

**THE GOVERNING BODY OF SAVILE TOWN CE (VC) INFANT AND NURSERY SCHOOL**

Minutes of the meeting of the Governing Body held at 6.00 pm at the School on Monday, 3 July 2017.

**PRESENT**

Mr M J Booth (Chair), Miss K Allen, Miss K Asquith, Mrs D Douglas, Reverend A Pollard, Miss D Roberts, Mr U Umar, Mr M Zahoor and Mrs M Noor.

**In Attendance**

Mr H Adam (Governor Designate)  
Mrs S Morley (Minute Clerk)

**2282. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATION OF INTEREST**

Apologies were also received from Mrs S Khan for which consent was granted.

There were no declarations of interest.

**2283. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS**

The following items were notified to be brought up under Any Other Business:

- (a) Letter from Mr Booth
- (b) Whistleblowing policy
- (c) Lunchtime supervision

**2284. REPRESENTATION**

- (a) Governor Designate

Mr Haroon Adam has been appointed as a governor designate. His DBS forms have been completed and are with Kirklees for processing.

- (b) The following item of representation was noted:

**End of Term of Office**

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr M J Booth	Foundation	28.8.17

**2285. MINUTES OF MEETING HELD ON 8 MAY 2017**

RESOLVED: That the minutes of the meeting held on 8 May 2017 be approved and signed by the Chair as a correct record.

**2286. MATTERS ARISING**

- (a) Minute 2267 – Financial Management and Monitoring.

The budget was approved by the Board and the B3 form signed by the chair.

(b) Minute 2274 – Letters from Staff Members

Letters were received from staff. One teacher requested a reduction in hours which was approved by the Resources Committee. One lunchtime supervisor had requested a four week leave of absence in September in order to undertake Hajj. This had been declined and the member of staff has subsequently resigned.

2287. REPORTS FROM COMMITTEES(a) Standards Committee

The Standards Committee looked at the results data for this year. Early Years Good Level of Development had increased from 25% in 2014, to 74.8% this year. The Phonics pass rate in Year 1 had gone from 47% in 2014 and was now at 69.6% in 2017. Year 2 Phonics had gone from 84% in 2015 to 86% in 2017. There had been a spike in 2016, but this had reduced, due to 2 children being disapplied and 2 not passing. The Year 2 figures are in the table below:

	2016	2017
Reading – Expected	66.7	71.4
Reading – Exceeded	17.9	17.9
Writing – Expected	46.2	53.6
Writing – Exceeded	7.7	10.7
Maths – Expected	64.1	71.4
Maths - Exceeded	-	14.3

These show an increase in reading and maths and a significant increase in writing.

The Committee also discussed parental engagement in school including the courses run, humanities and art and design policies and Ofsted questions.

(b) Resources Committee

The Resources Committee had looked at and approved the staffing structure. This had been changed as the existing structure could not be maintained with the current budget. One member of staff took voluntary severance. Staff, HR and the Union were consulted. Interviews and tests took place. All candidates will be informed of the decision tomorrow. The head teacher was reassured that the standard of interviews and tasks were really high and is confident that the process has been fair. It has been a difficult time in school for everyone. Mr Umar thanked the Head Teacher and SLT for their work on this difficult situation. There will be a meeting on Thursday for staff to meet with HR, the Union and the Head Teacher.

2288. HEAD TEACHERS REPORT AND GOVERNORS QUESTIONS

The Head Teacher circulated her report.

(a) Curriculum Focus

The head teacher explained that the art gallery has showcased some of the children's work. She stated that there are talented pupils in the school.

(b) Sports Premium

£8,385 had been received so far this year. Most of this pays for Fahana and the PE lessons. This has benefited the school by increasing the standard of PE in school and training other staff, as well as freeing up teacher time to undertake small group work with other pupils and allows for cross curricular activities. The Head Teacher expressed her wish for this to continue into the new year.

(c) Pupil Premium

Pupil premium details have now been updated on the report. The Head Teacher reported that Artis visits to school have had an impact on art, writing and vocabulary of children.

(d) Performance Management and Staffing Levels

Reviews should be completed by the end of term and new targets will be set in September.

One teaching assistant has secured a place on the Skit programme.

(e) Pupil Numbers

Pupil numbers have increased to 153 children from 129.

(f) Staff and Governor Development

Emma attended the science network meeting.

(g) Buildings, Premises and Resources

Devolved Formula Capital (DFC) can be spent to improve buildings or purchase IT equipment. The head teacher requested approval to gain quotes to improve the outside doors into the school and ensure disabled access into the school hall.

RESOLVED: That the Head Teacher should acquire quotes for this work.

(h) Outside Links

The Head Teacher believes that outside links are valuable. The university students share ideas and the school benefits from free training.

The thrive hub is now made up of 22 schools all part of the Dewsbury Learning Partnership. The school now has a secure email system as a result of this. Funding bids can be submitted to support the hubs in future.

**Q:** How do the 22 schools share information?

**A:** The groups are broken down into three sub-hubs. Head teachers meet once each term and coordinators meet every other week. The secure email system allows sharing of digital information.

The school is to take part in the Big Sing at Manor Croft Academy on Monday 10 July.

**Q:** How many children will take part?

**A:** There will be up to 20 from Savile Town, and more than 100 from other schools.

(i) School Development Plan

The Head Teacher circulated the plan and review of targets. There is still more work to improve writing to bring this in line with the standards in maths and reading. The head teacher believes that there needs to be improved dialogue between teachers and teaching assistants; time will be needed to facilitate this.

The schools Facebook page is now up and running with updates being posted every few days. Information is still sent directly to parents and a notice board will be updated.

The Chair thanked the head teacher for her report.

2289. FINANCIAL MANAGEMENT AND MONITORING

The Head Teacher circulated the budget. There had been little income from pre-school fees and some from the University of Huddersfield relating to students.

2290. APPROVE THE BUDGET FOR 2017/18

RESOLVED: That the budget be approved and signed by the Chair.

2291. DEALING WITH CONCERNS AND COMMPLAINNTS ABOUT SCHOOLS (Minute 2271 refers)

A governor will be appointed to attend training when the dates have been confirmed.

2292. SAFEGUARDING

The Auditors are in school this week. There are no outstanding safeguarding issues. All staff training is up to date and Level 3 training will be considered in the near future. All the DSL's have attended refresher training this year. Photos of DSLs are now in the school entrances.

RESOLVED: That the following be an additional agenda item.

2293. SEF – LEADERSHIP AND MANAGEMENT & EARLY YEARS

The Head Teacher explained that data had been added and the document updated.

2294. GOVERNOR ACTION PLAN AND REVIEW (Minute 2270 refers)

The Head Teacher circulated the action plan. This shows what the governors have achieved throughout the last year in their work broken down to the full governing body, committees and governors with specific responsibilities. The head teacher has also added extra items to be included next year including SIAMs report, foundation governor's evaluation of collective worship, promotion of structured opportunities for spiritual development and the schools' distinctiveness as a church school. The head teacher thanked the governors for all their hard work their contributions this year.

RESOLVED: That the following be an additional agenda item.

2295. ANNUAL GOVERNOR NEWSLETTER

The Head Teacher shared a draft newsletter. There was a suggestion to add the Facebook logo to the letter to promote the schools' page. The newsletter was agreed. The Chair thanked the Head Teacher for writing the letter.

2296. DEDICATED HEADSHIP TIME

The Head Teacher reported that her time was being taken up by work around the staffing restructure.

2297. GOVERNOR TRAINING AND GOVERNOR VISITS

One governor had completed SEN training and found it very useful. She had also undertaken a visit to the school where she had found the Early Years children to be happy, engaged and confident.

One governor had completed the Introduction to Governorship course and had found this to be very useful in understanding the role and responsibilities of a school governor. He had also undertaken a visit to the school where the children had been enthusiastic about their work, welcoming and curious about his visit.

One governor had completed reading friends training.

2298. ANY OTHER BUSINESS

(a) Whistleblowing Policy

Auditors will look at this on Wednesday. Staff look at this annually on the September inset day. The chair agreed that the policy is fair and equitable for all. A copy is available in the staff room and is updated on the website.

RESLOVED: That the Whistleblowing policy was agreed and signed by the chair.

(b) Letter from Mr Booth

Mr Booth read a letter that he had sent to the head teacher informing her of his resignation as Chair. He thanked the governors and the Head Teacher for their support and hopes to remain part of the governing body as a foundation governor. The Head Teacher thanked him for his work on behalf of herself, staff and the full governing body.

(c) Lunchtime Supervision

One governor raised concerns about the standard of lunchtime supervision after receiving complaints from some parents about children's behaviour in the playground. There were concerns that incidents could develop into bullying. One other governor supported this view after being approached by other parents. He had directed them to the complaints policy and asked them to put the complaint in writing to enable investigations to take place. The same parents contacted school and was invited to come into school at anytime by the office staff regarding this matter, but had never visited the school to further the discussion. Governors asked that the lunchtime team were made aware that the

complaints had been received and that the lunchtime supervisor be involved. The Head Teacher agreed to speak to the team tomorrow. She reported that there had been a recent “dip” in behaviour across the school, but action from staff and a zero tolerance approach had seen this improve.

**Q:** How many are in the lunchtime team, and what roles do they do?

**A:** The team is split into the play team who supervise the ball court, some one to one supervisors and other supervisors who ensure children eat their meals and are safe. There are 2 staff in the play team outside and 7 other supervisors who do the one to one supervision for the children with SEN and general supervision. The number of these on outside duty increases over the lunch period as children finish eating and go outside. There is a change over period where staff brief each other of any issues at that time. The senior leadership team do some observation at lunchtimes.

2299. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the next meeting of the Governing Body be held at 6. 00pm at the School on Monday, 2 October 2017.

2300. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

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