

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, 11 July 2016.

PRESENT

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

In Attendance

Mrs A Walker (Minute Clerk)
Mrs T Kamal (Associate Governor)

2172. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies were received from Reverend A Pollard with consent.

There were no declarations of interest.

2173. NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS

No items to be brought under Any Other Business.

2174. REPRESENTATION

The following matters of representation were noted:

Resignation

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr Tariq Hussain	Designate (Parent)	22.6.16

The Head Teacher informed the Governors that the Governing Body still needed two parent Governors and 1 Co-opted Governor. The Chair explained the role of a Co-opted Governor and Governors were asked to give some thought to potential Governors .

2175. MINUTES OF THE MEETING HELD ON 9 MAY 2016

RESOLVED: That the minutes of the meeting held on 9 May 2016 be approved and signed by the Chair as a correct record.

2176. MATTERS ARISING

(a) PTA Fair (Minute 2157 refers)

The Head Teacher informed Governors that the PTA Fair had been postponed and a new date was yet to be arranged.

Q: How did the members of the PTA feel about the event being cancelled?

A: As it was Eid none of the members would have been able to attend.

The Governors suggested that in view of a 2nd Eid sometime in September it may be an idea to look at maybe having an Autumn fair instead.

(b) Governor Training and Visits (Minute 2168 refers)

The Head Teacher informed Governors that she had organised a training session for 17 October at 5.30 pm. Most Governors had accepted, but the Head Teacher would re-send the email as a reminder. The Chair thanked the Head for organising this session.

2177. REPORTS FROM COMMITTEES

The Head Teacher reported that the Resources Committee had met and the Budget would be covered in more detail in agenda item Financial Management and Monitoring. The Committee had agreed the Statement of Financial Control and Financial Procedures policy.

It had been agreed by Governors that new members of the committee would be asked to complete a skills audit.

The Head Teacher and Reverend Pollard would be looking at Health and Safety around school.

2178. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher's report was circulated to Governors and she highlighted the following points:

(a) Overview

There had been an issue with fluctuating numbers on roll for September. They had 90, but this had now risen to 93. At the moment a child with a statement was staying on roll and 2 children who were being moved to an alternative school were now also staying. Tensions had been high around school particularly with support staff. Their hours had to be maximised and language and skills expertise used in the best areas.

Q: Which classes has Louise taught before going into Nursery?

A: Reception, Year 1 and Year 2.

Afternoon sessions would be taught by Louise and Fozia who was returning from maternity leave.

Q: What support will there be for Fozia?

A: She is in Nursery where there will only be 8 children and a qualified teacher.

The Chair felt it was important that the staff understood the financial constraints of the school.

The Head informed Governors that all lunchtime contracts were now in line and all the same contracted hours. Temporary contracts were not being renewed.

Q: Are the catering staff levels remaining the same?

A: Yes – the catering staff are employed directly by Kirklees council.

The Head Teacher informed Governors that in view of the number of children on roll being in excess of 90 the LA would be funding a teacher. The teacher was likely to be a previous member of staff who had been with the Reception class until Easter. This would be a benefit for the school as this teacher knows the school and the children.

(b) The Curriculum

Staff were working hard in all areas of the SPAG curriculum. Miss Asquith had visited another school to look at how they taught maths and would be looking at bringing new ideas and ways of teaching into school.

(c) Sports Premium

Some of the funding from the Sports Premium would be used to pay Farhana to lead sports activities. She had the same level of coaching qualifications and was already known to the children.

(d) Staffing

Governors were informed that Fiona would be covering PPA time and have responsibility for Inclusion including SEN, and Kirsty would be responsible for the curriculum. The Head Teacher informed Governors how the SEN pupils would be supported.

(e) Staff and Governor Development

Policies had been reviewed and action plans were being put in place for next year.

(f) Buildings, Premises and Resources

The painting in EYS was now complete and a part was still needed for the boiler.

Q: Have the drains been fixed?

A: Yes

(g) Outside Links

The Head Teacher informed Governors that she would see how the Community Hub approach was going once the new academic year started in September.

(h) Special Educational Needs

The Head Teacher informed Governors that she was still awaiting confirmation of funding levels for the 2 children with agreed EHCP's and that they were losing 2 children in Year 2 with statements.

(i) Attendance

Q: What is the Government's expectation for attendance?

A: 94% but they acknowledge that infant school children have more illness.

Q: Why are we seeing such a high number of absences from support staff?

A: This figure has improved and is much better than it was but does need to be lower.

Governors informed the Head that they would like to see an improvement in the Support staff absence.

The Head Teacher informed Governors that the Health Fair Event had taken place and there had been representation from the school nurses, health visitors, the local children's centre and KAL swimming.

Q: What was the attendance like?

A: 20 parents attended.

Q: Did you have any parent feedback?

A: They seemed impressed and the school nurses were too.

The parents stayed afterwards to discuss the children's reports. Some of the Year 2 children had run stalls which was good for their confidence.

Q: Would you run the event again?

A: Yes but will involve the children more and try to get more representation from the community – local optician. pharmacy and dentist had all been invited to attend but didn't.

The Chair thanked the Head Teacher for her report and for the way she has dealt with recent staffing difficulties.

2179. FINANCIAL MANAGEMENT AND MONITORING

The Head Teacher circulated the cash flow printout and Governors reconciled the figures.

The Head Teacher informed Governors that she would be meeting with Karen Hatch from Kirklees council again in September once the new teaching structure was in place. The budget in April had been based on the staff structure at the time, but from September teaching salaries should be less. The Head informed Governors that staff were aware there was only a set amount of money available in resources and that both buildings were checked before any orders were placed.

Q: Do we have to pay for milk?

A: Milk is free for the children and is paid from the Pupil Premium funding for those who qualify for Free School Meals.

Governors were informed that the school would be taking two 2nd Year students plus a new student starting a course in Education which should generate around £2k.

Q: Have we had any feedback from last year's students?

A: Yes they are very happy with the support they received. The students want to return to the school and there is a good relationship both with Huddersfield

University and Kirklees College.

2180. STANDARDS

The Head Teacher circulated a data pack to the Governors. The Head went through the pack and explained the different graphs and results to the Governor

Q: What is a 'good level of development'?

A: It is 'expected level' – there are 16 strands that the children need to achieve to be working at 'expected level' and these are assessed through observations with set criteria.

Q: What have we done to increase from 25% in 2014 to 62.9% in 2016?

A: This figure is still not as good as the national average, but is significantly better than it was. This has been achieved through a sound knowledge of the curriculum, good observations and the processes school has put in place.

Year 1

The scores from the phonics screening were below the national average at 46.4%.

Q: Why is there a drop and then an increase?

A: The Year 1s last year were a less able cohort and we have also now put phased phonics in place.

Governors were informed that only 2 children in Year 2 did not pass the phonics test and that as a whole Year 2 was above the National average.

Q: Who are the 2 children that didn't pass – are they SEN?

A: Yes.

Governors were informed that the majority of the Year 1 children who did not pass scored 30/31 out of 40, which was just on the cusp of the pass mark. The main problem for them was the use of split digraphs which is phase 5/Year 2 teaching.

Year 2

The Head Teacher informed Governors that she was pleased with Year 2 results. Thanks to a lot of hard work the results were much better than expected and that the school was in line with other local schools at 66.7%. Considering this was the cohort who scored 25% in Reception they were now not that far behind the average for Kirklees.

The scores in writing were lower at 46.2%.

Q: Have we put actions in place to address this?

A: We have been concentrating on writing for some time now and support staff have been educated on what the expectations are going forward.

2181. SCHOOL DEVELOPMENT PLAN TARGETS 2016/17

The Head Teacher circulated a summary of the development plan targets.

(a) Mathematics

The Head informed Governors that a lot of work had been done on phonics, but they now want to put something in place across school to focus on

Maths. They were looking at how maths was taught. On the recent SATS papers children found it difficult to understand the presentation of the questions and need more exposure to the layout and format of questions. The school also needed to engage more with parents.

Q: How do you propose to do this?

A: Through workshops with parents and children. Reading sessions will continue and we will look to have 2 sessions a week to include the maths.

(b) Role of Teaching Assistants

A project completed earlier this year highlighted that Teaching Assistants were not always picking up what the teaching staff assume they were and the Head informed Governors that she was proposing to provide a half termly training session for support staff to ensure they were up to date with the curriculum.

(c) Subject Leaders

This role was to be developed and they would be playing a more active role throughout the school.

(d) Artsmark

This had been left as a target area as it was a 2 year plan.

(e) Promoting the School

The Head Teacher informed Governors that all staff have a collective responsibility to collect photos etc for the school website and local publications.

2182. GOVERNOR NEWSLETTER

The Head Teacher informed Governors that she would email the newsletter out to them later in the week.

2183. SEF – THE EFFECTIVENESS OF EARLY YEAR'S PROVISION AND OUTCOMES FOR PUPILS

The Effectiveness of Early Years Provision handout was circulated to Governors. The Head Teacher read through the report and highlighted the points below:

- The feedback from stay and play sessions was excellent.
- The focus work in nursery was very well received and the children were doing well.
- The children in nursery were using mathematical language and concepts.
- 6 children in nursery had a reading book.
- Splitting off from nursery had had a positive impact and teaching could be tailored to meet needs.
- Intervention groups change half termly.
- Outdoor provision for Reception was to be looked at and the Head Teacher would like to see an outdoor provision that Years 1 and 2 could access as well as Reception.

A further update would be provided in September.

The Head Teacher was thanked for this report.

2184. ACADEMISATION

The Governors had been asked at an earlier meeting to complete some research into Academisation. The Chair advised Governors that he had looked at the Government website and printed out a 'How to do it guide..'. He handed copies out to Governors.

Q: As a Church of England school would we have to join with other Church of England schools?

A: No but the school would have to have representation on the Board as a church school and the Diocese would have to approve.

The Head Teacher informed Governors that she would be looking at more partnership work with the local schools, but would have to remain realistic and look at what other schools were doing.

The Head Teacher informed Governors that she was going to Cleveland to look at a group of academies who had a good ethos and work very well together.

Governors agreed that they should be looking for information, but not making any decisions in the short term. All schools were individual with different ways of working and any decision had to be in the best interests of the pupils.

Q: Could a representative from the Diocese come and speak to Governors and bring evidence of what is happening now with the schools that have already converted?

ACTION: Head Teacher to ask Ian Wildey of the Diocese to visit Governors.

Q: What is the feeling from local schools?

A: They are all in similar position and need to have more information.

RESOLVED: Governors agreed more research was required and that academisation will remain on the agenda.

2185. DEDICATED HEADSHIP TIME

The Head Teacher informed Governors that this week she had spent a day and a half checking and commenting on school reports. The Head advised that her Headship time is focussed on things for the benefit of the school.

Q: Have you enough time?

A: Need to be more focussed and spend more time away from the school.

2186. GOVERNOR TRAINING AND GOVERNOR VISITS

Mr Umar was to visit school to look at Early Years and see how the nursery children were getting on.

ACTION: Mr Umar to book an appointment with the Head Teacher.

The Chair reminded Governors of the training session arranged for 5.30pm on the 17 October 2016.

2187. ANY OTHER BUSINESS

Artsmark

The Head Teacher informed Governors that the Statement of Commitment had to be agreed by the Head Teacher and the Chair. This statement confirmed where we were and what we want to achieve as a school.

The Governors were given copies of the Statement and the Head Teacher read through the Statement.

RESOLVED: That Governors agree the Statement of Commitment subject to the stats being added.

2188. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the next meeting of the Governing Body be held at 6.00 pm at the School on Monday, 3 October 2016, preceded by a meeting of the Resources Committee at 5.15pm.

2189. 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.

The Head Teacher thanked the Governors for their efforts over the last 12 months and the Governors thanked the Head Teacher and staff.