

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 annual meeting of the Governing Body held at 5.30 pm at Thornhill Lees CE (VC) Infant & Nursery School on Tuesday 3rd October 2023.

PRESENT

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

In Attendance

Mrs J Lord (SBM)
Mrs T Maguire (Minute Clerk)
Mrs L Booth (Deputy Headteacher Thornhill Lees)

The Chair welcomed governors to the meeting.

1. ELECTION OF CHAIR

No Election was necessary as Ms K Allen was elected chair for 2 years at the annual meeting held on 4 October 2022.

2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies were received from Mrs K Iqbal with consent.

There were no declarations of interest.

2.1 Approve the Governors' Code of Conduct

Governors had been sent the 2023 copy of the NGA code of conduct which Governors were encouraged to adopt; it was noted that much of the content remained unchanged.

RESOLVED: That the Governing Body agrees to adopt the NGA's revised Code of Conduct and the governors present confirm they had read the code of conduct and agree to adhere to the contents of the Governors Code

2.2 Declaration of Business Interest information

Governors were reminded that as part of the LA's Financial Audit, all governors and those members of staff involved in the procurement of goods, were required to complete the register of business interest form and to publish the Governor's Declaration of Business Interest information on the school website, in order to be compliant.

Once the form was completed, this would be retained and made available for inspection by Kirklees Audit as part of their audit process.

There was one governor who had not yet completed the register of business Interest:

RESOLVED: That once the remaining Registers had been received the school would publish the Declaration of Business Interest information on the school website as required by the DfE

2.3 Get Information about Schools

It was highlighted that in the interests of transparency, the Governing Body must ensure that its record on Get Information about Schools (GIAS) remained up to date and checked regularly when changes on the GB occurred.

RESOLVED: That Governors note the requirement to provide all governance information to the DfE and ask that the school continue to do this on behalf of the Governing Body.

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

The following items were notified to be raised under Any Other Business:

- Academisation

4. REPRESENTATION

4.1 To report the following matters of representation:

<u>Appointments</u>		
<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Ms India Whitfield	Co-opted	30/06/2023
Ms Mariyam Sharif ID requested 22/9/2023 – application completed	Designate (to be Co-opted)	TBC
<u>Resignation</u>		
<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Ms India Whitfield	Co-opted	08/09/2023
Rev Ann Pollard	Foundation	21/09/2023

Governors expressed their sincere thanks to Rev Ann Pollard for all of the hard work, commitment and support she had given to school during her time as Foundation Governor.

4.2 Appointment of Co-opted Governors to fill two vacant seats.

The Head Teacher had a potential candidate for appointment of Co-opted Governor; however, suggestions would be welcome from governors.

It would be useful to broaden the experience of the governing body with candidates who do not had links with school e.g. parents and staff. Issues can sometimes become more complex if parents and staff were involved and these roles were already filled within school.

Mrs Patel requested additional information and the Head Teacher confirmed that anyone who expressed an interest would be provided with further detail of the role and responsibilities.

4.3 Appointment of Foundation Governor to replace Rev Pollard

In respect of the vacancy for Foundation Governor, the Head Teacher explained a more complicated process as this position needs to be filled by somebody who was linked to the Diocese. Unfortunately, the Diocese do not have a list of available people, school had to source a suitable candidate.

Mrs Asquith-Dolan was making local enquiries but if anyone can support this, please let the Head Teacher know.

5. ELECTION OF VICE CHAIR

Election was necessary as Reverend A Pollard was elected temporary Vice Chair at the full governors' meeting held on 16 May 2023.

Before requesting nominations, the following was agreed:

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

Nominations were sought.

Mr Bismillah expressed some interest but was unsure whether he would be able to fully commit to the role. The Chair gave him a brief overview of responsibilities which he would take under consideration. Mr Bismillah agreed to let the chair know his response by the end of the week.

RESOLVED: That election of vice chair be deferred to the next meeting.

6. REVIEW OF COMMITTEES.

6.1 Membership of Committees

Committee membership was agreed as follows:

Resources Committee

Miss K Allen
Mrs K Asquith-Dolan
Mrs S Hussain
Mrs A Nyhan

Head Teacher Appraisal

Miss K Allen
Miss M Sharif
Miss K Iqbal

Staff Dismissals Committee

Membership to be drawn up from a pool of all eligible Governors, should it be required. It was accepted that any such committee would be ineligible to then stand on the Appeals Committee.

Dismissals Appeal Committee

Membership to be drawn up from a pool of all eligible Governors, should it be required. It was accepted that any such committee could not include members who had already been involved in the initial dismissal proceedings

6.2 Head Teacher's Performance Management

Head teacher appraisal must take place before 31st December

- Select an appraisal panel (ideally these would be trained governors)
- Appoint the external adviser – an education professional.
- Set the date for the appraisal review and mid-term review

The chair agreed to email the Head Teacher to organise a date for the Performance Management Meeting.

The Head Teacher confirmed that options for selection of the external adviser would be sent to the chair.

6.3 Terms of Reference of Committees

RESOLVED: That the governing body agree the LA's model terms of reference for these committees continue to be used.

7. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES

RESOLVED: That the following specific responsibilities be agreed:

- SEND (Special Educational Needs & Disability) Governor – Mrs S Hussain
- Governor Training Contact – Mrs D Douglas
- Governor for Children Looked After - Mrs T Patel
- Child Protection Governor – Mrs T Patel
- EYFS (Early Years Foundation Stage) – Miss K Allen
- KS1 – Ms M Sharif
- RSE – Ms M Sharif
- Safeguarding Governor - Mrs T Patel
- Wellbeing Governor – Miss K Allen
- Equality Governor (Optional) – Mrs F Lee
- Pupil/Sports Premium Link Governor (Optional) – Mr H Bismillah
- Attendance Governor (Optional) -
- Website Compliance Governor (Optional) - Mr H Bismillah
- GDPR – Mrs K Iqbal

Q: Will any governors need to undertake training?

A: Yes, Mrs Patel will be required to complete safeguarding training.

8. 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:

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

RESOLVED: That the financial limits of the Head Teacher's delegated authority be approved as a £5K spending and virement limit for Saville Town and £10K for Thornhill Lees.

9. MINUTES OF THE MEETING HELD ON 20th JUNE 2023

RESOLVED: That the minutes of the meeting held on 20 June 2023 be approved and signed by the Chair as a correct record.

10. MATTERS ARISING

There were no matters arising.

11. REPORTS FROM COMMITTEES

No committees to report on at this time.

Governors discussed the best time for the meeting of the resources committee.

APPROVED: That the meeting of the resources committee would be held on Tuesday, 17th October at 5.30pm.

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

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

(a) In School

Thornhill Lees had a 2 day Ofsted inspection on 20/21st September. The inspector was very friendly.

The Head Teacher thanked all governors who met with the inspector and attended the feedback meeting.

Notes from the outcome meeting and draft report would be shared with governors this evening.

(b) Local and National updates to be aware of:

(i) National

The RAAC survey was carried out at Savile Town last week. No concerns were raised, there were just two areas which were inaccessible.

School awaits notification of a date for the RAAC survey at Thornhill Lees.

Unison and NASUWT had voted for strike action and action short of strike action this term. The teaching union was relating to workload.

The Teacher's pay increase had not come through to staff as yet. It had been indicated that this may not come through until November/ December due to a statutory consultation period that was due to end on 21st September, then parliament had 21 days to raise any objections before it becomes laid down in legislation.

(ii) Local Authority

There was a lot of restructuring going on due to the financial difficulties in the LA and this was affecting services involved in supporting schools. Governors need to be mindful of the impact this had on school as it would be difficult for them to maintain the same level of support.

The LA were asking schools to consider their PAN numbers moving forward.

Place, Planning and Admissions group send out a document for school planning for the whole of Kirklees 2022 – 2025. Information covering trends about reception population show a significant decrease over the last few years. Schools need to be aware of this when planning so that consideration can be taken around funding and staffing requirements etc. A lot of 2 and 3 year olds do not attend nursery so this could skew the figures depending on when the data was collected, it would be more accurate to identify the number of children at school age education.

Another consideration was to bear in mind any local developments taking place. The Dewsbury Riverside Development could result in children coming to school from that area. Currently, there were no plans to build a school on that site and the local plan was to cause minimal disruption to the status of schools in the area.

Dewsbury South was the ward the school falls in and there had been some decline in numbers, however it remains fairly steady. There had been one intake at Savile Town over the last couple of years, and if the numbers exceed 30, that meant financing another teacher which the budget could not sustain, resulting in a deficit budget. Stability could be maintained if numbers remain at 30. In terms of numbers at Thornhill Lees, numbers for reception currently stand at 67 so there was capacity as in theory we could fill up to 90 places.

Q: Can you not refuse to register any more children?

A: No because the current PAN is 60. The PAN could be reduced through consultation which would take 6 weeks.

Q: If the PAN was reduced, could it be increased in future?

A: Yes.

Governors discussed the option of reducing the PAN as a safety precaution as this would be preferable to running the risk of the school going into deficit.

Q: Are there any downsides to reducing the PAN?

A: If we reduce it, I don't know if there would be any capacity through admissions to give us the option to increase the numbers if there is an increase in demand.

The Head Teacher had reviewed the data and the likelihood of the numbers to bulge in the coming years. Finances in the LA were not looking good, also there was pressure about our SEN children and gaining the relevant funding. There could be any number of unexpected financial shocks over the course of year. Additionally, if the school should choose to explore academisation in the next couple of years, a Trust was less likely to take on a school that was in deficit.

The chair suggested that from these discussions, governors all seem to be in favour of reducing to the PAN to 30.

RESOLVED: That governors approve the decision to reduce the school PAN at Savile Town School to 30.

Q: What happens next?

A: The Head Teacher confirmed that she would email admissions at the LA.

Q: Who would actually be consulted?

A: All local schools would be sent a link and it can also be put out to parents and other institutions. The Head Teacher confirmed further investigation to ensure that the correct process is followed.

(c) Education Improvement Committee

The Committee continue to meet and discuss school improvement, attendance, workforce development, CPD support packages and school support moving forward. At the last meeting time was also spent on looking at early data trends from the end of the last academic year.

There was a lot of talk around attendance including permanent exclusions, more so in secondary schools where there had been a lot of exclusions in the first couple of weeks of term. There had been a lot of permanent exclusions of children with EHCP and discussion around how support can be given to schools so they were aware what to do.

The group also looked at trends in EYFS data – around physical and PHSD, it was interesting to see trends as the children move throughout school.

Phonics results were reported to be a lot higher across schools, due to the programmes that were being used.

(d) Staffing

There were a couple of unexpected resignations from support staff at Thornhill Lees over the summer and staff whose contracts had not been extended were contacted to check availability. Some temporary contracts had been reinstated.

1 x teacher had been on long term sick since September.

(e) Staff Development

This was not discussed.

(f) CPD

Inset day in September was centred around safeguarding updates and how to use C-Poms.

Staff meeting time was allocated to look at phonics, reading for understanding with input from Cognition and Learning team and Subject Leadership.

(g) Monitoring

The cycle continues with books being looked at and learning walks. Teacher PM targets Will be set this term, linked with SDP priorities.

(h) Pupil Numbers / Attendance

	<u>Savile Town</u>	<u>Thornhill Lees</u>
2 Year Olds	10	15
Nursery	20	55
Reception	27	67
Y1	27	74
Y2	27	87
Total	111	298

Attendance to 3rd October

	<u>Savile Town</u>	<u>Thornhill Lees</u>
Reception		
Y1		
Y2		
Total	91.1%	92.6%

(i) Buildings, Premises and Resources

Much of the work was ongoing in school.

	Savile Town	Thornhill Lees
Buildings	<ul style="list-style-type: none"> Repairs to the outdoor climbing equipment. (Quotes obtained but very high). Repairs to worktops In Early Years had taken place. 	<ul style="list-style-type: none"> Hall redecoration – quotes obtained Doorways to be blocked up between the Reception classrooms. (October) Canopy to provide shade/ rain cover outside. (postponed)
Resources	<ul style="list-style-type: none"> General Resources Resource provision resources 	<ul style="list-style-type: none"> General classroom supplies Classroom furniture for Reception & Nursery Resource provision resources

The bungalow was still not ready, only progress made being removal of wallpaper and the loft insulation was now in.

Q: Are you pleased with the work completed on the radiators?

A: Yes, the LA came during the summer holidays, removed the covers, put grills on them and reinstalled. Hopefully this issue was now rectified after a long wait of 4 years.

(j) 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

The Head Teacher was thanked for her report.

13. FINANCIAL MANAGEMENT AND MONITORING

The financial reports for P5 were shared with governors.

The Head Teacher confirmed that a close eye would be kept on expenditure this year. Currently spend seems to be at the expected level.

The Head Teacher and SBM had spent time looking at the breakdown of expenditure, particularly gas, electricity and water to check if this spend was on target.

A lot of money had been spent on repairs and maintenance, however some of this had come from the sports premium funding.

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.

RESOLVED: That governors agree to approve the P5 financial reporting for both schools.

Q: Do you anticipate any rises in gas / electricity?

A: There are concerns with spend so far as 2/3rds of the budget has already been spent and we have not hit winter yet. The new boilers should be more efficient, prices have come down since the budget was set, we just need to keep an eye on it.

14. OFSTED FEEDBACK

The chair thanked all governors who had attended during the Ofsted visit and offered congratulations to the Head Teacher and all staff who had contributed to the success in school. The report was very complimentary and well deserved.

The Head Teacher had received the draft report and replied to confirm that she was pleased with the content. Governors were reminded of the need for confidentiality until the report was published.

Governors were given a copy of the draft report to read and were extremely pleased with the leadership and effectiveness of staff across the schools.

15. GOVERNING BODY DEVELOPMENT: Actions and Priorities 2023/24

The Head Teacher had circulated the 'Governors Annual Overview 2023/24' outlining items to be covered over the course of the year.

Governors with specific responsibilities were asked to complete their visits as mapped out in the document and be ready to report back to governors to ensure that all areas were covered as the year goes on.

Governors noted that the visit of the safeguarding governor may have had to be delayed. This would be determined by completion of training.

16. SAFEGUARDING UPDATES:

Keeping Children Safe in Education (KCSiE) (Minute 114 refers)

The Head Teacher updated governors on the amendments to the KCSiE document which covers safeguarding procedures in schools.

The possibility of sending out a newsletter to parents about online safety was discussed as a lot of children use phones which may not have parental controls set up and there were a lot of programmes with adult content. It can be difficult for parents to monitor as their children could be watching older siblings, or they may be wearing headphones and do not know who they were talking to. School has a responsibility to build awareness.

As far as school was concerned, the Head Teacher assured governors that correct controls covered by the document were in place.

18:50 - Mrs Asquith-Dolan left the meeting.

17. POLICIES FOR REVIEW BY FULL GOVERNING BODY

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

- Kirklees Model Appraisal Policy 2023
- Kirklees Model Complaints Policy 2023
- Whistleblowing Policy
- Safeguarding and Child Protection
- Staff Code of Conduct
- Positive Behaviour Policy

RESOLVED: That the Governing Body approve the above policies.

18. SCHOOL WEBSITES

There had been Issues with the website at Thornhill Lees, since a platform change prior to summer break and some documents had gone missing. This was being investigated.

19. DEDICATED HEADSHIP TIME

The Head Teacher confirmed none had been taken to date.

20. OUR SCHOOL AS CHURCH SCHOOLS

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

There would also be some training on spirituality which other Head Teachers had expressed an interest in. Governors would be welcome to attend this twilight session.

21. GOVERNOR TRAINING AND GOVERNOR VISITS

Fiona Denham (KLP) would be leading on training for 'Ofsted in Schools'.

There was a drive to recruit more governors.

Governors noted a request from Mr Bismillah for interest in providing a governor profile for the KBS website.

The Head Teacher agreed to send information / responsibilities to governors responsible for SEND and Sports Premium.

22. ANY OTHER BUSINESS

The Head Teacher and Chair had held a meeting to discuss Academisation.

Over the last couple of years, the Head Teacher had attended local workshops to gain a better understanding of the process and what was involved. As a Church of England school, the Federation would need to join a Diocese Academy Trust. No decision had been made at this time; however we need to be aware of the national and local situation. The suggestion to invite representatives from other Academy Trusts for information and to understand what they would offer may be useful. The opinions of staff would also be sought in order to gain more than one perspective. This was purely a fact-finding exercise at this point.

Governors agreed that this would be a good idea and asked the Head Teacher if something could be linked in at one of the FGB meetings.

23. 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, 28 November 2023
- (ii) Tuesday, 23 January 2024 (changed from 06/02/2024)
- (iii) Tuesday 19 March 2024
- (iv) Tuesday 14 May 2024.

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

21. 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	6.2 – To e-mail the HT for possible dates for HT Performance Management	Chair
2	6.2 – To e-mail the chair with options for external advisor for HT Performance Management	HT
3	12 – To email LA Admissions regarding reducing the PAN	HT
4	21 – To send information to Mr Bismillah / Mrs Hussain	HT
5	22 – To arrange for a representative from an Academy Trust to attend FGB meeting	HT

Information Items to be noted by the Governing Body:

1. Consultation on Admission Arrangements for 2025/26.

The process and timeline that Kirklees Council would follow for the statutory consultation about coordinated schemes, and admission arrangements including the proposed published admission numbers (PAN) for the academic year 2025/26 would be communicated with all Head teachers via HeadsUp and would be on the [Kirklees website](#) and Kirklees Business Solutions website, when available.

A 6-week period of consultation needs to take place 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 'piggy back' the

local authority consultation and this invitation would be sent out to Headteachers via HeadsUp 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.

Send any feedback or comments to pupiladmissions@kirklees.gov.uk by the closing date.

2. Teachers Pay and Conditions Proposals – September 2023/2024

2023/24 STPCD revisions and the issuing of our 2023/24 Teachers Pay Policy.

The government was currently consulting with the LAs/employers via the LGA regarding the 2023/24 STPCD revisions before Kirklees can finalise and rollout the 2023/24 Teachers Pay Policy to governors. The 2023/24 Pay Policy cannot be circulated to governors until after the Pay Order had been laid before Parliament and becomes legally binding, this was expected to be early November which was also the case last year. The Teachers' pay award would then be implemented in due course and backdated to September 2023.

3. DBS and Changes in Circumstances

Please note that it remains an individual governor's responsibility to inform both the school and the Governor Clerking Service of any change in their circumstances which may disqualify or prevent them from continuing to hold office as a governor of a school.

PRIVACY NOTICE (How we use school governor information)

A copy of [The Governor Clerking Service Privacy notice](#) was available on Kirklees Business Solutions.