

## **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, 27 November 2017.

### PRESENT

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

### In Attendance

Mrs S Morley (Minute Clerk)

Mr M J Booth (Observer – Foundation Governor awaiting reappointment)

### 2325. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATION OF INTEREST

Apologies for absence were received from Mr H Adam (consent).

There were no declarations of interest.

### 2326. 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) Governors with specific responsibilities

RESOLVED: That this item of Any Other Business be discussed at this point in the meeting.

- b) Delivery and Governance of Early Learning and Childcare Service in Maintained Schools (2 year olds)

The Head Teacher introduced the Acting Deputy Assistant Director, Local Authority, Statutory Duties. He spoke about the delivery and governance of early Learning and Childcare services in Maintained Schools for 2 year olds. DfE guidance on the registering with Ofsted had been challenged and subsequently changed. The Governors were presented with two options to rectify these changes.

- Designated nursery class – a traditional school nursery but with 2 year olds, where children are pupils of the school and the age range of the school will need to be changed.
- Early Learning and Childcare offered as a Governor Led Community Service (Under Section 27 of the Education Act 2002) – where children are not pupils of the school and are placed on the early years census; services do not need to be included in the age range of the school.

Both options have similarities: the same staff / pupil ratio, both are managed and governed by the school, same curriculum, both subject to inspection by Ofsted and both offer the same opportunities for gaining a reception place at the school.

The advantages and disadvantages of both options were discussed. The recommendation from the LA was to accept the second option of offering a Governor led community service; this option would not involve extensive consultation.

The Head Teacher confirmed that there would be no additional administration time as the Kirklees Portal and Integris systems are already in use. There would be changes to the way that data would be collected for the 2 year olds in the provision, however currently this is only 8 children.

**RESOLVED:** That Early Education and Childcare for two year olds (up to the term after their 3<sup>rd</sup> birthday) be delivered as a Governor led community service (under Section 27 of the Education Act 2002).

Governors also agreed that Option 2: To record and store the pupil information on to the admissions roll of the schools current Integris file would be the best way of managing the change as this offered the best balance between functionality and cost (no additional fees).

## 2327. REPRESENTATION

- (a) The following matter of representation was noted:

### Resignation

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs M Noor	Co-opted	03.10.17

Mrs Noor had submitted a letter of resignation to the Head Teacher, citing personal circumstances as the reason. The Governors wished to record their thanks to Mrs Noor for the hard work and commitment she has shown to the school.

- b) Appointment of a Co-opted Governor

There is a vacancy for 1x Co-opted Governor; one governor knew someone who he was going to approach to ask if they would be interested in filling this vacancy.

Contact details for new governors to be submitted to School Governor Clerking Service by the form of Firmstep.

## 2328. MEMBERSHIP OF COMMITTEES (Minute 2305, Authority Note refers)

**RESOLVED:** That membership of committees be amended as follows and that chairs be determined at the first meeting of each committee:

### Dismissal Appeal Committee

Will be drawn from a pool of eligible, available governors should this be required.

2329. MINUTES OF ANNUAL MEETING HELD ON 2 OCTOBER 2017

RESOLVED: That the minutes of the annual meeting held on 2 October 2017 be approved and signed by the Chair as a correct record, subject to the following amendment:

Minute 2305 (a) - Standards and Effectiveness Committee

'Mr D Roberts' should read 'Miss D Roberts'.

2330. **Deletion – See Minute 2343**

2331. HEAD TEACHER PAY (Minute 2322 (b) refers)

This item had been discussed earlier in the meeting, Minute 2330 refers.

2332. REPORTS FROM COMMITTEES

Resources Committee

The Resources Committee had met prior to the full Governing Body meeting this evening and the following items were highlighted

- Budget Profile
- Staff Responsibilities
- Resources Budget – what spending has occurred
- Charging and Remissions Policy
- Comparison of the T5 form and the internal Money Manager
- School Fund has been audited
- Updated Value Statement

The Head Teacher reported that staff costs have been lower than projected due to restructuring, this has allowed money to be allocated to resources, premises and as contingency which had only the barest amounts in. Spending has been closely monitored over the last few years to ensure the school has remained financially viable.

2333. HEAD TEACHERS REPORT AND GOVERNORS QUESTIONS

The Head Teacher circulated her report.

(a) Budget

The Head Teacher reported that she had attended a meeting to discuss the National Funding Formula, which should be in place from 2020/21. Four options were given, and the impact of each on all schools was discussed. The general consensus in the group was to choose the option that had the least impact on ALL schools, to ensure fairness for all. The final outcome is still uncertain.

(b) High Needs Review

The Head Teacher asked all governors to complete the high needs review, where the LA are looking at the support of children with SEND.

(c) Data Protection

Changes in data protection are coming into force; the school must be compliant by May 2018. There is not enough information yet about what needs to be changed to ensure compliance, but the school will need a Data Officer. The company used by the school (Too Simple) must also be compliant.

**Q:** Is there any training available?

**A:** There have been briefings, but we still need more detail. The head teacher reported that another local school had received some training, and this was being considered for Savile Town.

(d) Curriculum

The Head Teacher reported that the science afternoon had been well attended by parents and had been a success.

A learning walk had been completed looking at provision in class, with a focus on those with higher abilities. The Head and a Teacher Governor had completed a similar walk at another local school earlier in the week, which had resulted in the introduction of layered challenges and more books in provision areas.

(e) Pupil Progress

The Head Teacher had conducted lesson observations in all classes and had seen evidence that learning from lessons was being continued by the children during the learning walk.

**Q:** How are we ensuring that high achieving pupils are challenged?

**A:** The learning walk at another school provided an opportunity for the Head and Teacher Governor to share ideas on this, and since then, layered challenge cards have been made available.

(f) Sports Premium

An extra £16k has been received by the school. Farhana will continue to provide PE sessions. Consideration is being given to having other sports leaders in the schools for clubs after Christmas.

(g) Pupil Premium

Artis will continue until Easter. The Chair reported that she had attended a session last week and found it to be enjoyable with all the children fully engaged. A full break down of pupil premium spending was given to the Governors.

(h) Staffing

Most performance reviews for support staff have been completed and targets set.

The Head Teachers review needs to be completed before Christmas.

The Head Teacher reported that her work covering the head position at another school will continue until the end of December, when it will be reviewed. There has been some change to reception staffing to cover sickness leave.

(i) Premises, Buildings and Resources

The Head Teacher shared information from two quotes that she had received for the installation of two fire doors. One company was not registered for VAT and did not explain details about compliance with building regulations and quotes approximately £2,400. The other company was registered for VAT and offered advice about meeting the standard required for building regulations. They quoted £7,056 for the work (inclusive of VAT) or £5,880 (exclusive of VAT). This company was recommended by another local school and can complete work on weekends.

Governors asked that the Head Teacher acquire other quotes before making a decision.

**Q:** Are funds available for this work?

**A:** Yes, there is £5,344 DFC money available which can only be spent on improving the school building. Schools do not pay VAT.

(j) Outside Links

The Thrive Hub has now changed its meeting frequency from two weekly to three weekly. This is useful as the meetings mean the absence of a member of staff for one afternoon. A half-termly community meeting will be introduced.

(k) Attendance

The school continue to work with Attendance and Pupil Support.

**Q:** Why do Elephants and Lions classes have lower attendance?

**A:** Generally, nursery and reception classes have a lower attendance than the rest of the school, as parents seem to be more likely to keep ill children off school for longer. There have been some cases of extended leave. The Head Teacher has asked to be informed when a child has been off for a certain length of time, so she can take action on this. There have been occasions where parents have asked how much the fine is for taking their child out of school, and checking if this is per week or per holiday. She confirmed that she has highlighted this issue with the LA.

The Chair thanked the Head Teacher for her report.

2334. SAFEGUARDING

The Safeguarding audit is due for completion.

2335. SEF – OUTCOMES FOR PUPILS

The information was shared with Governors prior to the Ofsted inspection; this has not been updated since. The Head Teacher reported that the inspector felt the report was accurate.

2336. FINANCIAL MANAGEMENT AND MONITORING

This item had been discussed earlier in the meeting, Minute 2331 refers.

2337. TEACHER APPRAISAL POLICY AND TEACHER PAY POLICY (Minute 2317 refers)

There is a requirement for the Governing Body to review these policies annually. This will be reviewed when available on OneHub.

2338. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2019/20

- a) The Governors are aware of the report and key dates. Any comments should be submitted by 12 December to the LA.
- b) The PAN is 60 children per year group.

2339. DEDICATED HEADSHIP TIME

**Q:** How is your workload?

**A:** The additional experience whilst covering the other school is beneficial; it is an opportunity for shared learning, and to look at data analysis and strategic planning in a new way. This has helped with personal development.

2340. GOVERNOR TRAINING AND GOVERNOR VISITS

The Chair, and a Co-opted governor had both visited the school and completed their reports.

A foundation governor had attended the Learning Summit North – Early Help event. This was not as a Governor, but had been useful and interesting. The discussions were around streamlining agencies that are involved in Early Help.

Governors considered a list of courses that they may find beneficial to attend.

2341. ANY OTHER BUSINESSGovernors with Specific Responsibilities

- ◆ Kirsty Asquith was appointed Sports Governor
- ◆ The Head Teacher asked that a Foundation Governor combine a visit to the school with time to review the Collective Worship Policy.
- ◆ The Head Teacher will email the Missing Child Policy, and the Attendance Policy to the Safeguarding governor for review.

2342. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

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

Monday, 5 February 2018, preceded by Standards Committee at 5.00pm

Monday, 19 March 2018, preceded by Resources Committee at 5.00pm

Monday, 21 May 2018, preceded by Standards Committee at 5.00pm

Monday, 2 July 2018, preceded by Resources Committee at 5.00pm

2343. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That Minute 2330 (a) be excluded as confidential under Regulation 15 (3) School Governance (Roles, Procedures and Allowances) Regulations 2013 from the copy to be made available to the staff governors and observers.