

**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, 8 May 2017.

PRESENT

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

In Attendance

Mrs S Morley (Minute Clerk)

2258. 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).

Apologies were also received from Reverend A Pollard and Mrs S Khan for which consent was granted.

There were no declarations of interest.

2259. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

Letters from staff received by Headteacher.

2260. REPRESENTATION

Mr Haroon has been appointed a governor designate, until his DBS forms have been completed.

2261. MINUTES OF MEETING HELD ON 6 MARCH

RESOLVED: That the minutes of the meeting held on 6 March be approved and signed by the Chair as a correct record.

2262. MATTERS ARISING

There were no matters arising.

2263. MINUTES OF MEETING HELD ON 5 APRIL

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

2262. MATTERS ARISING

There were no matters arising; academisation is an agenda item in this meeting.

2263. REPORTS FROM COMMITTEESStandards and Effectiveness Committee

The Standards and Effectiveness Committee looked at the following policies: PE, RE, Computing and Teaching and Learning and the Prospectus. Staff training, whole school training and staff meetings were also discussed. A breakdown of pupil progress class by class was shared and explained.

**Q:** Is pupil progress on track?

**A:** Yes, a spreadsheet detailing progress was discussed at the committee.

2264. HEADTEACHERS REPORT AND GOVERNORS QUESTIONS

The headteacher had circulated her report. She informed the governors that SATs in Year 2 were taking place this week. School trips had been planned and a community hub meeting had been held today. The budget had been discussed at the previous meeting and an update would be given later in the meeting.

(a) Pupil Achievement / Curriculum Focus

The curriculum focus this term has been on maths and how to stretch children's learning. Children can explain their work, recognise their development needs and have a deeper understanding. The headteacher had spent time with children and found this useful. There had been emphasis placed on those children who were exceeding.

A new handwriting scheme had been adopted. Writing is improving and the children are extending the content. Part of key Stage meetings will be looking at quality assurance in guided reading and the reading levels.

**Q:** How can you show that more able pupils are being challenged?

**A:** This is evidenced in their progress data for maths, writing and reading.

**Q:** How does Savile Town compare with other schools?

**A:** Moderations have been completed with other schools. A teacher governor had visited another school and been assured that the children are progressing well. Evidence can also be seen in spelling tests and morning challenges. Maths has also been checked against another school.

**Q:** Would OFSTED recognise the improvement?

**A:** Yes, the range of evidence in literacy and numeracy collected by teachers and subject co-ordinators would support this. Paul Lomas has said that Year 2 children achieving greater depth of learning was an achievement, especially when many children do not have English as a first language or may have parent(s) who do not speak English.

Pupil progress is assessed at the start of each year to provide a baseline, and then again at Christmas, Easter and Summer in order to check progress. The headteacher gave a summary of children's progress, and expected outcomes at the end of each year group, along with information about the number of children with a parent who does not speak English, the distribution of birthdays by term and any children with SEN.

**Q:** Have the courses for parents made any impact on children's progress?

**A:** The headteacher reported that this was difficult to quantify without knowing which parent supports homework. Homework is handed in regularly. Anecdotally, the headteacher had noticed an increased confidence in some parents who had attended the courses.

(b) Sports Premium

Fahana is still working with 4 classes each week, with half of the children at a time in PE. The headteacher would like this to continue next year. The activities are purposeful and link with the curriculum. After school clubs include fun and games and a cricket club. Club places are allocated on a rota basis to ensure all pupils have a chance to attend.

(c) Pupil Premium

The headteacher explained that the breakdown of spending of pupil premium is in her report.

(d) Performance Management and Staffing Levels

All staff reviews have taken place, targets for those who have just returned from maternity leave have reduced to reflect the length of time left in the academic year.

Staffing has been challenging when several people are absent. Ratios must be correct, especially for trips and one to one support for those children who require it must be provided.

(e) Pupil Numbers

In September, there were 129 children on roll; this has increased to 151. The waiting list for 2 year olds is busy and there are no spaces until September. Nursery provision in September will increase to reflect these numbers.

(f) Staff and Governor Development

Governors have attended the networking meeting, induction training and safeguarding.

The headteacher attended KPH and Dewsbury Learning Partnership meetings as well as being involved in the community hub meetings and Children Improvement Board.

1 member of staff attended Senconet and is the schools' representative at the community hub co-ordinators meeting.

(g) Buildings, Premises and Resources

The hall floor has not been repaired yet, as the roof has leaked again and this must take priority. The floor is not a health and safety problem as the repairs needed are under some units.

Some plumbing work in early years will be paid for by insurance.

(h) Outside Links

The school continues to work with colleges, schools, and universities. Requests for student placements continue to be made.

Parent courses have not run this term yet, but will be resumed later,

(i) SEN

The children are well supported and making progress. Outside agencies come in to school on a regular basis to update programmes, provide them with activities and next steps in development. Some support was lost last term as there was no educational psychologist.

(j) Safeguarding

A governor is attending DSL refresher training shortly.

The headteacher is attending a Prevent update and a Safeguarding update over the next few weeks.

The headteacher updated the governors on the number of children that are on Child Protection and Child in Need measures.

(k) Attendance

The headteacher briefed the governors on pupil and staff attendance.

The chair thanked the headteacher for her report.

RESOLVED: That the following be an additional agenda item.

2265. SCHOOL DEVELOPMENT PLAN

The headteacher gave copies of the plan to the Governors for them to read and note updates that had been made since the start of the term.

2266. DEDICATED HEADSHIP TIME

The headteacher reported that she uses her time to complete reports and read information as necessary.

2267. FINANCIAL MANAGEMENT AND MONITORING

The headteacher shared the budget with governors. £75k was carried forward, which was £29.5k more than expected. This was due to ETA being paid 14 times per year not being accounted for. All of this will be retained by the school and budgets have been increased for teaching, repairs and maintenance, learning resources, ICT, training and course feed, supply cover, and almost £7k is owed to the local authority. Buy backs have gone up in price this year.

**Q:** How will this impact the school in September?

**A:** There will need to be a change to the staffing structures and a letter has been sent to staff about voluntary redundancy, reduction in hours and early retirement. There has been some interest, but this cannot be discussed in the full Governing Body meeting due to confidentiality reasons. Resources Committee and the Chair are aware and meeting again next week.

RESOLVED: That the changes to the budget were agreed and approved.

2268. SIAMS REPORT – MINI PROJECT (Minute 2246 refers)

Staff members were asked to fill in questionnaire about Collective Worship. There have been some suggestions about songs and themes to link with PHSCE curriculum. Children are well behaved and enjoy assembly.

2269. SEF – LEADERSHIP AND MANAGEMENT & EARLY YEARS

The content has not changed, but OFSTED trends from other reports have been monitored and analysed. The headteacher reported that this was working well.

**Q:** How has this been useful?

**A:** Common themes have been identified, including handwriting and stretching more able children. A Teacher Governor stated that using OFSTED reports give an opportunity for reflection on own practices and justifies methods used already.

Policies have been updated on the website and are reviewed on a rolling programme, then agreed by staff and signed off by governors. End of year data will be used to evidence this.

Disadvantaged children numbers seem to be lower on paper than in reality. Free school meals and pupil premium are another way of looking at this. A spreadsheet for each class has been prepared to show at a glance the proportion in each group.

The mixed age class has worked well and the success can be evidenced by the results or the more able Reception aged children and also the general progress of the Year 1 children.

Both in and outdoor spaces are set up and used well. Outdoor provision should be the same across both sites. The early years' provision has been worked on all year and the assessments at the end will show the impact.

2270. GOVERNOR ACTION PLAN AND REVIEW

This item should be postponed until the next meeting.

2271. COMPLAINTS ABOUT THE SCHOOL

- RESOLVED: (i) That the Kirklees model schools' complaints policy will be adopted.
- (ii) That one member of the Governing Body has still to be named attend training.
- (iii) That the complaints policy was updated on the website in January. The headteacher shared the complaints flow chart from the policy and emphasised the need for governors to avoid hearing a complaint if they are on the complaints committee in order to ensure they remain impartial.
- (iv) That the policy will be reviewed as part of the rolling programme of review.

2272. ACADEMISATION (Minute 2254 refers)

Governors shared and discussed the results of the SWOT analysis charts they had received at the single agenda item meeting in April. The headteacher believed that it is not the right time to make a decision on academisation, but this will need to be revisited regularly so national changes can be discussed.

2273. GOVERNOR TRAINING AND GOVERNOR VISITS

The Chair had made a visit to assembly. Governor training had been summarised in the headteachers report.

2274. ANY OTHER BUSINESS

Letters from Staff Members

The headteacher had received 2 letters from staff, regarding changes to attendance. The headteacher will discuss these at the next Resources Committee.

**Authority Note:** Agenda items 12: Safeguarding and item 13: To Approve the Budget 2017/2018 had not been minuted in the minutes as being discussed.

2275. 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, 3 July 2017.

The headteacher will email details of the next Resources Committee.

2276. 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.