

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, 21 May 2018.

PRESENT

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

In Attendance

Mrs S Morley (Minute Clerk)

2377. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATION OF INTEREST

Apologies for absence were received from Parent Governor Mrs S Khan for which consent was granted. Mr H Adam was also absent, and no contact has been made so consent was not granted.

2378. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

There were no items of any other business for discussion.

2379. REPRESENTATION**Resignation**

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr U Umar	Co-opted	20.03.2018

2380. ELECTION OF VICE CHAIR

RESOLVED: That Miss M Sharif be elected Vice-Chair for a period of 2 years.

2381. MINUTES OF MEETING HELD ON 19 MARCH 2018

RESOLVED: That the minutes of the meeting held on 19 March be approved and signed by the Chair as a correct record.

2382. MATTERS ARISING FROM 19 MARCH

There were no matters arising.

2383. REPORTS FROM COMMITTEES

Standards Committee discussed attendance, the curriculum (Humanities and ICT) and considered the impact of resources that had been purchased. There had also been a review of homework. Next steps were considered for pupil progress in general and phonics. Extra-curricular activities and the anti-bullying policy were also agreed.

2384. HEADTEACHERS REPORT AND GOVERNORS QUESTIONS

The Head Teacher had circulated her report and gave an update of activities that had taken place in the school. She noted that the school trips had taken place and had had a positive impact on the children. Work on preserving the planet and recycling had taken off. The children were looking at feelings and strategies of managing them. Support had been given to Batley Food Bank. Children coped well with the Y2 SATS.

(a) Parent engagement

Parents had been invited in to help with planting and looking after the school grounds. The workshops had stopped now, but the whole school was working on a transition project involving parents to accomplish challenges relating to the move to the next year group.

(b) SEND Review

The initial action plan had been completed and would be implemented in September. Another SEND review day was planned for June.

(c) Curriculum

The school review day took place; all action plans had been completed and next steps identified for each subject, ready to be implemented in September. The IT equipment audit took place. Some consideration was being given to rearranging resources and consideration given to using applications for reading.

(d) Pupil Progress

EYFS would be moderated. Y2 results were good, and phonics tests would take place in June when it was predicted that results would be as good as last year. The number of children reaching a GLD in reception was lower than last year, but this was as expected. KS1 writing and maths would be moderated at the Dewsbury Learning Partnership moderation session on Thursday, 7 June 2018.

(e) Sports Premium

An explanation of spend was provided in the report.

(f) Pupil Premium

A breakdown of spent was provided in the report.

(g) Staffing

A new member of staff was in post to cover a maternity leave. The number of spaces in the 2 year olds provision had been increased previously, but now some children had left. If the number in class fell to 8, a staff member would be released to work elsewhere. There were 162 children on roll.

Emma was now the PE lead and Kirsty was the ICT lead while Louise Lowe was on maternity leave.

(h) Buildings, Premises and Resources

There had been ongoing issues with the boiler pumps and not being able to turn the heating off. There was a new boiler in the bungalow and new equipment storage containers. The caretaker would paint external areas over the half term.

The Head Teacher reported that she had approached Kirklees and the fire officer to discuss the exterior doors. She was advised that these would be cheaper elsewhere.

RESOLVED: That the governing body agreed that external doors should be purchased as per the existing quote.

(i) Outside links

Work was continuing with colleges, universities and schools. The community hub continued to meet and offer support to families. The school had supported Batley Food Bank.

(j) School Development Plan

The Head Teacher had circulated the School Development Plan and review to date.

(k) SEND

The Head Teacher had a meeting next term to discuss a child who was on a transitional place; an update could be provided at the next meeting.

Speech and language support continued to be offered in school. There were some children awaiting an autism assessment, and some who had recently been diagnosed.

(l) Safeguarding

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

(m) Attendance

Work was ongoing to tackle absenteeism. Staff absence figures were included in the report.

The chair thanked the head teacher for her report.

2385. SAFEGUARDING

There were no issues arising from the Safeguarding Audit. A new safeguarding governor needed to be appointed after the resignation of Mr Umar. The Chair agreed that she would take on this role.

2386. GDPR

The school was buying the services of a company who visited the school. They would provide support for a full year. Other local schools had also bought into this service. They offered staff and governor training as well. The regulations were applicable for 25 May. In order to be ready for this the school needed to purchase some lockable filing

cabinets. Staff had encrypted pen drives and passwords on laptops. Historic data had been disposed of as required.

2387. APPROVE THE BUDGET & FINANCIAL MANAGEMENT AND MONITORING

RESOLVED: That the Chair approve and sign the B3 form.

The Head Teacher explained that the carry forward was currently £115k. This was due in part to an unexpected income of £50k. A list of projects had been put together to justify keeping the money. This included, an EY classroom being turned into a well-being room / calm space, the staff kitchen and office refurbishment as well as internal doors.

The number of children in the nursery in September was low; EY finding had increased this year due to the increase in numbers, however this was likely to be lost next year. Mixed aged classes would be used next year.

An electronic signing in system was being installed (this was compliant with the GDPR).

RESOLVED: That governors approved the budget. This was signed and approved.

The cash flow document was circulated.

Q: What is the cost of the GDPR company services?

A: The quote was for £1800, however this may reduce as more local school have bought into the services. This includes the virtual data protection officer.

2388. SEF

This was updated before the Ofsted visit and had been tweaked since then. The Head Teacher had added what had been done since then, including involvement in the Dewsbury Learning Partner Moderation Meetings, and the support provided to another school. Next steps for development were included: to improve the progress of the boys, and the more able children.

2389. ANNUAL GOVERNOR NEWS LETTER

There was a discussion about including photographs of things done in the school, with a narrative in the "voice of the child". It was agreed that this should be sent in June. Photographs would be taken in school on 5/6 June. Some larger prints would be displayed in the hall.

2390. UPDATE OF FEDERATION PROCESS

There had been two working group meetings since the joint governor meeting to discuss the possibility of a Federation between the school and Thornhill Lees. A consultation had been drafted and would be published to all interested parties, on both websites, diocese, LA and parents. A parent consultation meeting would be required. The Head Teacher met with Governor's Services who explained that in order to continue with the process, the governors would need to decide whether or not to give preliminary consent to starting the federation process.

RESOLVED: That the Governing Body of Savile Town CE (VC) I and N School gave preliminary consent to join the federation.

Another meeting would be held on Wednesday, 6 June 2018, followed by another working party that would be minuted. This meeting should agree the new Instrument of Governance. If the Federation went ahead, the suggested date to commence would be 1 October 2018. This was the earliest possible date that the process would allow. Expressions of Interest forms for a position on the joint governing body were circulated by the Head. They needed to be completed and returned to Governors Services.

Margaret Lunn would offer HR support for decisions about staffing. No staff members were allowed to attend this meeting. The consultation must start on Friday, 8 June 2018 to allow enough time for the deadline to be Friday, 20 July. Parents must be notified of the decision on the same day.

Head Teacher recruitment details must be agreed by 1 September 2018.

Policies would be amended on the normal school review timetable.

2391. SCHOOL WEBSITE

The Chair had received some submissions from governors regarding their testimonials for the school website. When collated the Chair would send these to the Head for adding to the website.

2392. DEDICATED HEADSHIP TIME

Q: How is your workload?

A: Lots of reports have been written, no time out has been taken.

2393. GOVERNOR TRAINING AND GOVERNOR VISITS

The Head Teacher shared details of the dealing with complaints course that would be held on 28 June 2018.

Rev Pollard attended independent review panel training and found this to be an interesting subject.

Invitations had been sent to a learning workshop on 7 June 2018 to discuss the SEND review. The Head Teacher stated that the original meeting had been helpful and generated lots of discussion.

The Chair stated that she would plan a visit to the school to discuss Artsmark with Fiona and look at the curriculum.

Miss Sharif and Rev Pollard would also arrange visits after the half term holiday.

2394. ANY OTHER BUSINESS

Governors noted the NGA learning link.

2395. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the next meetings of the Governing Body be held on:

Wednesday, 6 June 2018, at Thornhill Lees at 5.30 pm.

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

2396. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That minute 2390 and all references relating to the possibility of becoming a Federation be excluded under the Freedom of Information Act from the copy to be made available to the school.