

**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 Thursday, 30 November 2015.

PRESENT

Mr M J Booth (Chair), Miss D Roberts, Mrs D Douglas (Head), Mr U Umar, Mrs Z Dadibhai, Rev A Pollard, Miss K Allen, Miss K Asquith, Mrs C Ramsay.

In Attendance

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

The Chair welcomed Governors to the meeting and everyone introduced themselves for the benefit of the new Governors.

2121. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mrs T Kamal (Associate Member)

RESOLVED: That Governors agreed to grant consent.

There were no declarations of interest received.

2122. NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS

The following item was notified to be brought under any other business:

◆ Trees

2123. REPRESENTATION

The following matters of representation were noted:

Appointments

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Rev A Pollard	Foundation Ex-Officio	19.10.15
Miss K Asquith	Co-opted Staff	21.10.15

2124. MINUTES OF THE ANNUAL MEETING HELD ON 8 OCTOBER 2015

RESOLVED: That the minutes of the annual meeting held on 8 October 2015 be approved and signed by the Chair as a correct record.

2125. MATTERS ARISING

(a) Review of Committees (Minute 2103 refers)

It was noted that there was still a vacancy on the Resources Committee for a new Parent Governor. Mr Adam agreed to fill the vacancy.

RESOLVED: That Governors unanimously agree for Mr Adam to be appointed to the Resources Committee.

It was also noted that there was one Parent Governor Vacancy.

(b) Diocesan Meeting (Minute 2110 (a) refers)

Mrs Douglas reported that the Diocesan SLA had cost £772.50 as nursery numbers were not included in the cost calculation.

(c) Staffing (Minute 2110 (b) refers)

The Head Teacher provided Governors with a staff absence breakdown, as requested, and the matter would be reported termly in the Head Teacher's report to Governors. All staff members had been given letters with their absence information during their PM review.

It was hoped that Staff absence, especially Support Staff absence, would now improve as staff were aware that Governors were monitoring and concerned about this issue.

(d) Governing Body Health Check (Minute 2118 (a) refers)

The Head Teacher reported that she had not received completed Health Checks from many of the Governors. Some were then returned during the meeting.

## 2126. REPORT FROM COMMITTEES

(a) Resources Committee

Mrs Ramsay reported back from the Resources Committee meeting held prior to the Governors' Meeting:-

1. Money Manager Cash flow reports for budget monitoring had been emailed/posted to Governors and discussed at the meeting.
2. Mrs Douglas reported back from the meeting with Karen Hatch, KMC Finance Officer. The projections showed that the budget was going well and showing a carryover within the 10% allowed.
3. The 'Charging and Remission Policy' had been emailed/posted to Governors. This was reviewed and signed after minor alterations.
4. The 'Statement on School Budget – Best Value'. This was reviewed and signed after minor alterations.
5. Mrs Douglas presented Benchmarking tables comparing the school with other comparative schools. Each table was explained and discussed.
6. Mrs Douglas reported on staffing:-
  - Zaheda Rekhad, Admin, would be going on maternity leave in January. Razina Ibrahim was currently being trained to cover this leave.
  - Helen Marr, Year 2 Teacher, had resigned w.e.f 31.12.15. This post would be vacant for a term and a half until Kirsty Asquith, Assistant Head, returns from maternity leave. The post had been advertised as a secondment, but with no interest so the Head would arrange supply cover.

- Mumtaz Noor had resigned from her post of teacher, supporting the Reception class in EYs. Unfortunately, due to an error in her contract, she only needed to give one week's notice. Existing staff were covering this post for continuity for the children.

(b) Standards and Effectiveness Committee

Mrs Douglas reported back from the Standards and Effectiveness Meeting held on 16 November 2015:

- ◆ The Positive Behaviour and Music policies had been reviewed.
- ◆ School data, EYFS, Phonics and KS1 Data were reviewed.

(c) Head's Performance Management Committee

Mr Booth reported back from the Head's Performance Management Committee Meeting held with Mark Colley, external advisor.

- ◆ All Mrs Douglas's targets had been met.
- ◆ Phonics was an ongoing target for the school.
- ◆ Concern was shown about the falling numbers in school, which was agreed to be out of the Head's control. Everything was being done to increase numbers including making pre-school provision to encourage the children to stay until Year 2.
- ◆ It was agreed that the website should be developed to promote the school. It should be made more attractive and it was suggested that photographs of the Governors could be included.
- ◆ It was agreed that Mark Colley was extremely helpful to the Governors on the PM Committee
- ◆ School Development Targets were discussed.

2127. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS (VERBAL)

The Head Teacher's report had been circulated by the School prior to the meeting. The report included the following sections: - Overview, Curriculum, Assessment, Sports and Pupil Premium, Staffing, Staff and Governor Development, Buildings, Premises and Resources, Outside Links, School Development Plan, SEN, Safeguarding, and Attendance.

The report was discussed with the Head Teacher and questions taken.

- ◆ **Could Governors have details of sports premium?** The Head had detailed sports premium activities in the Report and details were on the School's website.
- ◆ **Could Governors have details of pupil premium?** The Head gives a full breakdown of pupil premium spending to Governors annually. The Bursar would email a report of supplies and services paid for so far this financial year from pupil premium.
- ◆ **Performance Management targets are in place.** Teaching staff have a target about phonics, challenging the more able and a personal one.
- ◆ **What is the school doing for the more able children?** Phonics are streamlined for the more able. Also there is a lunchtime maths club and challenges for them. Staff have undergone enquiry based learning training and expectations for the more able are discussed at staff meetings.
- ◆ **Whole school training on phonics was excellent so follow up sessions have been booked.**

- ◆ **Which children are being targeted for the Reading Friends?** Children who don't read at home.
- ◆ **Could parents who have completed the Reading Friends training begin to train other parents?** As the Reading Friends is an accredited course, the training has to be done by the trainers to receive the qualification.
- ◆ **Which children will be starting the afternoon pre-nursery in January?** The eldest 8 children of the 2 to 3 year olds will start in January in the hopes that they will continue their education in the school's nursery and through to year 2.
- ◆ **Whole school safeguarding has been booked for January.**
- ◆ Mr Umar had undertaken safeguarding training, as Governor with specific responsibility for safeguarding.
- ◆ **Mr Umar had requested a breakdown of attendance, including lates.** Mrs Douglas provided the information for Governors.

#### 2128. FINANCIAL MANAGEMENT AND MONITORING

A Money Manager Budget cash flow had been emailed to all Governors prior to the meeting. The cash flow was discussed in the Resources Committee Meeting Minute 2126 refers).

#### 2129. POLICIES – SAFEGUARDING AND CHILD PROTECTION

Mr U Umar, Safeguarding Governor, reported that the Kirklees Safeguarding and Child Protection Policies had been adopted by the school. A discussion took place regarding FGM, Prevent and Engage, the community project.

RESOLVED: That Governors agree these policies.

#### 2130. STANDARDS – REVIEW OF DATA

Raise online data had been emailed to Governors prior to the meeting. The data was discussed.

Miss K Allen agreed to look at the whole of the Raise online for the school.

#### 2131. SEF – CONTEXT OF THE SCHOOL AND OUTCOMES FOR PUPILS

The section of the SEF, Overview of the School, was tabled at the meeting and discussed. The Head Teacher would update the Outcomes for Pupils and email to Governors.

#### 2132. GOVERNING BODY HEALTH CHECK

Governors had completed the health check and gave to the Head Teacher for analysis.

#### 2133. PUPIL PLACEMENT PROTOCLS

The Head Teacher reported back with an overview from the consultation about the Pupil Placement Proposals and this was discussed by Governors.

#### 2134. GOVERNOR TRAINING AND GOVERNOR VISITS

Governor Training at the school had taken place:- Being a Good Governor and An Inspector Calls.

Mrs Dadibhai reported that she had undertaken online training on the Governor Dashboard and had completed the essential and additional data.

The Head thanked all the Governors for their visits to school and the reports they made on the visits.

2135. ANY OTHER BUSINESS

Leaves from the Trees

The Head Teacher had received another complaint regarding the leaves from the trees in the grounds at Early Years.

The Governors discussed the matter and agreed, as a large amount had been previously spent to remove overhanging branches, that no further action was needed on this occasion.

2136. DATE OF NEXT MEETING AND POSSIBLE AGENDA ITEMS

RESOLVED: That the next meeting of the Governing Body be held at 6.00 pm at the School on Monday, 22 February 2016 preceded by Standards Committee Meeting at 5.15 pm.

2137. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

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