

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

Minutes of a meeting of the Governing Body held at 6.00 pm at the School on Monday, 5 February 2018.

### **PRESENT**

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

### **In Attendance**

Miss Mariyam Sharif  
Mrs S Morley (Minute Clerk)

### **2342. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATION OF INTEREST**

Apologies for absence were received from Parent Governor Mrs S Khan (consent).

There were no declarations of interest.

### **2343. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS**

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

- Letter to Chair regarding head teacher supporting another school.

### **2344. REPRESENTATION**

#### **(a) Appointment**

Miss Sharif was introduced to the group. She explained that she was an assistant head teacher at another school, and attended Savile Town as a pupil. She was local to the school and saw being a governor as a way to contribute to the community.

RESOLVED: That Miss Sharif was unanimously voted on to the Governing Body as a Co-opted Governor.

### **2345. MINUTES OF MEETING HELD ON 27 NOVEMBER 2017**

RESOLVED: That the minutes of the meeting held on 27 November be approved and signed by the Chair as a correct record.

### **2346. MATTERS ARISING**

#### **(a) High Needs Review (Minute 2333 (b) refers)**

The head teacher reported that she had reserved a place on High Needs Review Workshop on 1 March and would provide an update after this.

#### **(b) Pupil Progress (Minute 2333 (e) refers)**

Miss Asquith and the head teacher had completed two learning walks; one to look at vulnerable pupil needs and one to identify actions that had been put into place from a previous walk.

(c) Safeguarding (Minute 2334 refers)

The safeguarding audit had now been completed and shared with the Safeguarding Governor.

2347. REPORTS FROM COMMITTEES

(a) Standards Committee held on 5 February 2018

The following items were discussed:

- Science curriculum
- PSHE update – Jigsaw package
- Policies on: Positive Behaviour, Marking, English and Assessment
- New progress tracker
- Intervention groups and their impact
- Parental engagement
- Proposed future links
- Ofsted areas for focus: high achieving pupils, boys attainment

(b) Performance Management

Head teacher objectives reviewed and new ones agreed: continue to drive outcomes for pupils, increase staff involvement in the curriculum, and strategic work in the LA.

In light of the new pay policy the group needed to meet again to discuss this in relation to the Headteacher's Performance Management.

2348. HEADTEACHERS REPORT AND GOVERNORS QUESTIONS

The head teacher elaborated on her report that Governors were already in receipt of.

(a) National Work

Study regarding PSHE and the links between happiness and ability to learn. The school must provide a stable environment, children needed to be able to deal with conflict. The school had bought into the Jigsaw Project, which followed on from SEAL work which had been done in the school previously.

The impact of setting by ability; if a child was with the same group all the time they would develop the characteristics of the group and reduce the mobility especially in early years. The report recommended mixed grouping.

Mental health in school: the school had a CAHMS lead. There was a link to a mental health provision questionnaire on Governor Net; funding was linked to the result of the questionnaire.

The government had announced a package of support; this would be given to LA's to divide.

(b) Assessment

The tracker had been amended, and used a new colour code. Early Years were looking at a new package.

(c) Performance Management

Reviews would be completed after the next half-term. Lesson observations would be completed by tomorrow.

(d) Staffing

Staffing remained the same. One member of staff who had been on long term sick leave was hopefully back after the half-term. This post had been covered for the duration of the absence. There had been a high level of staff sickness recently, including one day where there were 8 members of staff off.

There had been an increase in interest in places for two year olds. The head teacher wanted to increase the provision from 8 to 12 places for summer. This may mean that more children would attend in September rather than using alternative provision. An extra staff member would be required.

RESOLVED: That the governing body agreed that the provision could be increased and an additional teacher could be employed for this period if necessary.

(e) Attendance

A pupil in the mixed year 1 / Reception class was on the roll, but attended a transitional place in an alternative setting. Funding for this child who was on an EHCP would be retained until Easter.

**Q: Has this affected attendance?**

A: Yes. However, we now have a dual roll code for the register so this should not affect attendance now.

**Q: When will the child come off roll?**

A: The child will stay on the roll. The nature of the transitional place is that the child in question will spend some time in an alternative provision. The place allows for assessment for up to 6 terms.

One child had been reported as missing in education. The child had moved out of the local area but would remain on roll until they were registered at another school. This had been reported.

Attendance generally had improved, although there had been a flu and sickness bug affecting pupils.

Attendance in reception was poor, but the school was working with families to improve this.

(f) Sports Premium

A breakdown of how sports premium was used was shared in the head teachers report.

(g) Pupil Premium

A breakdown of how pupil premium was used was shared in the head teachers report.

(h) Buildings and Premises

The head teacher has spoken to building services regarding the requirements for the replacement doors. Asset management recommended that an external provider is used, but the door step must be the correct measure. The head teacher will obtain another quote.

(i) Outside Links

There was a lot of community hub work ongoing to increase community services in the local area. This work was evolving, but was extremely time consuming.

The school was involved in external moderation work.

(j) School Development Plan

The actions and review was shared by the head teacher.

(k) SEN

The funding for a nursery pupil with an EHCP had been disputed. The school would get the funding for this child; it had been increased by one level.

Autism outreach and Speech and Language support were still coming into the school.

The chair thanked the head teacher for her report.

2349. SAFEGUARDING

(a) Safeguarding

There were currently no children in need or on child protection at the school.

The head teacher explained that the two safeguarding documents had been updated and these must be held by the school. The new LADO contact in the LA was Ann Crossley, who was the point of contact for any serious issues.

Prevent training was complete.

Advice on concerns could now be obtained through a new telephone service.

Social workers had been assigned to clusters of schools; the school had not required contact with a social worker since this arrangement had been in place.

Steve Barnes, who was the safeguarding trainer, had now left the LA.

(b) Safeguarding Audit

The head teacher had shared the safeguarding audit results with governors, she explained that this document was a virtual tool which could be amended when there were changes. The school scored highly in the audit.

2350. FINANCIAL MANAGEMENT AND MONITORING

The audit was completed in July, with outstanding results. The actions from this had fed into an action plan. A skills audit for governors needs to be completed. The Chair signed off the SFVS for submission by end March.

The Governors considered the cash flow to balance to SAP document that was shared by the head teacher. Points noted included:

- £6597 in repairs and maintenance and some of this would be spent on replacing the boiler in the bungalow. Quotes were being obtained for this work.
- Spending on energy had reduced, especially on gas. This was possibly because new meters had been fitted, and a new boiler in Early Years. There would be a surplus; £2347 had been spent so far, from a £5000 budget.
- The SEN learning resources budget had been spent on staff to run 5x afternoon sessions per week to support children in class.
- The school had not used the educational psychologist this year, leaving £1500 in the budget.
- The income prediction was £49k, against £61k actual income.

**Q: What has been included in the teacher agency sickness cover figure?**

A: This has covered the long term sick leave of a member of staff, but this will be covered by insurance and will be shown in income. Of the sickness to date this academic year, only 3 teaching days had been lost.

The head teacher reported that the Finance Officer had contacted her to say that the school were to be given an additional £50k in the budget from the pupil growth fund, due to having more pupils than expected in the October census. The head teacher expressed her frustration, as had this been known, the recent staffing changes would not have been made. The nursery was full, and there was likely to be an increased number of 2 year olds.

**Q: Will this affect the school's PAN?**

A: No, this will stay the same.

**Q: Is the £50k ring-fenced?**

A: No, and it can be carried forward into next financial year.

#### 2351. CHURCH SCHOOL DISTINCTIVENESS

The results of the questionnaire were shared and discussed. It was noted that Ofsted noted that the schools ethos was one of its strengths. There was a discussion about referring to "Christian Values" and if this should read "Faith" or "Christian and Muslim values". Prayer should be included in the where we can feel the values, and support should be extended to PE and all other lessons across the curriculum.

#### 2352. TEACHER APPRAISAL POLICY AND TEACHER PAY POLICY

RESOLVED: That the LA model policies on Teacher Appraisal and Teacher Pay be adopted.

#### 2353. WHISTLEBLOWING POLICY

RESOLVED: That the LA model policy on Whistleblowing be adopted.

#### 2354. SEF

Ofsted agreed that the school's outstanding assessment was accurate.

**Q: This data is from 2015 and 2016, when will this be updated?**

A: Questionnaires are given to parents on parents evening as this seems to ensure a better response rate. Parent workshops were the focus of the last parents evening. The pupil voice will be done nearer the end of the year.

#### 2355. SCHOOL WEBSITE

The Chair asked if all governors would be happy to provide a short summary statement about themselves and how they support and develop the school for the website. Names of governors were already on the website, but there were no photographs.

**ACTION: Chair would send examples / website links to governors. Governor's to provide draft statements by the next governing body meeting.**

#### 2356. GENERAL DATA PROTECTION REGULATION (GDPR)

The new regulations would commence on 25 May; the head teacher circulated information about this.

- Staff now had encrypted pen drives.
- Laptops had secure passwords.
- CPOMS Programme in place – this avoided paperwork regarding safeguarding and other concerns. When concerns were logged, email alerts were sent automatically to the DSLs. The data recorded could be passed on to the next school.
- Information audit needed completing.
- The school needed a data officer; consideration was being given to having an officer shared between schools. This needed to be discussed in the next meeting.

#### 2357. DEDICATED HEADSHIP TIME

**Q: How is your workload?**

A: The head teacher reported that she had been working on analysis of practices in the school and looking at linking staff to support each other in personal and professional development.

#### 2358. GOVERNOR TRAINING AND GOVERNOR VISITS

A foundation governor had made an “unannounced” visit to the nursery and phonics. The children were well-behaved and happy. A report had been completed.

The head teacher and chair agreed to meet to look at SEND.

The chair and a foundation governor would attend Independent Review Panel Training in April.

Chair would also visit to discuss Artsmark with a staff member.

The head teacher asked that governor's book visits with the school in advance.

#### 2359. ANY OTHER BUSINESS

Letter to Chair regarding head teacher supporting another school

The Chair received a letter from the chair of governors at another local school that the head teacher had been supporting, asking for further support for 1.5 days per week until Easter. There was a discussion about the impact of this on Savile Town, and about the positive opportunities that had arisen from this so far. There was a vote on the matter.

RESOLVED: That the head teacher would continue to provide support to the other school until Easter. The Chair would write to the other school's governing body.

2360. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

The Parent Assembly would be held on Friday, 16 February, all governors were invited to attend.

RESOLVED: That the next meetings of the Governing Body be held at 6.00 pm at the School on:

Monday, 19 March 2018, preceded by Resources Committee at 5.15

Monday, 21 May 2018, preceded by Standards Committee at 5.15

Monday, 2 July 2018, preceded by Resources Committee at 5.15

2361. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That minute 2348 (e) attendance be excluded under the Freedom of Information Act from the copy to be made available to the school, in accordance with the Freedom of Information Act.