

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, 22 February 2016.

PRESENT

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

In Attendance

Mrs A Houlker (Minute Clerk)
Mr H Adam (Governor Designate)

2138. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Miss K Asquith (consent) and Mrs T Kamal (consent).

There were no declarations of interest received.

2139. NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS

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

- ◆ Caretaking Hours
- ◆ Signing in System
- ◆ School Session Times

2140. REPRESENTATION

The Chair had received a letter of resignation from Mrs C Ramsey (with immediate effect). Governors expressed their gratitude to Mrs Ramsey for her significant contribution to the School, the Governing Body and the community. Her hard work over the years was acknowledged and sincerely appreciated.

Mr H Adam continued as Governor Designate pending DBS clearance.

There was vacancy for a Parent Governor. Mrs Douglas advised that two parents had expressed an interest so it was likely a parent election would be successful.

2141. KIRKLEES LEARNING PARTNER – PRIMARY SCHOOL IMPROVEMENT – NOTE OF VISIT

Mrs B Richards, Kirklees Learning Partner had visited the School on 2 November 2015. Her written notes of visit was shared with Governors. The following points were highlighted:

- The School context had been updated.
- The SEF had been looked at (a copy had been circulated to Governors previously). A number of recommendations had been made and attention was drawn to these.
- The Early Intervention Programme was working well. As a result children were now much more settled and ready to learn when they joined the School.

- Overall effectiveness was considered to be good.
- The School was categorised by the LA as 'Amber/Green'. Extra support was not considered necessary. Despite pupils making good progress the School was considered to be nationally average.

2142. MINUTES OF THE MEETING HELD ON 30 NOVEMBER 2015

RESOLVED: That the minutes of the meeting held on 30 November 2015 be approved and signed by the Chair as a correct record.

2143. MATTERS ARISING

(a) Governing Body Health Check (Minute 2125 (d) refers)

Mrs Douglas thanked Governors for returning the completed Health Check forms. A collated copy had been circulated prior to the meeting. This would be used in the planning of future Committee meetings, Full Governing Body meetings and to identify training needs.

(b) Head Teacher's Performance Management (Minute 2126 (c) refers)

Mrs Douglas advised new targets had now been set and these were shared with Governors.

(c) Leaves from the Trees (Minute 2135 refers)

Q: Had there been any more complaints about the trees?

A: No.

2144. REPORT FROM COMMITTEES

Standards and Effectiveness Committee

The committee had met prior to the Full Governing Body meeting. Mrs Dadibhai gave a verbal report and summarised the points discussed. These were as follows:

- Literacy was going well in School. Phonics was the main area being worked on and staff had received training. Strategies to make literacy more fun had been implemented.
- The literacy policy had been reviewed and updated.
- The curriculum was enriched by the many visitors to School
- Parents Reading Morning and Reading Friends were going well.
- CPD had been undertaken in PSHCE.
- British Values continued to be taught across the curriculum.
- The Kirklees syllabus for RE was being followed. Two faiths were being taught Christianity and Islam.
- Information on Circle Time, the work of the School Council and Eco Group had been given.
- The reward system was discussed and was working well.
- The Humanities, Marking and Access and Disability policies had been reviewed.
- Changes to the school day.
- Interventions for Pupil Premium and more able pupils were discussed.
- Parental engagement. Many courses and activities were being held in School. These were very successful and feedback from parents was overwhelmingly positive.

Q: Are the courses only for parents?

A: No not necessarily. Parents are the ones we are targeting, but sometimes other family members attend and on occasions other community members attend. The courses are not broadly advertised and details are communicated by word of mouth.

Q: Are participants DBS checked?

A: No, this is not necessary as participants are supervised by members of staff.

2145. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher spoke to her report which had been circulated prior to the meeting.

(a) Overview

The new online admission process had been very difficult for some parents and members of the admin team had spent a lot of time supporting parents with this. Many admin procedures were now online and required electronic submission. This was impacting negatively on admin duties.

Joint staff/governor training was being considered. It was suggested there should be an informal introductory meeting at 5.15 pm before the next full governing body meeting.

Staff had been considering the aims and values of the School with a view to simplifying them so children and parents could access them easily. Governors were asked to consider these before the next meeting.

(b) Staffing

An overview of the current staffing situation was given.

(c) Staff and Governor Development

Miss Roberts would be attending DSL training in March.

The School had signed up to The Key. This online resource was considered to be very good and contained a lot of information. It was suggested if Governors had accessed The Key, information could be shared with others in a 15 minute slot at the end of Governing Body meetings. Mrs Dadibhai had been looking at how to chair meetings and shared the information she had downloaded with other Governors.

Q: Was Safeguarding training just for staff?

A: No Governors were welcome to attend. The sessions were booked for 7 March 3.30 pm – 5.00 pm and 21 March 3.30 pm – 5.00 pm.

(d) Buildings, Premises and Resources

Some of the playground equipment had been condemned before Christmas. Quotes had been obtained for new equipment and designs were shared with Governors along with the associated costs. Governors liked all three designs, but agreed with the School council's choice of design.

Q: Is there enough left in the budget to pay for the new equipment?

A: Yes. There is money available in the contingency and from other unspent areas of the budget.

RESOLVED: That the purchase of new playground equipment go ahead.

(e) School Development Plan

A termly review was presented. A lot of work had been done with parents recently.

(f) Special Educational Needs

Outside agencies continue to support children and staff. Two children with complex needs were now staying for school lunches. These children needed one to one support. Current funding levels did not cover the cost of this support and this was being paid for from the school budget.

(g) Attendance

Attendance was currently 93.73%. The ASO visited School every half term to monitor attendance. Letters were written to the families of all children whose attendance was below acceptable levels. Patterns of absence were looked at carefully and either home visits or meetings would be arranged as necessary.

2146. POLICIES – SCHOOL GOVERNOR’S PARTNERSHIP, GOVERNOR VISITS TO SCHOOL AND PARENTS, CARERS AND THE COMMUNITY

All three policies had been circulated to Governors prior to the meeting. Governors were happy with the content, but suggested some minor rewording to the Introduction of the School Governor’s Partnership Policy.

RESOLVED: That all three policies be approved and adopted.

2147. FINANCIAL MANAGEMENT AND MONITORING

Copies of the SFVS document had been circulated to Governors prior to the meeting. Governors looked at each section in turn and were happy with the contents. Two action points were noted:

- ◆ Update skills audit to reflect new Governors
- ◆ Health & Safety Group to meet in the Spring term

RESOLVED: That the SFVS be approved and signed by the Chair.

The latest cashflow report was tabled. Salary payments for the remainder of the year were still to come out and some buybacks were outstanding. Indications were, however, that spending was on track. The contingency of £41,113 had not been touched.

The budget allocation for 2016/17 had not yet been received, but it was anticipated changes in the IDACI formula would impact negatively on the School. In addition pupil numbers had been low on the census date and this would also result in a reduction in budget.

Q: Would the contingency be carried forward into the new financial year?

A: A carry forward figure of 10% was allowed. It was difficult to say what the contingency would be in the new budget until the budget allocation was received.

Mrs Dadibhai left the meeting at this point.

2148. COMMUNITY LINKS/HUBS

The School continued to attend regular hub meetings with neighbouring schools. A collective approach to procuring additional services from external agencies was being worked upon. An audit of need for the area had been completed and this would be submitted to the LA. There was already much good practice going on. The SENCOs worked collaboratively and the School Nurse was at the centre of promoting health related issues with children, parents and the community.

Children's centres were unlikely to continue in the longer term and schools were being encouraged to take them on. This did raise concerns about the valuable services they provide to families and the gap this would leave if they did not continue.

2149. AGREE PAN

Governors had no comments to make with regards the PAN.

RESOLVED: That the PAN remain at 60.

2150. SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS – NEW GUIDANCE DECEMBER 2015

Governors noted the new guidance and acknowledged it was the Governing Body's responsibility to ensure the medical needs of pupils in School were being fully met.

Mrs Douglas gave an overview of procedures in school and explained how pupils were supported. The School had access to external professional support and health care professionals were contacted prior to admission. Information was obtained about the medical condition and training was arranged as appropriate. A number of different medical conditions were currently being supported each with differing needs e.g. asthma, allergies, diabetes, need of a feeding tube. Health care plans were in place for all children.

Some schools had taken the decision to purchase a defibrillator, but they had not.

Emergency inhalers were kept in School.

The number of First Aid trained staff in School was reported. Governors were satisfied the School was adequately covered.

2151. GOVERNOR TRAINING AND GOVERNOR VISITS

Rev A Pollard had attended a Health & Safety course.

2152. ANY OTHER BUSINESS(a) Caretaking Hours

The Caretaker was regularly working additional hours and was increasingly being asked to do more DIY jobs for the School. Governors were asked to consider increasing the Caretaker's contractual hours to reflect the time he was actually working.

RESOLVED: That the Caretaker's hours be increased to 25 hours per week.

(b) Signing In System

Many schools were now opting for an electronic signing in system. Mrs Douglas advised it was becoming difficult to monitor the increasing number of visitors to the School and that the current signing in sheets were problematic. In addition staff did not always wear their badges. These issues had been highlighted during a recent fire drill when it had been difficult to determine how many parents were in the building. In addition there was currently no signing in system in the Nursery.

Three quotes had been obtained. The cheapest was £3,495 and included a card swipe system (£2,795 without the card swipe). Governors felt the cost was expensive for what it was and thought it should be made compulsory for staff to wear their badges.

Q: Could other schools be contacted to see which system they used?

A: This has already been done and these were the companies the School obtained quotes from.

Q: Do the quotes take into account the split site?

A: No.

Governors agreed a signing in system in Nursery should be put in place immediately and suggested a signing in board could be an option. In addition the companies who supplied the initial quotes should be contacted and asked to requote for a system that would cover the two sites.

(c) School Session Times

The Standards Committee had discussed changing the start and finish times of the School day. Some parents found current timings difficult as they had other children at Headfield whose session times were the same. This was particularly difficult when events were held after school.

After school clubs currently finished at 3.50 pm and this was working well.

Governors discussed various different starting and finishing times and the implication of changing these. Attention was drawn to the impact changes would have on staff contracts, working patterns and if an earlier start time would see a rise in the number of pupils arriving late.

Governors agreed a consultation would be needed with all stakeholders but in particular with parents who would need quite specific information to consider.

In the first instance Governors agreed more details should be sought. Mrs Douglas should make enquiries at other schools and Governors would informally gather the initial views of any parents they came into contact with.

RESOLVED: That this be an agenda item at the next meeting.

2153. 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, 9 May 2016.

2154. 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.