

THE FEDERATED GOVERNING BODY OF SAVILLE TOWN CE (VC) INFANT AND NURSERY SCHOOL AND THORNHILL LEES CE (VC) INFANT AND NURSERY SCHOOL

Minutes of the meeting of the Governing Body held at 6.00pm at Thornhill Lees School on Monday, 26 November 2018.

PRESENT

Miss K Allen (Chair), Miss K Asquith, Mr G Billing, Mrs G Brooke, Ms S Cavanagh, Mrs D Douglas (Head Teacher), Ms S Dudding, Miss K Fry, Reverend A Pollard, Miss D Roberts, and Miss M Sharif.

In Attendance

Mrs J Lord
Mrs S Morley (Minute Clerk)

21. **APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST**

Apologies were received from Mr L A Longstaff and Mrs S Patel for which consent was granted.

22. **NOTIFICATION OF ITEMS TO BE BROUGHT UP IN ANY OTHER BUSINESS**

The Following item was notified to be brought up under any other business;

- Halal Meat in School Dinners

23. **REPRESENTATION**

Appointment

| <u>Name</u> | <u>Category</u> | <u>With effect from</u> |
|---------------|-----------------|-------------------------|
| L A Longstaff | Co-opted | 26.10.2018 |

24. **MINUTES OF THE INAUGURAL MEETING HELD ON 8TH OCTOBER**

RESOLVED: That the minutes of the meeting be approved and signed by the Chair as a true record of the meeting.

25. **MATTERS ARISING**

Minute 13 – Financial Management

The Head Teacher confirmed that the learning and resources fund at Thornhill Lees had been linked with the school priorities, and she confirmed that the school fund had been audited.

26. **HEAD TEACHERS REPORT AND GOVERNORS QUESTIONS**

The head teacher had circulated her report prior to the meeting. She asked that governors provided feedback on the format so she could make changes as required. She explained the content in each section.

Q: How do the results and data fit in with the school development plan?

A: The school development plan has a focus on more able children and links with the data in terms of developing oracy, language and understanding to improve problem solving especially in maths. There is also a focus on delivering the curriculum at Thornhill Lees.

Governors asked that national and/or local authority area data could also be included in the report as a comparison.

An explanation of the spending of sports and pupil premium money was included,

a) Performance Management

Targets are set for all teachers and almost all support staff. Teachers had a target that was linked to the school development plan. Support staff had a target linked to this also as well as an individual target. The head teacher's performance management was scheduled in December.

Q: How do you monitor all development plans?

A: It is difficult to manage so many, but it is getting easier over time. There are some busier times where deadlines seem to be at the same times. A system of planning for this will be required in future.

Q: Can the deputy heads support this work?

A: Yes they do, however they also have a large teaching commitment.

b) Staffing

Both schools had a member of support staff on long term sick leave.

c) Pupil Numbers

New 2 and 3 year olds would be starting at both schools in January. These needed to be added to the register as soon as possible as the census would be taken in the first week in January.

d) Governor Development

The head teacher asked that Governors email her to let her know when they had attended courses to include these in her report. Governors confirmed that they had attended the following:

- Preventing extremism
- Grievances and whistleblowing
- Safer recruitment
- Being an effective chair (2 of 3 sessions)

e) Buildings Premises and Resources

There was lots of work planned and ongoing, including new blinds in the hall at Thornhill Lees and the outdoor area was a work in progress.

Q: Is the leak in the hall fixed?

A: This has been resolved by asset management; the leak was in an area of asbestos and this caused a delay. There was damage caused in the boiler room, but this is drying out.

Roofing work will be done in the summer.

f) Outside links

The community hub would return to meeting every three weeks as of next week. This had stopped due to funding issues.

g) School Development Plan

This was shared prior to the meeting.

Q: How was the attendance at the remembrance assembly?

A: This assembly was just for children, and was held instead of the 2 minutes since. All class assemblies have been well attended by mums and dads.

Q: Is the maths session well attended by parents?

A: The same people attend regularly and find it useful.

Q: What is stay and play?

A: New equipment has been purchased. The sessions will be run in the hall. This will develop links with the children that are coming into school before they start officially. The school nurse can attend and work with parents where necessary.

Q: How do you measure vocabulary progress?

A: Vocabulary in White Rose Maths shows progression in each year group.

Q: What plans are there for the outdoor provision?

A: The outdoor classroom is a year 2 project with a focus on arts and music; there will be seating and mirrors. Year 1 will use language and maths in the playground markings. Reception will have the new mud kitchen area.

Q: How will the Forest School impact on the children?

A: There will be a safe and secure area to store equipment and run activities. Staff will be trained and all children will benefit from this. Basic risk assessments will be done allowing activities to be run with less planning required. This will be an effective use of space to support children's learning and experiences.

The head teacher reported that there was a large difference between the numbers of children with SEN in the schools, but the number of EHCPs was the same in both schools. There were a lot of referrals to be taken forward at Thornhill Lees.

h) Safeguarding

The head teacher reported that both schools were using CPOMS to manage safeguarding issues.

i) Attendance

There had been work with attendance and support. Letters were being sent to parents. There were a lot of children taking leave in December and January.

Q: What is the process for issuing fines?

A: The head teacher meets the parents, letters and penalty notices are sent and then paperwork is sent to the LA before a fine can be issued. The process is lengthy.

The Chair thanked the head teacher for her report.

27. REPORTS FROM COMMITTEES

Standards and Effectiveness met on 12 November. The minutes were circulated. End of year data, school development priorities and Ofsted progress were discussed. Policies would be considered at the next meeting,

Resources met on 23 October. Clarification was sought from the LA regarding which policies were required and if Federation policies could be used rather than individual school policies. A lot of policies were no longer required and some joint ones were in place.

The funding for each school was explained. Thornhill Lees had a budget profile. Teacher pay awards, staff structure and performance management were discussed. The DFC funding was spent at Savile Town on the external doors and on a replacement handrail in Thornhill Lees.

The school fund audit had been completed.

The apprentice levy was discussed. An advertisement has been issued for a childcare level 3 post for the federation.

28. DEDICATED HEADSHIP TIME

The head teacher confirmed that she was managing her workload, noting that there were busier periods in the Federation.

29. SAFEGUARDING AND CHILD PROTECTION POLICY

The policy was emailed to governors for information. This was based on the LA model policy. The schools had their own policies but when these needed reviewing they could be merged into a Federation policy. These were on the website.

30. SCHOOL WEBSITE

The chair informed governors that last year governors previously at Saville Town had agreed to prepare a few words about who they were and why they were governors for the website, along with an explanation of the role of governors. She asked if governors would do this for the Federation. Governors' agreed that this was a good idea. Previous governors of Savile Town would update their existing information. The Chair agreed to send the draft by email.

31. SEF

The head teacher emailed the school context for both schools and the outcomes for pupils. The focus would be on the areas that would improve both schools. These were for Savile Town: improve EYFS standards, ensure phonics results remain consistent and to stretch the more able pupils, and at Thornhill Lees: to increase those working a greater depth in reading, writing and maths, to develop a clear tracking system and to map progress.

32. FINANCIAL MANAGEMENT AND MONITORING

Mrs Lord confirmed that the school fund had been audited and the closing balance was £1511 as at the end of August 2018. Money had been spent on subsidising schools trips, photographs and the drumming in school. Money had been raised by sponsored activities and parents had been asked to make a 50p donation per week to contribute to the school fund.

Q: What is this spent on?

A: Easter eggs, Christmas presents, other activities (e.g. Chinese New Year and the pantomime). Winter and summer fairs also raise money for the school.

a) Budget

There was a good budget profile in place at Thornhill Lees. The budget (£1,429,394) included salaries to year end, buy backs, utilities and the contingency (£8k) to a value of £1,356,007. The curriculum expenditure had not been included.

The budget for Saville Town was £859,183, of which £479,478 had been spent so far. There has been some unexpected income. There was some ongoing project works and an advert for temporary support staff to cover absence to end of July was included. There were bills and salaries to be deducted.

Budgets were managed differently at each school.

b) Thornhill Lees Nursery

The existing classrooms became the nursery provision; there was a difficulty in maintaining a clear line of sight through both areas. Quotes had been obtained for the following adaptations to improve this area.

- Option 1 involved removing part of a wall and a store cupboard leaving electrics as they were situated, creating a new store cupboard and making ceiling and floor good: Including VAT £9996.
- Option 2 involved removing a full wall, corridor, new floor, new cupboard, new ceiling and relocating electrics: including VAT £23,700

This was still in the exploratory phase and further quotes would be required. The flooring was a significant part of this job in terms of time and value. Carpet could have been considered as an alternative to reduce the costs. There was a discussion about the preferred option.

Q: Why is this alteration being considered now?

A: There has been a parent concern about the staffing in the area. The head teacher stated that she did not like the layout and a change could really improve the provision.

33. POLICIES FOR REVIEW BY FULL GOVERNING BODY

The Teacher Appraisal Policy and the Teacher Pay Policy were based on the LA model policies and were in place for the Federation.

RESOLVED: That Governors agreed the Teacher Appraisal Policy and the Teacher Pay Policy.

34. ANNUAL ACTION PLAN

The action plan was shared previously and had been updated for the Federation. The Chair asked if it would be useful to plan governor visits through the year. The head teacher agreed to send the newsletters to governors in order to share school event details with them.

35. ANY OTHER BUSINESS

Non-stunned Halal meat in School

There was a discussion about the cultural, religious and ethical reasons for serving stunned or non-stunned meat in food. Kirklees Halal meat was not stunned. A letter had been sent to Savile Town parents to explain what is on offer and a letter would also go to Thornhill Lees parents. There was always a vegetarian option on the menu. Governors agreed that this was a good and worthwhile discussion, however it was unknown if there would be any option to offer an alternate provision.

36. DATES OF FUTURE ITEMS AND POSSIBLE AGENDA ITEMS

RESOLVED: That Full Governing Body meetings would take place on the following dates at 5.30pm, at Savile Town School:

Tuesday 5 February 2019

Tuesday 9 April 2019

RESOLVED: That Governors previously of Thornhill Lees would visit Savile Town School on Wednesday 9 January at 9.30am.

RESOLVED: That Governors previously of Saviletown School would visits Thornhill Lees on Thursday 17 January at 1.30pm.

38. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no part of the minutes and papers be excluded from the copy to be made available at the school in accordance with the Freedom of Information Act.