

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

Minutes of the meeting of the Governing Body held at 6.00pm at the School on Monday, 19 March 2018.

PRESENT

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

In Attendance

Miss Mariyam Sharif  
Mrs S Morley (Minute Clerk)  
Fiona Beevers (Diocese)  
Bev Richards (Senior Learning Partner Kirklees)  
Dougal McCormick (Governor's Services, Kirklees)  
Martin Wilby (Kirklees)

**2362. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATION OF INTEREST**

Apologies for absence were received from Parent Governor Mrs S Khan. No message or apologies from Mr Umar or Mr H Adam.

**2363. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS**

The following items were notified to be brought under any other business:

- Discussion regarding possible federations.
- Report from Kirklees Learning Partner

**2364. REPRESENTATION**Appointments

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Miss M Sharif	Co-opted (Designate)	19.02.2018
Mr M Booth	Foundation	

**2365. MINUTES OF MEETING HELD ON 5 FEBRUARY 2018**

RESOLVED: That the minutes of the meeting held on 5 February be approved and signed by the Chair as a correct record.

**2366. MATTERS ARISING FROM 2 OCTOBER**

There were no matters arising.

**2367. REPORTS FROM COMMITTEES**

Resources Committee was cancelled as there were not enough Governors in attendance. Information will be discussed in this meeting.

Head teacher appraisal committee met, but no matters were resolved.

## 2368. HEADTEACHERS REPORT AND GOVERNORS QUESTIONS

The head teacher had circulated her report, and noted that this half term had been short, and closures due to snow had made the term feel even shorter.

### (a) Parent engagement

Parent workshops had begun. The head teacher had chased up parents to attend these. Two sessions were now running (arts and crafts and English). Feedback for these was positive and they will continue until Ramadan. An Eid cookery class will run at Pentlands Children's Centre.

The mothers day afternoon in school was really popular, the support staff were busy serving cream teas. The children were happy, and asked what could be done for Father's Day later in the year.

### (b) SEND Review

The head teacher had attended the review, it was an interesting discussion with a variety of stakeholders. The group exercise looked at a case study to consider why support had failed for the child, and to develop an action plan.

### (c) Curriculum

The books in the library have been organised with outdated ones removed, and some sold to parents. There are new books in there now and around the classrooms to provide a language rich environment for the children.

### (d) Pupil Progress

The standards committee looked at pupil progress; there have been book scrutiny exercise, learning walks, lesson observations and intervention feedback. Pupil progress can be evidenced through these. There is additional support in reception to boost children's progress.

### (e) Sports Premium

Now using the Jigsaw PHSE programme and resources (in place of SEAL scheme) for all year groups. Feedback on this has been positive.

### (f) Performance Management

Lesson observations took place in the first half of spring terms and performance management review meetings are taking place this week for teaching staff, and before Easter for support staff.

### (g) Pupil Premium

The breakdown of pupil premium spending was included in the report.

### (h) Staffing

Staffing has remained the same as it was in September. One member of staff has returned to work on part time hours as a phased return. This member of staff has returned after 8 weeks absence, there was a formal return to work meeting with HR.

There has been some applications for the nursery teacher maternity leave cover position.

Provision for 2 year olds has been increased to 12 after Easter. There are currently 155 children on roll.

(i) Staff and Governor Development

Louise has attended the PE network meeting.

KS1 writing moderation event was cancelled due to snow, this will be re-arranged, likely in the summer term.

All teachers have had a half day away from their class as an opportunity for professional development, to visit Thornhill Lees and spend time on subject leadership.

(j) Buildings, Premises and Resources

The heaters have been fixed and a new boiler will be installed in the bungalow in the next few weeks. New playground resources will also be received in the next few weeks; there is a new reading corner shed and other containers for storage.

(k) Outside links

Work is continuing with colleges, universities and schools. The community hub continues to meet and offer support to families.

(l) School Development Plan

An update circulated with the report, showing targets and a breakdown of actions per term.

(m) SEND

One child remains on dual registration. Funding has been received for 2 nursery children. Speech and language therapy continues as before, and Autism outreach continue to visit the school to offer support.

(n) Safeguarding

There are no children on child protection or children in need.

(o) Attendance

Attendance is good for Kangaroo and Penguin classes, although there are some children in each with attendance below 90%. There are concerns regarding low attendance rates in other classes.

**Q:** Is there anything that can be done about this?

**A:** The head teacher sends a letter to parents every half term. If attendance does not improve, parents are invited in to the school; the pupil support referral process is then used. There have been lots of extended leave requests received; this may affect future attendance.

The chair thanked the head teacher for her report.

#### 2369. SAFEGUARDING

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

The audit has been completed. The Staff Code of Behaviour will be considered in the staff meeting.

#### 2370. FINANCIAL MANAGEMENT AND MONITORING

The head teacher shared details of the 2017/18 budget and 2018/19 allocation.

She noted that due to the financial situation at the beginning of the year, there needed to be a staffing restructure to manage the budget. Since then there has been unexpected funding given to the school totalling £116k, made up of SEN top ups. EYPP, EYSFF. Sports Premium, Pupil Growth Fund and Income from Thornhill Lees.

The starting budget for 2018/19 is better than last year, and although this takes the carry forward over the 10% allowed, we have been assured that this will not be taken back, due to the late issue of the Pupil Growth Fund allocation.

The nursery is almost full at the moment, with 4 extra 2 year olds being taken. This will not continue in September. There will be 20 in morning nursery (of a capacity of 26) and no children attending the afternoon session. There are only 5 children on the 2 year old list. Reception figures are 34 as a first choice.

The budget may be affected by the change in numbers.

The draft budget is set; it is £7k short on all budget headings, however, the carry forward of approximately £100k is not included in this. The B1 is set, with figures in all headings, including building repairs and maintenance, which had not been included last year.

#### 2371. SCHOOL WEBSITE

The Chair had received a couple of responses from governors regarding their testimonials for the school website. She agreed to share these examples and governors agreed to send their ideas over the next few weeks.

#### 2372. DEDICATED HEADSHIP TIME

**Q:** How is your workload?

**A:** It has been a busy half term, with the snow day closures affecting meetings which have then had to be rescheduled into an already short term.

#### 2373. GOVERNOR TRAINING AND GOVERNOR VISITS

The Chair reported that she had completed a visit to the school where she had spoken to the children, seen their challenge cards. The children had been engaged and were proud of their work.

The head teacher reported that she had received positive comments about the school from prospective applicants for the nursery teacher position when they had visited the school.

The Chair reported attending Independent Review Panel training and had found it interesting.

## 2374. ANY OTHER BUSINESS

### a) Federation with Thornhill Lees

The Chair had attended a meeting with the head teacher and the Chair of governors at Thornhill Lees to discuss the possibility of forming a Federation between the two schools. Fiona Beevers, Bev Richards, Dughall McCormick and Martin Wilby attended the meeting to explain Federations, and the benefits and disadvantages of them.

FB explained that a Federation was a formal agreement between the schools, after consultations with staff, parents and the community. Each school retains its independent identity and budgets, but a single governing body is responsible for both schools. There would be a shared head teacher, and possibly staff. Staff can be appointed to the federation. It is not a quick process and requires planning.

FB explained that Thornhill Lees and Savile Town are already collaborating, through the head teachers work at both schools. BR explained that this option is being considered now due to the existing arrangements, and a vacancy for a head teacher at Thornhill.

**Q:** Could a soft federation be a long term arrangement?

**A:** Generally these are short term arrangements, but could be longer term. BR's experience is that schools would move towards a formal federation due to the work balance of the governing body, the ease of recruiting to one governing body (and committees) only and the ability to have a bigger "vision".

**Q:** What is the deadline for making a decision?

**A:** An indication of feelings would be helpful now, but certainly a firmer decision after Easter. A head teacher cannot be recruited now, until January.

The speakers discussed their experiences of working with Federations, including two arrangements that had failed. Schools in the early stages of federation discussions would normally form a working group between the governing bodies and begin the process of consultation.

**Q:** What would be the benefits to Savile Town?

**A:** Economies of scale, managing the curriculum, staff expertise can be shared, roles and responsibilities can be spread, money saving opportunities (e.g. sharing cover staff). It would open up opportunity to access funding, for school improvement and research opportunities. It would benefit staff development and possibly retention by providing opportunities for promotion. Experienced teachers benefit the children and as both schools have a strong Ofsted profile, there is capacity to become leaders / teaching schools or centres of excellence. A raised profile may encourage more admissions.

**Q:** Why become a federation if we are a good school already?

**A:** It is important to strengthen partnerships and avoid becoming insular, to retain good leaders and staff to ensure the school stays good. It would be a chance to build on existing successes, but could be better if the schools made a commitment, including strengthening the skills of the governing body.

**Q:** Why not amalgamate the schools in to one provision?

**A:** This could be an option in future, but not necessary. If this was the case, there would be one Ofsted number, and one budget for the two sites.

**Q:** How would success be measured?

**A:** Through economies of scale, opportunities for staff, staff retention, continuity of education through school life in some cases. New leadership opportunities or staff

developing their career, the opportunity to have NQTs and offer them appropriate development, succession planning. A paper has been released by the House of Commons on teacher retention.

**Q:** Would the head teacher be happy and able to take this role?

**A:** The appointment of the head of the federation would be a process, that would be controlled by the Governing Body. This could involve advertising the process or having single applicant. Backfilling of posts during the temporary cover arrangements has not happened, if a federation was agreed this could happen, and would allow this.

**Q:** How would this affect the work load of the senior management team?

**A:** There would need to be a restructure.

**Q:** What are the cost implications and changes to funding?

**A:** Having one head teacher post would mean that the savings of one head teacher salary could be reinvested. There could be some financial savings, but this could be used elsewhere. There would be savings in areas such as joint professional development.

It was noted by governors, that it is harder to see benefits, when the two schools in question are both good, and both have the same age groups.

**Q:** How would this benefit the children?

**A:** Staff would have diverse training, and share ideas; learning opportunities could be increased and benefit from cost savings (e.g. drama days). The federation could work towards becoming a centre of excellence in the longer term. Shared resources would also benefit the children (e.g. shared musical instruments).

**Q:** Would there be changes to admissions?

**A:** This would stay the same, based on the catchment area, children could take part in activities at either school to enhance their curriculum. Amalgamation may change admissions, but could cause problems for parents if they needed to get to a site further away from their home.

**Q:** How would the new governing body be formed?

**A:** Each governing body would have the same number of representatives in a joint working group and feedback to the full governing body at each school. There would need to be a consultation document agreed, and would identify the composition of the governing body. Each governing body would then meet separately (usually at the same time and place) to make their decisions. There would need to be a skills audit, new parent governor elections, expressions of interest from existing governors to continue in their role. Governors would be responsible for deciding on their Instrument of Governance.

**Q:** How do staff governors feel about the possibility of forming a federation?

**A:** Some concern about workload increase, e.g. in the role of Maths Co-ordinator, dealing with more children. There would be opportunities for development.

**Q:** How could this increase our numbers of children?

**A:** Becoming a centre of excellence would broaden the catchment and allow an opportunity to market the school. Governors noted that the school had been publicised and there had not been much impact from this. There are lots of schools in competition locally, and new provisions planned. The dip in numbers can affect the budget.

**Q:** How will parents feel about this?

**A:** It would depend on how we approach it with them. Parents would need to agree. Children from both schools will go to the same junior school.



The governors discussed the possibility of becoming a federation with Thornhill Lees and took a vote on the matter.

**RESOLVED:** That the Governing Body of Savile Town I & N is interested in finding out more about the possibility of becoming a Federation with Thornhill Lees.

Governors would like to have a timeline, and process of federating. The head teacher has been asked to mentor and support the temporary head teacher of Thornhill from Easter. There will be some financial recompense for this. It would also assist in continuity, if the Head teacher did become the head of the Federation.

**Q:** If numbers of pupils in one school drop, what would happen to the federation?

**A:** The governing body would look at actions, staff structure etc. This would be the same as a single school, but the federation governors would be responsible. There is a plan for 3000 houses being built in the area over the next 15 years, it is possible that this may have a positive affect on numbers at the school.

MW discussed the possible next steps. Governors may benefit from visiting the other school, discuss and agree a working group. The LA has a federation guide which can be shared, and details of school contacts who have become federations will be shared, to offer advice. The head teacher recruitment process will need to continue, in case the consultation process does not have a positive outcome, but the advert will not be issued until the last minute.

The head teacher will discuss with the Governing Body of Thornhill Lees the possibility of meeting on Wednesday 25 April at 6pm, and inform Governors of the outcome.

If governors have any questions, they should please send them to the head teacher for passing on to the relevant person.

#### b) Kirklees Learning Partner Visit Report

Bev Richards attended the meeting and provided an update. She had met with the head teacher for school improvement visit. It has been a positive meeting and standards were considered, and predictions for 2018 were set.

Attainment is high in EYFS, but KS1 is mixed, reading, writing and maths is below national average, but the progress is really good. The data hides the success. All children have exceeded the FFT50. The girls have made excellent progress in reading, as have disadvantaged pupils and EAL pupils.

The boys were below national average and below progress in reading and writing; their barriers to learning should be considered. The head teacher reported that these boys seemed to have high rate of absences. Ofsted had been positive about the writing they had seen in the school. Disadvantaged children did not meet progress targets in reading and writing.

There is positive outlook for the 2019 cohort.

There was a recommendation that progress should be tracked from pupils arriving at the school, to leaving at the end of year 2, for whole school accountability.

#### 2375. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

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

21 May 2018, preceded by Standards Committee at 5.15pm

2 July 2018, preceded by Resources Committee at 5.15pm

2361. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That minute 2374 (a) and all references relating to the possibility of becoming a Federation, and minute 2368 (h) staffing be excluded under the Freedom of Information Act from the copy to be made available to the school.