update on current pupil numbers in both schools was included in the report.

(i) Staff and Governor Development

A full update was given in the report.

The Head Teacher noted that in addition to the training listed, 4 support staff at Thornhill Lees will be carrying out NVQ Level 4 training.

(j) Building, Premises and Resources

Planned capital works over the summer include re-roofing the two year old provision area and work on the gantry.

The Nursery flooring will start at Easter, with further sections being completed at Spring Bank and during the summer holidays. This is due to the large area in Nursery.

General work will also be done to improve the outside area.

**QUESTION:** What has happened with the ponies?

**ANSWER:** They are going back to their owners tomorrow.

The Early Years building at Savile Town will be rewired over the summer holidays. Asset Management will come out after Easter to discuss the logistics of this.

Governors were advised that there may be two polling days in May and both schools are polling stations.

(k) Outside Links

The school continues to work with local schools, colleges and universities.

The Community Hub is meeting every three weeks. A new co-ordinator is due to be appointed in the coming weeks.

(l) School Development Plan

A review of this had been circulated to governors.

(m) Special Educational Needs

Savile Town numbers remain the same. A child with an EHCP is due to leave Thornhill Lees after Easter, there are a further two EHCPs pending.

(n) Safeguarding

An update on the numbers of Child Protection, Children in Need and Team Around the Family in both schools was included.

(o) Attendance

Attendance information from September 2018 to 20 March 2019 was provided.

**QUESTION:** Is attendance impacted mostly by holidays or sickness?

**ANSWER:** It is mainly through holidays. We do send penalty notices and meet with parents to try and discourage term time holidays or encourage them to cut down the length/tag them onto school holidays, however, a large number of families continue to take the time out and the holidays can be significantly long. If a child in nursery has a lengthy absence they are taken off roll.

**QUESTION:** Can anyone in the community help with this?

**ANSWER:** The Attendance Officer comes into school and speaks with families. The fines are not much of a deterrent in comparison to the savings. Parents are advised that children's attendance records follow them throughout the schools.

The attendance network group is to be reinstated within the Community Hub and there are plans to hold an attendance event at the end of each academic year for all the schools as an incentive.

The Head Teacher was thanked for her thorough report.

64. OUR SCHOOLS AS CHURCH SCHOOLS – SIAMS UPDATE

Thornhill Lees' vision statement had been sent to governors prior. This had been agreed with staff, shared with the school council and parents. The Head Teacher advised that she would be happy to hear any comments or suggestions regarding this.

Governors suggested changing the wording of one of the sentences from 'we wish' to 'we aim' as they felt this is a more positive statement.

65. DEDICATED HEADSHIP TIME

The Head Teacher stated that she has been very busy recently, she has attended several conferences with the Dewsbury Hub and Kirklees Primary Heads which have been very inspirational.

66. FINANCIAL MANAGEMENT AND MONITORING

The B3 for Savile Town School was circulated. The following update was given:

- Governors were informed that there was an allocation of £712,857 with a carry forward (to be confirmed) of £72,146, giving a total of £785,003.
- Pupil numbers will be low next year and Early Years funding will be clawed back, therefore a buffer has been included under classroom support staff of £25,000, this is where the money will be clawed back from. It has not been possible to do the same at Thornhill Lees as there is no carry forward to add into the budget.
- **Deleted – See Minute 75**

**Mrs Patel left the meeting at this point.**

The Head Teacher explained the B3. Governors confirmed that they were happy with this.

67. COMPLAINTS POLICY

**RESOLVED:** That governors approve the LA model Complaints Policy

68. SAFEGUARDING UPDATES

Additional training had been held for staff who had missed the Safeguarding update in December. All staff are now trained.

The Single Central Record had been checked that day at Savile Town. It was noted that the Chair should also carry out these checks.

**ACTION POINT – CHAIR**

The Chair is to check the Single Central Record.

69. HEALTH AND SAFETY POLICY

This item was to be carried forward to the next meeting.

70. SEF – TEACHING, LEARNING AND ASSESSMENT

This had been sent to governors prior to the meeting. Updates had been made to the quality of teaching, learning and assessment at both schools.

**RESOLVED:** That governors approve the updates to the SEF.

71. SCHOOL WEBSITES**ACTION POINT – ALL GOVERNORS**

Miss Allen reminded governors to email the information they wished to include in their section of the school websites.

72. GOVERNOR TRAINING AND GOVERNOR VISITS

A list of training dates had been circulated prior to the meeting. Governors advised that they had attended the following training:

- Miss Dudding had carried out governor induction training.
- Reverend Pollard had attended the governor briefing regarding Early Years, funding and outcomes for children. She noted that this had not been very well attended. She had also attended a data update and will be carrying out safer recruitment training in May.
- Miss Allen was due to attend an effective governor monitoring course.

The Head Teacher noted that she had sent an email regarding The Key to enquire as to whether governors felt that it was good value for money. Governors felt that, although it can be useful, it would be possible to source the information it provides elsewhere.

**RESOLVED:** That governors agree to not renewing the subscription with The Key.

Miss Allen and Miss Sharif noted that they would arrange visits to the school once the SATs were completed at their own schools.

73. ANY OTHER BUSINESS(a) Catering Standards Report

The Head Teacher advised that an impromptu kitchen assessment had been carried out at Savile Town and a result of 100% had been achieved. Governors noted their thanks and congratulations to the kitchen staff.

(b) Staffing

This had already been covered.

74. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

**RESOLVED:** That the next meeting of the Full Governing Body be held at 5.15pm at Thornhill Lees School on Tuesday, 18 June 2019.

**RESOLVED:** That the next meeting of the Standards and Effectiveness Committee be held at 5.15pm on Monday, 20 May 2019.

**RESOLVED:** That the next meeting of the Resources Committee be held at 5.15pm on Monday, 8 July 2019.

75. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

**RESOLVED:** That Minute 66, 3<sup>rd</sup> bullet point be excluded from the copy to be made available at the school, in accordance with the Freedom of Information Act.