

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

Minutes of the annual meeting of the Governing Body held at 6.00 pm at the School on Monday, 6 March 2017.

PRESENT

Miss K Allen, Miss K Asquith, Mr M J Booth, Mrs D Douglas, Reverend A Pollard, Miss D Roberts, Mrs S Khan, Mr U Umar and Mrs M Noor.

In Attendance

Mrs S Morley (Minute Clerk)

2231. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATION OF INTEREST

Apologies for absence were received from Associate Governor Mrs T Kamal (consent not applicable, as only applies to full governors) and Mr M Zahoor (consent was granted).

There were no declarations of interest.

2232. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

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

- ◆ Letter regarding Muslim free School
- ◆ Head Teacher mid-term performance review dates

2233. REPRESENTATION

(a) The following matters of representation were noted:

End of Term of Office

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Miss D Roberts	Staff	17.02.17

Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Miss D Roberts (re-appointed)	Staff	18.02.17

(b) **Appointment of a Co-opted Governor**

The Head Teacher and Chair had discussed a candidate who they thought might be interested in this vacancy. The Head Teacher did not want to inform the meeting who this was as the person had not yet been approached.

2234. MINUTES OF MEETING HELD ON 28 NOVEMBER

RESOLVED: That the minutes of the meeting held on 28 November 2016 be approved and signed by the Chair as a correct record.

2235. MATTERS ARISING

(a) The Canopy for KS1 Building (Minute 2219 (g) refers)

The canopy was fitted before Christmas and is well used.

Q: Is there any feedback from the children?

A: They love it as they can be outside in all weathers; the tables are used a lot.

(b) Parental Engagement Through Workshops (Minute 2217 (b) refers)

The Head Teacher reported that the workshops are ongoing, unfortunately, the First Aid Tutor had resigned, but the school had not been informed. This one has been postponed for the moment.

2236. MEMBERSHIP OF COMMITTEES (Minute 2214, Authority Note refers)

Membership of committees was reviewed.

Dismissal Appeal Committee

Miss K Allen

Reverend A Pollard – will be removed from this committee, with the Co-opted Vacancy to fill this post.

Mr M Zahoor

2237. APPOINTMENT OF GOVERNORS WITH SPECIFIC RESPONSIBILITIES (Minute 2215 refers)

RESOLVED: That Miss Kate Allen would take responsibility for Early Years.

2238. REPORTS FROM COMMITTEES

The following was reports presented from the Resources and also the Performance Management Committee

(a) SFVS Return

The return was discussed and minor adjustments made.

RESOLVED: That the SFVS return is approved and signed by the chair.

(b) Financial Procedures Policy

This was discussed and some minor alterations made.

RESOLVED: That the Financial Procedures Policy be approved and signed by the chair.

(c) Review of Statement of Internal Control

This was discussed and some minor alterations made.

RESOLVED: That the Statement of Internal Control is approved and signed by the chair.

(d) Projected Class Numbers

There will be 93 children on roll from 7 March 2017. One member of staff will return from maternity leave after Easter, on a part-time basis.

(e) Pupil Premium

The Head Teacher presented Governors with a detailed breakdown of how Pupil Premium is spent. There are 19 pupils eligible for PPG across KS1 and Early Years; this amounts to £19,800 received in 2016/17.

The Chair thanked the Head Teacher for her careful management of the budget and noted that no staff have been lost although some roles had changed, so there has been no direct impact on teaching.

2239. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher presented her report and the following matters were highlighted/questions asked:

(a) Early Years National Funding Formula

From September 2017 there is an additional 15 hour entitlement for 3 year olds. The formula consists of a base rate plus additional needs. All Local Authorities will be required to establish a SEN inclusion fund for 3 and 4 year olds with SEN taking their free entitlement. A SEN fund for 2 year olds is optional.

Early Years Pupil Premium will continue to be funded separately with no changes in 2017/18. Kirklees will receive £5.20 per hour for 2 year olds.

(b) Disability Access Fund

This will be introduced for those children in receipt of child disability living allowance and receiving free early years education; the local authority will check that eligibility requirements are met, but the provider will be responsible for identifying children. The funding will be £615 per child annually.

(c) Work Scrutiny on Maths

A work scrutiny on maths identified a number of areas where positive changes have now been made; these include collecting evidence of children's work, presentation of work (photocopied sheets or workbooks) and challenging the more able children.

(d) SPAG session

Staff found the latest session useful and have put elements of the training into practice. The Chair visited the assembly on Friday and saw evidence of the children's achievements in this area. Children are now engrossed in their writing and composition and vocabulary is improved. Children struggle with grammar and there are problems with children not practising their spellings at home.

(e) Artis

Artis work with the school on one day each week, funded by Pupil Premium. These sessions are lively, fun and enjoyed by children.

Q: What happens in these sessions?

A: The children are involved in drama and music led sessions. In a recent session, the children were exploring dinosaurs. This helps to support the development of language and writing.

(f) Sports Premium

Q: Will funding stay the same in the new year?

A: Yes. So far £8385 has been received.

After school clubs, including fun and games, multi skills and dance are enjoyed by the children.

(g) Performance Management

Lesson observations will take place this week with reviews to follow.

(h) Pupil Numbers and Staffing

The Head Teacher provided the meeting with a breakdown of pupils in each class / year group.

One member of support staff resigned at Christmas following illness, another returned from maternity leave, which has allowed a HLTA to undertake intervention groups with more able pupils in maths and to complete some well-being work with children and parents.

(i) Staff and Governor Development

Governors attended the Governor network meeting, preparing for Ofsted and information about Academisation. The Head and Chair also attended the first session about Leadership in a Church School. The Head and other staff have also attended a variety of courses including Maths Mastery, DSL Training, Online Safety, PE network meetings and Safeguarding.

(j) Buildings and Premises

The Head Teacher reported that a leaking hall roof over Christmas has caused damage to the hall floor; this will be fixed sometime during the Easter break.

Q: Is this a health and safety concern?

A: No, the damage is under some units.

The boiler in the bungalow is faulty and a replacement will be required. The Head Teacher is awaiting some quotes for this.

(k) Outside Links

The Head reported that work continues with local colleges and universities and schools, with several students continuing their placements.

There has been a parents' well-being session and several other parent workshops, including Arts and Crafts and ESOL. ESOL will continue along with a literacy workshop and first aid.

(l) Special Educational Needs

The Head reported receiving regular and appropriate support for children with SEN from outside agencies to direct and support their development.

Referrals for Speech Therapy have been made and school nursing service. These forms are online and are quite lengthy. Some children require a speech programme which is time intensive for staff.

(m) Safeguarding

The internet safety assembly took place on 10 February and was well attended by parents.

Contact details for parents were updated at Parents evening

(n) Attendance

The Head Teacher presented the attendance figures from September. There was a rate of 86% in Lions; this is due to one child who has very poor attendance and one who is on a part-time timetable. Other reasons for absence were explored.

RESOLVED: That the Head Teacher was thanked for her comprehensive report.

2240. SEF – PERSONAL DEVELOPMENT, BEHAVIOUR AND WELFARE

The Head Teacher circulated this report in January. The Grade given was outstanding. The children's behaviour is very good and lunchtime behaviour in the hall had improved. There had been some good feedback.

The Head Teacher also reported the results from a parent questionnaire that had been issued at Parents Evening. The feedback on this was largely positive, with only two criticisms relating to lunchtime supervision and a perceived reduction in staff since an older child had attended the school.

Q: How could a parent disagree that they receive information about progress?

A: this is related to parents not being updated on targets given at a previous parents evening and has now been resolved.

Q: Can you explain the comment about a reduction in staff?

A: This is relating to the changes in the Early Years building with the reception class moving buildings, meaning that less staff are in main Nursery unit than previously.

Parents were informed last year about these changes at meetings with the Head which were well attended.

2241. FINANCIAL MANAGEMENT AND MONITORING

The Head Teacher presented Governors with Cash Flow and Budget Information. She explained that there will be a surplus from not having a caretaker in post for 6 weeks, and the new caretaker works less hours per week. There has been fewer repairs than planned for, though this may increase.

Q: What does Grounds Maintenance cover?

A: The new caretaker does not mow lawns, so these costs cover that, along with managing hedges and trees.

There are funds left in the Whole School Resources category, and there has been no educational psychologist until after Easter. It is hoped there will be a carry forward due to careful management of spending.

The Head Teacher explained that there had been a reduction in Early Years Funding due to reducing numbers, but due to taking in additional younger pupils this has not be as big a reduction as first thought. With regard to Reception aged children for September there have been 27 first choice applications for September, a total of 55 for first, second and third choice places).

Other items discussed in relation to the budget was buying into the Psychology service (public relations support) and the new apprentice levy.

RESOLVED: That the Resources Committee need to meet as soon as possible to discuss the budget in detail. This will be arranged via email for a date in the next week.

RESOLVED: That the Chair thanked the Head Teacher for her detailed report and breakdown.

2242. SAFEGUARDING

There was nothing to report / discuss.

2243. ACADEMISATION (Minutes 2184, 2200 (d)and 2217 (c) refer)

RESOLVED: That a single agenda item meeting be arranged for Wednesday, 5 April 2017 at 6.00 pm to discuss Academisation only.

Sally to email details to Governors.

2244. DEDICATED HEADSHIP TIME

Q: Governors asked the Head Teacher if she has enough time?

A: Generally, yes, but this can vary. The school is generally busy, but the Head reported using quiet times for her dedicated headship time. The Chair stated that she should ensure that time is taken when required.

2245. CHANGES TO THE SCHOOL DAY (Minutes 2208 and 2224 refer)

This matter has been settled and no further action was required.

2246. CHURCH INSPECTION OUTCOMES

The inspection day was challenging; 98% of pupils are practising Muslims, which make it a unique Church School. The report was good and identified some areas for improvement. The Head Teacher presented the SIAMS report and explained that the school would take place in a school based mini project to look at the school's Christian ethos and values and monitoring and reviewing collective worship.

ACTION POINT: Governor Clerking Service to add SIAMS Report – mini project to agenda for next meeting.

2247. PROMOTING THE SCHOOL – PROSPECTUS / WEBSITE

Q: Can we find out how many visitors we have to the website?

A: Yes, there is a hit counter, there have been 1700 “hits”.

Q: Can positive comments from the recent reports and questionnaires be added?

A: Yes, the Head Teacher agreed to highlight the reports.

The website has recently been subject to an overhaul and now has lots more published on it to aid with the promotion of the school.

2248. GOVERNOR TRAINING AND GOVERNOR VISITS

Some visits had been completed since the last meeting and reports were in the file. Governor training had been summarised in the head teachers report.

2249. ANY OTHER BUSINESSLetter from Bolton Muslim Girls School

A letter had been received from the Bolton Muslim Girls school, asking the school to support the plan to open a Muslim Boys Secondary School in the area, by distributing questionnaires to parents and using the school to hold an information event. The school were aware that the school had been contacting individuals in the area by other means. The Head Teacher agreed to write back to the school, to state that this had been discussed at the Governing Body Meeting and it was felt that it was not in the body's remit to support this.

2250. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the next meeting of the Governing Body be held at the School on:

Wednesday, 5 April 2017 at 6.00 pm: one item agenda - Academisation

Monday, 8 May 2017 at 6:00pm and be preceded by a meeting of the Standards and Effectiveness Committee at 5.15pm.

2251. 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.