

THE FEDERATED GOVERNING BODY OF SAVILE 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 5.30pm at Savile Town School on Tuesday, 5 February 2019.

PRESENT

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

In Attendance

Mrs S Morley (Minute Clerk)
Miss K Quinn (Associate Member)
Mrs J Lord (Observer)

39. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mrs S Patel (consent).

There were no declarations of interest.

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

The following item was notified to be brought up under Any Other Business:

- ♦ Environmentally friendly schools

41. REPRESENTATION

(a) The following matters of representation were reported:

Appointment

<u>Name</u>	<u>Category</u>	<u>With effect from</u>
A Mocanu	Designate (Parent)	Pending DBS disclosure

Resignation

<u>Name</u>	<u>Category</u>	<u>With effect from</u>
L A Longstaff	Co-opted	28.01.2019

(b) Appointment of Co-opted Governors

There were 4 vacancies for Co-opted Governors.

42. MINUTES OF THE MEETING HELD ON 26 NOVEMBER 2018

RESOLVED: That the minutes of the meeting held on 26 November be approved and signed by the Chair as a correct record.

43. MATTERS ARISING

There were no matters arising.

44. REPORTS FROM COMMITTEES(a) Resources Committee

Minutes had been circulated by email. The following items were discussed: budget update and projections, DFC funding, School Fund, Staffing and Health and Safety. The Health and Safety inspection is almost finished and the Fire Risk inspection will start next week.

The nursery wall costs at Thornhill Lees have reduced due to a change in flooring requirement to £15,200. Work could commence at half-term to put in a new store room which would cause less disruption.

RESOLVED: That Governors agree that the work should take place as discussed.

GB spoke about the cost of the ponies that had been hired at Thornhill Lees to provide intervention for some pupils. The actual cost was £3,300 for a year, however £600 was raised towards this. Some of these costs are one-off costs and there was an increase in food costs last year. The costs are £1,300-1,500 for next year. Money can be raised to put towards this.

Q: How was the farrier selected?

A: He is on the National Farrier Register and was local to the school. GB confirmed that the welfare of the animals is taken extremely seriously.

The Chair expressed the view that this is a very expensive use of school funds, whilst noting that there were positive elements to it.

Q: Are there other interventions that could be used for this group of children?

A: The ponies are not just for the children who need the intervention. All children have access to the ponies at a variety of times through the day. A lot of research was completed before deciding on the use of ponies.

MS noted that the impact of the ponies was positive, but suggested that a better use may be to allocate class time to learn about them and how to care for them rather than as ad hoc sessions. It was noted that there were some staff who had allergies to the ponies.

DD stated that the budget at Thornhill Lees will be tight this year due to pupil numbers reducing and staffing costs. JL stated that last year ended with a deficit of £1k due to an unexpected cost to the school. Savile Town has a healthy budget this year due to last year's carry forward. There will be a challenge with next year's budget due to a reduction in the number of pupils.

(b) Standards Committee

The Standards Committee met last night. The minutes were circulated at this meeting. The KS1 lead attended to talk about pupils' writing, which has improved from the same period last year. Staff believe that the training provided by Paul Lomas had had a positive impact.

GB spoke about EY planning in the moment and monitoring this along with the impact of assessment, school readiness and transition to Year 1.

KAs gave an update about Savile Town. A new TA is providing interventions for more able children to help them attain greater depth and to run stay and play sessions, parent workshops and a parent conversation group for those new to speaking English. Maths vocabulary was discussed along with the White Rose Maths workshop.

Curriculum progress, pupil progress and extended leave were all discussed, along with the Ofsted priorities for both schools.

45. HEAD TEACHERS REPORT AND GOVERNORS QUESTIONS

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

(a) Working with other schools

A diversity conference will be held at Headfield in June involving pupils from Y2 and Y6 and faith leaders. There will be three sessions with speakers and then creative workshops. Pupils from the schools will be in mixed groups. The cost for this is £50 per school.

A football match with teams from both schools will be held at Headfield on 14 March 2019.

(b) SEND Review

The Head Teacher spoke about issues with EHCP timescales, noting that it can take a year to complete the process. Whilst the process takes place staffing must be paid for through the school budget. Pupils must be prioritised according to need. The Head Teacher spoke about a specific example of a pupil who had been waiting for progress on their case since last June. There is £6k in the school budget to support a child with SEND. Bandings must be applied for in order to receive funds according to needs.

(c) Caretaker at Savile Town

The caretaker at Savile Town has retired. A trial to look at the effectiveness of joint caretaking with Thornhill Lees is underway until Easter. The existing caretaker has not changed the number of hours of work, but the work has been reallocated to remove some cleaning duties.

(d) Pupil Progress

Q: Is pupil progress on track?

A: Any concerns are identified and support is in place as required. Attendance is a concern, Thornhill Lees has 40 children with below 90% attendance, and several children at Savile Town have taken extended leave.

Q: Are pupil progress meetings held?

A: Pupil progress meetings are used as an opportunity to look at the children's work and share good practice.

Q: How is progress evidenced?

A: Through learning walks, SLT examination of data and the impact of interventions. Data is produced every term.

Q: Is there any joint working between the schools?

A: The schools have not yet done any joint working due to other commitments. There is some joint oracy training planned next term with Paul Lomas. There is some joint working through the Dewsbury Learning Partnership looking at moderation.

(e) Sports Premium

The Head Teacher noted that there were some amendments required to the recorded figures.

Q: What costs for the ponies are attributed to Sports Premium?

A: This is a notional amount and relates to well-being activities.

(f) Pupil Premium

The Head Teacher noted how Pupil Premium is spent in her report.

Q: Are any children who should be receiving Pupil Premium missed?

A: JL noted that the parents of children moving from EY to Reception are chased up to see if they are eligible for PP. The criteria has changed recently.

(g) Staffing

Lunchtime supervisors have been interviewed and one will be appointed pending references.

Targets for staff have been set and will be reviewed in the Spring 2 term.

Head Teacher's targets were set in December.

(h) Pupil Numbers

Q: Will contingencies in the budget be made to reflect projected pupil numbers?

A: The budget is due to be agreed after the half-term. A meeting is planned with Karen. There will be two separate budgets. Consideration is being given to look at buybacks jointly to save costs. The buyback event is next week. Training has been purchased jointly.

(i) Staff and Governor Development

The Chair reported that she had attended the third part of Being an Effective Chair and had found this interesting and useful. She had also visited the schools on two occasions. Her observations had been sent to the Head Teacher and these had been shared at staff meetings. She stated that her visit to the Thornhill Lees Nursery supports the need to remove the wall as previously agreed.

AP reported that she had attended the Safeguarding training and had done a safeguarding visit. She has also attended the Dealing with Complaints course.

She mentioned that there was some staff training available in de-escalating concerns. Staff governors believed that this could be useful. The Head Teacher agreed to look into this.

A number of governors had completed GDPR training,

A governor had attended the SEND and Complaints courses.

The Chair asked that Governors consider coming into schools more often.

There was a discussion about sharing governors' visits reports with all Governors. The Head Teacher agreed that she would circulate these as required.

(j) Outside Links

The Community Hub is now meeting every three weeks. The Head Teacher hoped that it would have a positive impact in future. It provides a good opportunity for networking. A temporary co-ordinator is in place.

(k) SEN

The Head Teacher has had meetings with the educational psychologist who previously worked as a SENCO in school. She attends every half term. The Head Teacher will discuss with April the possibility of running training for staff in dealing with children in difficult circumstances to help staff remain professional whilst empathising with children.

Q: How often do other outreach services come into school?

A: Hearing impaired service is weekly, portage and autism outreach is every half-term, speech and language is half a day every half-term. Physical outreach are due in school next week. The Occupational Therapist was in school just before Christmas.

The SEN register data was explained.

(l) Safeguarding

Safeguarding policies were issued in December; due to some issues, updated policies have since been issued.

AP noted that the websites for the school were good, but Safeguarding and Child Protection Policies should be first. The Head Teacher agreed to look into this.

Safeguarding update training will be held at Savile Town on 4 April 2019.

The Chair thanked the Head Teacher for her thorough report.

46. OUR SCHOOLS AS CHURCH SCHOOLS – SIAMS UPDATE

Thornhill Lees are due to have a SIAMS inspection in the near future. The Head Teacher and AP are attending SIAMS training in March. Fiona Beevers has left the Diocese.

The Head Teacher shared a handout with governors regarding the changes to the SIAMS inspection. A self-evaluation statement is being developed for Thornhill Lees. Staff are being consulted first and then Governors will be asked for their input. Savile Town's statement was written a few years ago. Parents were consulted.

Q: Will the children be consulted?

A: Yes, it was decided that it would be easier to start with staff and then involve the children.

Thornhill Lees have run a competition for children to design a new school logo. A logo board will be produced. There are plans to change school uniforms in future. The school prayer is also being reviewed and there is a new reflection area in the entrance.

Some concerns were noted about the lack of child-friendly language in the inspection and also difficulties relating to the school population, which is predominantly Muslim. It may be better to approach the inspection from an Islamic point of view first. It was noted that the Federation schools do not have links with a parish or church. The schools do visits to lots of places including Dewsbury Minster and the Pentecostal Church. The school also has links with Tanzania.

It was agreed that this needs to remain as a standing agenda item for the moment.

47. DEDICATED HEADHIP TIME

The Head Teacher confirmed that she was well.

48. SEF (PERSONAL DEVELOPMENT)

The personal development section of the SEF had been circulated to Governors.

Parent questionnaires will be done on parents evening at Savile Town.

AP noted that the buddy system was working well.

49. FINANCIAL MANAGEMENT AND MONITORING

Financial management had been discussed in detail at the Resources Committee as previously noted.

Governors completed their financial skills audits.

50. SFVS

RESOLVED: That governors approve the SFVS.

51. SAFEGUARDING UPDATES

The safeguarding audit was completed in December, however, a new audit was issued three days later. The Head Teacher confirmed that the new audit had not been commenced yet.

52. SCHOOL WEBSITES

The Chair noted that she had received some testimonials from Governors, but asked for any others to be sent to her. She asked if there were any suggestions of other items to put on the websites.

Governors liked the idea of an annual governor newsletter with an update half way through the year as it would be manageable in terms of time taken to produce it and a good place to communicate what governors have done in terms of visits to the school.

53. GOVERNOR TRAINING AND GOVERNOR VISITS

As discussed as part of the Head Teacher report.

54. ANY OTHER BUSINESS

(a) Eco-Friendly Schools

SC asked if there could be work done in the schools to become more eco-friendly and ethical, noting the issues with glitter causing pollution. The Head Teacher reported that recycling had been discussed at the Education Partnership Board but that she had not received the minutes for this so was unaware of the outcome of the conversation. It was noted that without recycling bins at the school it would be a challenge to take this forward.

Q: Is there an eco-award that the school could work towards?

A: Yes, but there is a cost associated with this which would need to be considered.

There are eco-meetings at Savile Town and staff could be asked to focus on this when ordering new resources. A whole school ethos would be required to make a significant difference. The Head Teacher agreed that this would be considered in the future.

(b) Winter Warmers Initiative

AP asked if the school would support the Winter Warmers initiative, to collect winter clothing for those in need. The Head Teacher agreed that she would support this.

55. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the next meeting of the Full Governing Body be held at 5.15pm at Savile Town School on Tuesday, 9 April 2019.

The Head Teacher would confirm dates of committees by email.

56. 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.