

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 5:30 pm at Savile Town School on Tuesday, 1 October 2019.

PRESENT

Miss K Allen (Chair), Miss K Asquith-Dolan, Mrs D Douglas, Mrs S Dudding, Mrs S Patel, Reverend A Pollard, Miss D Roberts, Miss M Sharif.

In Attendance

Mrs S Morley (Minute Clerk)
Mrs J Lord (Observer)
Mr A Bismillah (Prospective Governor)

100. **ELECTION OF CHAIR**

The Minute Clerk took the Chair for this item.

RESOLVED: That the following was agreed by the Governing Body:

- (i) That nominations would not be accepted from Governors not present at the meeting as all Governors were present.
- (ii) The term of office would last for 12 months from this date.
- (iii) A tie would be decided by the toss of a coin.

RESOLVED: That Miss K Allen be elected as Chair.
(Unanimously)

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

RESOLVED: That the Governing Body decide on whether to grant consent on an individual basis depending on the circumstances.

RESOLVED: That the Governing Body approve the Governor's Code of Conduct.

All Governors completed their declaration of business interest which would be published on the school website and then retained by the Head Teacher.

Apologies were received from Mrs K Quinn and Miss S Cavanagh for which consent was granted.

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

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

- Well-being Letter.

103. REPRESENTATION

The following matters of representation were noted:

Resignation

<u>Name</u>	<u>Category</u>	<u>With effect from</u>
Miss K Fry	Co-opted	23.09.19
Mrs G Brooke	Foundation	20.09.19

The Chair wished to thank both Mrs Brooke and Miss Fry for their services to the Governing Body.

RESOLVED: That Governors agreed Miss Quinn should change from an Associate Member to a Co-opted Governor.

RESOLVED: That Governors agreed Mrs Patel should change from being a Parent Governor to a Co-opted Governor.

The Head Teacher introduced Mr Bismillah to the meeting and mentioned that he would be interested in becoming a Co-opted Governor. He explained his background and interest in the school to the Governing Body.

RESOLVED: That Governors agreed that Mr Bismillah would become a Co-opted Governor.

There is currently 1 vacancy for a new Parent Governor.

104. ELECTION OF VICE-CHAIR

RESOLVED: That the following was agreed by the Governing Body:

- (i) That nominations be accepted from governors not present at the meeting.
- (ii) The term of office would last for 12 months from this date.
- (iii) Miss M Sharif was nominated for the position of Vice-Chair.

RESOLVED: That Miss M Sharif be elected as Vice-Chair.
(Unanimously)

105. REVIEW OF COMMITTEES

RESOLVED: That the Governing Body be supported by the following Committees:

Standards and Effectiveness

Miss K Allen
Mr Bismillah
Ms S Cavanagh
Miss D Roberts
Miss M Sharif

Resources

Miss K Allen
Miss K Asquith
Miss K Quinn
Mrs S Patel
Reverend A Pollard

Head Teacher Performance Management

Miss K Allen
Ms S Cavanagh
Miss M Sharif

Authority Note: Any teacher appraisal/review appeal falls under the remit of the Appeals Committee/Panel. It is therefore recommended that the membership of this committee be different to the Appeals Panel.

Staff Dismissal

Ms S Dudding
Reverend A Pollard
Ms A Mocanu

Staff Dismissal Appeals

Miss M Sharif
Mrs S Patel
1x Governor TBC

RESOLVED: That Terms of Reference be discussed and agreed at the first meeting of each Committee.

106. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES

RESOLVED: That the following Governors be appointed with specific responsibilities:

Special Educational Needs –	Mrs S Dudding
Governor Training Contact –	Mrs D Douglas
Early Years –	Miss K Allen
Premium Link Governor –	Ms S Cavanagh
Safeguarding –	Reverend A Pollard
Looked After Children –	Reverend A Pollard
Child Protection –	Reverend A Pollard
Well-Being –	Miss K Allen

107. CHAIRPERSONS DELEGATED POWERS

RESOLVED: That the Chair is granted the delegated powers to:

(a) Change the date of a scheduled meeting with good reason.

- (b) Grant retrospective consent to absence in the event that a Governor would become disqualified if the matter had to wait to the next Governors Meeting.
- (c) Determine in advance of a meeting whether any items of the agenda should be deleted from the copy to be made available at the school.

108. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER

RESOLVED: That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:

- (a) Planning and conducting the affairs of the school to remain solvent.
- (b) Establishing proper financial management arrangement and accounting procedures, which comply with Local Authority's financial regulations and standing orders and maintaining a sound system of internal controls.
- (c) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.
- (d) Providing such information as the LA may reasonably require to satisfy the LA that the financial management and organisation of the Governing Body are such as to enable it to fulfil the obligations specified by it.

RESOLVED: That financial limits of the delegated authority be as follows:

Savile Town School - £5,000
Thornhill Lees School - £10,000

109. MINUTES OF THE MEETING HELD ON 18 JUNE 2019

RESOLVED: That the minutes of the meeting held on 18 June 2019 be approved and signed by the Chair as a correct record

110. MATTERS ARISING

There were no matters arising.

111. REPORTS FROM COMMITTEES

The minutes from the Resources Committee held on 8 July 2019 were circulated to Governors, along with the T5, cash flow reports and profile report for period 3.

QUESTION: How is the gantry?

ANSWER: There was a repair to the heaters, which unfortunately caused a flood that was not discovered over one weekend. The floor needed time to dry out before being repaired, but new flooring has been ordered. A fitting date is to be confirmed. It is safe and apart from this looks really good.

Access funding had not previously been available to children in schools, however now schools can apply for funding at nursery which equates to 13.25 hours. Applications go to a panel for SEN children. This means that there is less pressure on the school budget.

QUESTION: How often do the panel meet?

ANSWER: The panel meet on 1 November. When funding is in place staff will be recruited to fill these positions to allow the children to access full time school.

112. HEAD TEACHERS REPORT AND GOVERNORS QUESTIONS

(a) SIAMS Update

The Head Teacher had circulated the SIAMS report at the end of last term. Thornhill Lees received a good grading. There were lots of positives noted about the school and some areas for development were identified. There had been some training on collective worship and the RE curriculum.

(b) Training

The SLT have mental health support training on 2 October 2019. There would be a CPD and staff session in November.

There had also been training for staff by Historic England on awareness of the local area from Early Years onwards.

(c) Standards

KS1 was moderated at both schools in May. Results for EYFS stage were pleasing with children meeting expected standards. Phonics results at Savile Town were 50%. A number of pupils in this cohort have significant needs so this was expected. Thornhill scored 77.9% in phonics. There were a number of pupils working at greater depth. Staff have worked really hard with the children at both schools.

QUESTION: Did the moderators agree with the school's results?

ANSWER: Both school's reading at greater depth scores were reduced. Children had to read to the moderator. Miss Asquith noted that there was a meeting with Dionne Heaven, Kirklees Learning Partner, who believed that these results could have been appealed. She had advised on evidencing work at greater depth.

QUESTION: Are interventions done with children to help them improve?

ANSWER: Yes, lots are done throughout the year. Greater depth is very hard to achieve.

RESOLVED: That Sports and Pupil Premium be updated at the Resources Committee.

(d) Performance Management

End of year reviews had taken place in September. Some staff could be moved up the pay spine. This would need to be discussed at the Resources Committee in order for the paperwork to be submitted in time. New targets have been set for teachers.

RESOLVED: That this be discussed at the Resources Committee.

(e) Staffing

The new caretaker has settled in and seems to be working well. The kitchen at Thornhill Lees was monitored last week achieving the silver standard and did really well despite the cook being off ill.

(f) Governor Development

Reverend Pollard noted that she had completed the Safer Recruitment training and the Chair would be due to take the same course in November.

(g) Buildings

At Savile Town the 2 year old provision has moved into the Early Years space, with the previous area being turned into an intervention space.

The kitchen heating at Thornhill Lees would be completed in October.

At Thornhill Lees new flooring was completed in the nursery over the summer. Year 1 classrooms have been equipped with new hot water boilers and new fencing around the Early Years play area. The 2 year olds roofing has been postponed until October half term.

(h) Outside Links

The Federation are working with local colleges and universities as well as schools; placements have commenced. The community hub would meet again every 3 weeks. There's now a Strategic Board who will work with different agencies. The Head Teacher agreed to discuss this with Reverend Pollard.

ACTION: The Head Teacher to discuss this with Reverend Pollard.

(i) Special Educational Needs

Thornhill Lees had bought into the School Nursing Service. A speech therapist would continue to visit the school along with autism outreach, portage, hearing impaired service, physical outreach and visual impaired services.

RESOLVED: That attendance be discussed at the next meeting.

113. SCHOOL DEVELOPMENT PLAN

The draft targets had been agreed in the last meeting, so a details breakdown had been shared with all Governors via email.

114. SAFEGUARDING

The online safety policy would be shared with staff before it comes to the full Governing Body.

A draft safeguarding policy is out for consultation. This would need to be agreed at the next meeting.

RESOLVED: That the safeguarding policy be agreed at the next meeting.

115. DEDICATED HEADSHIP TIME

The Head Teacher had met with the Head of another Federation, to discuss how schools are run and to get a new perspective. She reported that she had attended a course on implementing a coaching culture in a school which was interesting and had led to her working with a coach.

116. OUR SCHOOLS AS CHURCH SCHOOLS – SIAMS UPDATE

This item was discussed in the Head Teacher's report. The collective worship group would meet and the Head Teacher would invite Reverend Pollard to this.

The Head Teacher will contact the Archdeacon to discuss appointing another foundation governor.

ACTION: Head Teacher to invite Reverend Pollard to the next collective worship group meeting and to contact the Archdeacon to discuss appointing another Foundation Governor.

117. FINANCIAL MANAGEMENT AND MONITORING

The Thornhill Lees school fund audit had been done, but Savile Town's is still to be completed. These would be discussed at the Resources Committee.

The finance reports were shared with Governors and the following was noted:

£7,729 has been taken off the Thornhill Lees budget due to the reduction in numbers in Early Years. More would be taken each term as the numbers are less than last year. This had been taken from the nursery nursing salary group as per the LA decision. The SEN budget would decrease overall, there would be additional money for a new EHCP. £1,622 pupil premium was received in the summer term. Due to there now being 6 classes in KS1, there would be no savings on salaries.

Approximately £21,000 had been taken from the Savile Town budget due to the pupil numbers. Extra funds were allocated to the ETA budget to balance this. The Head Teacher explained the children on EHCPs and the different levels of funding.

The number of children receiving pupil premium is low. Children get free school meals already in KS1. Letters have been sent to relevant parents about applying for this.

118. TEACHER APPRAISAL POLICY AND TEACHER PAY POLICY

The Teacher Appraisal Policy and the Teacher Pay Policy have not yet been released by the LA.

The Head Teacher discussed the teaching staff pay award and the LA proposal.

RESOLVED: That Governors agree with the proposal.

119. POLICIES FOR REVIEW BY FULL GOVERNING BODY

The Whistleblowing Policy was circulated to all Governors.

RESOLVED: That Governors approve the Whistleblowing Policy.

120. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2020/21

RESOLVED: That the Governors agreed that the PANs for both schools would remain as:

Savile Town – 60
Thornhill Lees – 90

The Head Teacher explained the reasons for changing the class numbers for the nursery at Thornhill Lees, noting that this could be trialled for a year. This could impact the budget from next year. The provision had been run with older children in the morning and younger ones in the afternoon. 2 year olds had places arranged in the nursery. There would be a saving on a staff member's salary in each session.

RESOLVED: That Governors agree that the nursery at Thornhill Lees be capped at 39 places each in the morning and afternoon sessions.

121. CCTV POLICY

This item was not discussed as the Federation do not require CCTV.

122. CONSULTATION ON FAIR ACCESS PROTOCOLS

The Head Teacher explained the consultation on Fair Access Protocols.

RESOLVED: That Governors agree that they are content with the proposal.

123. GOVERNOR TRAINING AND GOVERNOR VISITS

It was mentioned that the Chair would arrange a visit to the school, specifically to Early Years to discuss well-being. The Vice-Chair would also arrange a visit.

RESOLVED: That the Chair and Vice-Chair arrange a visit to the school.

QUESTION: Will you do anything for World Mental Health Day?

ANSWER: We will consider what we could do.

Governors with specific responsibilities should contact the Head Teacher to arrange visits.

Mrs Dudding would also arrange a visit for after the half term. The Head Teacher would send dates of harvest festivals and Diwali celebrations to Governors.

RESOLVED: That Mrs Dudding arrange a visit to the school after the half term and the Head Teacher send dates of harvest festivals and Diwali celebrations to Governors.

124. ANY OTHER BUSINESS

(a) Well-being Letter

The Head Teacher shared a draft letter from the Governors explaining their commitment to staff well-being through the use of the Occupational Health Unit and the services that they provide.

(b) 360° Feedback to Chair

The Vice Chair provided feedback from the 360° review of the Chair. There were many positive comments and some areas for development identified. Governors agreed that the Chair had been successful, given that she had led on joining the two governing bodies together into one for the Federation. The Head Teacher thanked the Chair and the Governors for their support.

(c) Governor Communications

The Chair asked Governors about providing their biographies for the website. She also discussed the possibility of a Governor newsletter to parents to share the overview of Governors' visits and to celebrate successes.

125. DATES OF FUTURE ITEMS AND POSSIBLE AGENDA ITEMS

RESOLVED: That Full Governing Body meetings would take place on the following dates at 5:30 pm, at a location to be confirmed:

Tuesday, 3 December 2019 at Savile Town
 Tuesday, 4 February 2020 at Thornhill Lees
 Tuesday, 24 March 2020 at Thornhill Lees
 Tuesday, 12 May 2020 at Savile Town
 Tuesday, 30 June 2020 at Savile Town

RESOLVED: That the Resources Committee meetings would take place on the following dates at 5:00 pm at a location to be confirmed:

Tuesday, 15 October 2019 at Savile Town
 Tuesday, 10 March 2020 at Thornhill Lees
 Tuesday, 28 April 2020 at Thornhill Lees
 Tuesday, 16 June 2020 at Savile Town

RESOLVED: That the Standards and Effectiveness Committee meetings would take place on the following dates at 5:15 pm at a location to be confirmed:

Monday, 11 November 2019 at Savile Town
 Monday, 10 February 2020 at Thornhill Lees
 Monday, 15 June 2020 at Savile Town

126. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no part of the 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.