

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 full Governing Body held at 5.30 pm at Thornhill Lees CE (VC) Infant & Nursery School on Tuesday 28th November 2023.

PRESENT

Mrs K Allen (Chair), Mrs K Asquith-Dolan, Mr H Bismillah, Mrs D Douglas (Head Teacher), Mrs S Hussain, Mrs K Iqbal, Mrs F Lee, Mrs M Sharif, and Mrs T Patel.

In Attendance

Mrs J Lord (SBM)
Miss D Letremy (Minute Clerk)
Mrs L Booth (Deputy Headteacher Thornhill Lees)

The Chair welcomed governors to the meeting.

Opening prayer.

22. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies were received from Mrs A Nyhan (with consent).

There were no declarations of interest.

23. NOTIFICATION OF ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS

There were no items to be raised under any other business.

24. REPRESENTATION

(a) Appointment of Co-opted Governors to fill three vacant seats.

The Head Teacher informed Governors that the LA do not have anyone available to fill these roles and the people who had expressed an interest in these vacancies were staff and parents, however; it had previously been discussed that this would be a conflict of interest.

ACTION: The Head Teacher to arrange for letters to be sent to local businesses e.g., solicitors and supermarkets regarding the Co-opted Governor vacancies.

(b) Appointment of Foundation - Ex-Officio Governor to fill one vacant seat.

The Head Teacher informed Governors that an email had been sent to local churches, however; there had not been any interest yet.

(c) DBS Checks

The Chair confirmed that Ms M Sharif had now completed the DBS application.

25. ELECTION OF VICE CHAIR

Before requesting nominations, the following was agreed:

- (i) That the term of office of the new Vice Chair would be determined as two years.
- (ii) That in the event of a tie this would be resolved by a toss of a coin.

Nominations were sought.

There were no nominations.

The Head Teacher and Chair informed Governors that a Vice Chair does need to be elected before the end of the meeting and agreed that this would be discussed again under any other business.

26. MINUTES OF THE MEETING HELD ON 3 OCTOBER 2023

The minutes of the meeting held on 3 October 2023 had been distributed to Governors in advance of the meeting.

RESOLVED: That the minutes of the meeting held on 3 October 2023 be approved and signed by the Chair as a correct record with the following amendments:

- (a) To Appoint Governors With Specific Responsibilities (Minute 7 refers)
 - Governor for Children Looked After - Mrs T Patel
 - Child Protection Governor – Mrs T Patel
- (b) Head Teacher's Report / Data Report And Governors' Questions (Minute 12 (h) refers)
 - Second attendance table title to be corrected to "Thornhill" Lees.
- (c) Our School As Church Schools (Minute 20 refers)

Replace: The Head Teacher had spoken to Helen Lever to book training to prepare for the SAIMS inspection.

27. MATTERS ARISING

Head Teacher's Performance Management (Minute 6.2 refers)

The Head Teacher confirmed that Helen Lever had been contacted and was coming in next month.

28. REPORTS FROM COMMITTEES

The Chair informed Governors that more Governors were needed on the Resources Committee.

RESOLVED: Committee membership was agreed as follows:

Resources Committee

- Miss K Allen
- Mrs K Asquith-Dolan
- Mr H Bismillah
- Mrs S Hussain
- Mrs A Nyhan.

The Head teacher informed Governors that the Finance committee met and highlighted the following at the meeting:

- All financial policies were ratified.
- The Sum Up card system had been approved for Thornhill Lees to use for payments from parents and this was working well.
- The cost of the two-year-old provision had been increased to £10 per session, which was topped up by the government.
- All performance management reviews for teachers had now been completed.
- Support staff performance management reviews were still to be completed.
- The school fund had been audited.

29. HEAD TEACHER'S REPORT / DATA REPORT AND GOVERNORS' QUESTIONS

Q: Has everyone got a copy of the report and did everyone have chance to read it?

A: Yes.

The Head Teacher had prepared a written report which was circulated prior to the meeting. The following updates were provided:

(a) Our School as Church Schools

As a church school for harvest the children had decorated bags that were being sent out to parents to fill with food to go to the food bank as a harvest donation. The response had been amazing.

SAIMS training was being done at staff meetings, there were six 45-minute sessions in total, to prepare for a SAIMS inspection.

The Head Teacher attended the Head Teacher conference last Friday and there were five speakers. A lot of this was about children flourishing in the future and how one key person can make a difference to children's life choices.

The Link Advisor was coming in to do spirituality training in Tuesday 27 February 2023 3.45pm-5.15pm. This links in with the SAIMS inspection and developing the children's understanding.

Q: What about governor training opportunities in relations to SAIMS?

A: There are courses and network meetings. The Governor induction course is useful but there isn't much for Governors. Governors are welcome to come to the spirituality training.

Governors discussed SAIMS agreed that they would be willing to attend any training.

Q: When was the last inspection and is there one due?

A: 2017 at Saville Town and 2019 at Thornhill Lees. We don't think we are in the window for this academic year.

ACTION: The Head Teacher to send the details of the spirituality training to Governors.

(b) Resource Provision

This had been looked at by external agencies and the feedback had been positive. Some of the children were making progress and were accessing some sort of timetable independently that they were not accessing without one-to-one support before, and they were forming friendships.

(c) Staffing

There was a job advert out now but there had not been any responses yet.

Q: How was this advertised?

A: Externally, on the Kirklees website.

(d) CPD

Both schools were part of the mastering maths hub and Saville town was continuing with the English hub. There were also some new networks expected to start next year.

(e) Pupil Numbers / Attendance

All the children joining Nursery in January had been contacted and taster sessions were being held.

(f) Buildings, Premises and Resources

The outdoor climbing equipment at Saville Town was inspected again and the faults brought up previously, were not bought up.

DAF funding can be claimed for children with a disability, over three years old and this was being used to buy some resources.

Thornhill Lees was getting re-decorated and there would be new furniture delivered after Christmas.

There was a meeting about the bungalow at Saville Town on Thursday afternoon so a start date and completion date should be confirmed.

Q: How are the new radiator covers working?

A: Well but we did have a boiler issue. This has been rectified though.

(g) SEN

There were currently six EHCP awaiting a decision to assess at Saville Town and one at Thornhill Lees. The needs of the children on the SEN register were at a higher level than they had been previously.

(h) Safeguarding

Meetings with social workers and attending core groups continue as required.

	Savile Town	Thornhill Lees
CP	0	3 (1 family)
CIN	0	4 (2 families)
TAF	1	2
LAC	0	1

(i) Data

Q: Is everyone clear for PKS is?

A: Pre-Key Stage.

(j) Governor Development

ACTION: Governors to check the annual overview.

The Head Teacher was thanked for her report.

30. FINANCIAL MANAGEMENT AND MONITORING

The financial reports were shared with governors.

The Head Teacher informed Governors that the back pay for support staff would be paid this month so there would be a better idea of where the budget was.

Q: Does this come out of this year's budget?

A: Yes. We included a 3% increase when the budget was set.

Q: What happens after you submit the forecast sheet?

A: They use this for information for the government.

Mrs J Lord reported that now it was looking like there would be a carry forward, but this can be discussed further at the next meeting.

Thornhill Lees - It was reported that the revised budget figures had been added to the Money Manager. Spend to date was confirmed by governors to balance with the LA report.

Savile Town - It was reported that the revised budget figures had been added to the Money Manager. Spend to date was confirmed by governors to balance with the LA report.

Mrs J Lord informed Governors that there would be some virements so that the report reads better.

The Head Teacher informed Governors that a booking had been made to go to the pantomime, however; this year it had been a struggle getting money in, particularly from Thornhill Lees.

The price was already being subsidised, but it was going to have to be subsidised more due to some children not going and some not paying in full. There were five who had not paid in full at Saville Town and there were approximately sixty who had not paid in full. A message had gone out to parents today. A decision would have to be made as to whether this was

viable or not. The tickets had already been purchased for £1700. The total cost including coaches was £3038. Parents were asked for a £15 contribution.

Q: What are the options?

A: We cancel and lose the money paid for the tickets.

Q: Could it be because you have asked for a voluntary contribution and mentioning it being subsidised?

A: We were trying to let parents know that we were covering some of the cost.

Q: Should parents be told that the trip is at the risk of being cancelled?

A: They have been told today.

Q: When did the initial message go out?

A: At the beginning of October to give parents the chance to pay in instalments if needed.

The Head Teacher would monitor further payments before making a final decision.

31. TEACHERS PAY AND CONDITIONS PROPOSALS 2023/24

The Kirklees Model Pay Policy had been distributed to Governors in advance of the meeting.

The School Teachers Pay and Conditions Order came into force on 3rd November 2023. The changes to the School Teachers Pay and Conditions document were:

- 6.5% uplift to all pay points, allowance ranges and advisory points.
- higher uplift of 7.1% equating to £30,000 per annum (pro rata) for M1 teachers.
- An increase back to 195 days that teachers (FTE) must be available to work. This was reduced last year to accommodate the additional bank holidays.

After seeking the views of some Head teacher representatives and Unions, the 2023 Kirklees Model Teacher Pay Policy had been finalised and was attached. The only changes to the Pay Policy this year was the application of the 2023 pay uplifts on all pay points, allowance ranges and advisory points, as specified in the first two bullet points above.

32. CONSULTATION ON ADMISSION ARRANGEMENTS 2025/26

The 6-week period of consultation was now open and would run between 1 October 2023 and the 31 January 2024. If admission authorities wish to consult on any changes to admission arrangements or if they had not consulted in the last 6 years, even if there had been no changes during that period. Kirklees local authority was the admission authority for community and voluntary controlled schools and a 6-week consultation would take place during the above dates; the date was to be confirmed. Own admission authorities were invited to 'piggyback' the local authority consultation and this invitation would be sent out to Headteachers via Heads-up in the early Autumn term.

Governing Bodies were asked to:

- (i) Consider the contents of the consultation report and the key dates to be published on the Kirklees website.
- (ii) To record confirmation of their PAN and any comments in the meeting minutes.

The Head Teacher confirmed that the feedback as discussed with the Governing Body had been submitted to Kirklees.

RESOLVED: The Governing Body confirmed their PAN as 60 at Savile Town until the end of the consultation period which would hopefully reduce to 30.
Thornhill Lees PAN remains at 90.

33. SAFEGUARDING UPDATES

- Audits completed

The Head Teacher confirmed that the audits had been completed.

- SCR

Mrs Patel has not yet met with the Head Teacher to review the SCR.

ACTION: The Head Teacher and Mrs T Patel to meet to review the SCR.

- Training

ACTION: Mrs T Patel to complete the safeguarding training.

34. POLICIES FOR REVIEW BY FULL GOVERNING BODY

The following policies had been shared with the governors with a recommendation for governing bodies to adopt:

- Teachers Pay
- Online Safety
- Medicines
- Looked after Children.

RESOLVED: That the Governing Body approve the above policies.

35. SCHOOL WEBSITES

The Head Teacher confirmed that the Governor section on both school websites had been updated and was compliant.

36. DEDICATED HEADSHIP TIME

The Head Teacher confirmed none had been taken to date.

37. OUR SCHOOL AS CHURCH SCHOOLS

This item was covered in the Head Teachers report.

38. GOVERNOR TRAINING AND GOVERNOR VISITS

The Chair had booked to visit Early Years at Thornhill Lees in January.

39. SCHOOL DEVELOPMENT PLAN: PRIORITIES 2023/24

The School Development Plan had been distributed to Governors in advance of the meeting. The next update would be sent in advance of the next meeting.

40. ANY OTHER BUSINESSElection of Vice Chair

Mr H Bismillah explained that he had thought about it, but he does not had the capacity to take this on now.

Q: What does it involve?

A: Supporting the Chair.

RESOLVED: Mrs S Hussain to be appointed as Vice Chair of the Governing Body.

41. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the governing body confirmed the following meeting dates for 2023/2024 which would be held at 5.30 pm at the school on:

- (i) Tuesday, 23 January 2024 (including visit from Learning Accord)
- (ii) Tuesday 19 March 2024
- (iii) Tuesday 14 May 2024.

Governors noted that some of the above meeting dates could be subject to change.

42. 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.

Meeting closed 19:05.

ACTION LOG:

Number	Action	By Whom
1	The Head Teacher to arrange for letters to be sent to local businesses e.g., solicitors and supermarkets regarding the Co-opted Governor vacancies.	HT
2	The Head Teacher to send the details of the spirituality training to Governors.	HT
3	Governors to check the annual overview.	FGB
4	The Head Teacher and Mrs T Patel to arrange to meet and review the SCR.	HT/TP
5	Mrs T Patel to complete the safeguarding training.	TP

Information Item

Governor Courses Leaflet

The leaflet is available here - <https://secure2.sla-online.co.uk/v3/Resources/PageSetup/12609> and attached.