

**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 Board held at 5.30 pm at Savile Town CE (C) I & N School on Tuesday, 4<sup>th</sup> February 2025.

**PRESENT**

Miss K Allen (Chair), Mrs K Asquith-Dolan, Mrs C Baker, Mr H Bismillah, Mrs A China, Mrs D Douglas (Headteacher), Mrs S Hussain, Ms K Iqbal, Mrs F Lee and Mrs A Nyhan.

**In Attendance**

Mrs K Gratino (SENDCo at Thornhill Lees)  
Mrs G Hewitt (Minute Clerk, remotely, via Teams)

Miss Allen had advised that she would be arriving late to the meeting so the Vice - Chair took the chair at this point.

The meeting opened with a prayer.

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

Apologies were received from Mr F Patel (consent).

There were no declarations of interest.

43. **NOTIFICATION OF ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS**

The following matter would be discussed under Any Other Business:

- Letter from staff member.

44. **REPRESENTATION**

(a) The following matters of representation were noted:

<u>Appointments</u> <u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Chloe Baker	Parent	13/11/2024
Aysha China	Parent	27/11/2024
Fayaz Patel	Co-opted	10/12/2024

(b) **Appointment of a Co-opted Governor.**

The vacancy for a Co-opted Governor was noted.

45. MINUTES OF THE MEETING HELD ON 28 NOVEMBER 2024

**RESOLVED:** That the minutes of the meeting held on 28 November 2024 be approved and signed by the Vice -Chair as a correct record subject to the following amendment:

Minute 28(a) should read “Mr Fayaz Patel”

46. MATTERS ARISING(a) School Website (Minute 37 refers)

The governor profiles were to be updated once all governors had sent in their information.

(b) AOB (Minute 40 (i) refers)

One staff member had retracted their leave request as they were no longer going away.

(c) Monitoring (Minute 31 (e) refers)

The Head Teacher’s appraisal had been held with the Diocese representative and targets for this academic year were agreed. The mid-year check in was to be arranged.

**It was agreed that the agenda would be taken out of order at this point.**

47. SEND UPDATE FROM THE SCHOOLS AND CLUSTER WORKING

Mrs Gratino had attended the meeting to provide an overview on SEND. The following information was shared:

- An overview of what was done to support children at Thornhill Lees was distributed.
- The main area of need was highlighted as communication and interaction.
- The school followed a graduated approach and the four-part cycle of assess, plan, do, review.
- Children on additional needs plans were supported by the class teacher, with some 1:1 or groupwork but still based in the classroom on a differentiated level to meet their needs.
- My support plan/Independent Assessment Plan. – “Do documents” were more detailed than additional needs plans and may involve more services. Children received class teacher and ETA support, but may also have additional adult support dependent on the level of need.
- Constant reviews took place to ensure the school was doing the right thing for each child.
- Additional needs plans and my support plans did not come with any financial support so this was funded by the notional budget.
- Intervention and monitoring of children took place and the SENDCo had termly review meetings with staff, however, a lot of discussion also took place in between.
- The school has set up a provision for children with a range of needs who found managing in the mainstream classroom challenging. This ensured the children were well supported and gave them a curriculum they could access. This currently

consists of 12 children from Nursery to Year 2. There were four members of staff in the room at all times. The majority of these children had EHCPs but some were still on the My Support Plan level. The provision was constantly reassessed and if it was felt that children would be better in the mainstream class they were moved. Transition plans were built in for this.

- The school received a lot of support from the Outreach Team.
- The SENDCo spent mornings in the provision, which was very helpful in getting to know the children.
- Governors were provided with a breakdown of SEND numbers in school.
- Mrs Gratino stated that the new format of staffing had led to an improvement on staff wellbeing which had in turn led to lower staff absence rates.

Mrs Gratino was thanked for her information, and she left the meeting.

Mrs Lee explained the new SEN cluster format. She advised that there were seven schools in cluster 10, all SENDCOs attended cluster meetings alongside five professionals from the LA: SENDACT, Outreach strand lead, Ed Psych and an EYFS SEN representative. The meetings discussed children or groups of children anonymously with parental consent and covered their current situation and then come up with strategies and ideas that could be put in place to support the children.

***Miss Allen arrived at this point***

Funding was now in place, governors were informed that the cluster had a small pot of money to use for interventions, training for staff or resources. The cluster had to agree as a group which schools were allocated the money which could be quite difficult. Mrs Lee stated that she felt that it had been working well and there were a lot of positives although it was still in the early stages.

**The meeting reverted to the order of the agenda at this point.**

48. COMMITTEE MEMBERSHIP/SPECIAL RESPONSIBILITIES

**RESOLVED:** That committee membership be confirmed as follows:

Resources

Kate Allen  
Kirsty Asquith-Dolan  
Huzafa Bismillah  
Saima Hussain  
Anne Nyhan

Head Teacher Appraisal

Kate Allen  
Huzafa Bismillah  
Kiran Iqbal

Staff Dismissal, Dismissals Appeals, Complaints, Pay, Pupil Discipline Committee

Members would be drawn from a pool of eligible governors.

#### 49. HEAD TEACHER'S REPORT / DATA REPORT AND GOVERNORS' QUESTIONS

The Headteacher's written report had been shared with Governors prior to the meeting.

The Headteacher updated the following key aspects of her report:

##### (a) CPD

Governors were asked to advise the Head Teacher if they would like to attend any training. The Head Teacher recommended governor induction training for the newly appointed governors.

Staff meeting time had been allocated to look at book scrutiny. The Head Teacher was pleased to note that it had been clear to see where progress had been made and how staff training had impacted this.

The Reception class at Thornhill Lees was trialling streaming for phonics to ensure children were making as much progress as possible. Re-tests would take place at the end to check that this was having an impact.

##### (b) Funding

Governors were informed that the cost of salary increases was doubled due to on-costs, which made a huge difference and the school was awaiting the new budget to see how it would work next year.

The Head Teacher stated that the LA had made changes to early help and support, however she was unsure what this would look like.

##### (c) Staffing

There had been some unexpected staffing changes. The Business Manager had left Thornhill Lees earlier than expected due to relocation and two members of support staff were on long term sick. It had been necessary to look at existing staffing and try move this around as the absence insurance did not cover support staff.

The Caretaker position had been filled, the new DBS had been completed and the successful candidate was due to start on 24<sup>th</sup> February. The school had been receiving support from a caretaker in another school in the meantime.

There had been a reduction in hours for a member of support staff and this had been covered internally.

The Head Teacher read out a list of training completed by staff in both schools.

##### (d) Attendance and Pupil Numbers

An update on pupil numbers was included in the report.

The Head Teacher reported that attendance had been impacted by term time holidays, however she hoped this would even out as the year went on.

**Q: Are you fining for holidays?**

**A:** Yes, we fine for any absences of five days or more.

(e) Premises

A fire escape was needed upstairs at Thornhill Lees due to the number of children using the room. The school had been chasing a response from the LA regarding this for a year.

**Q: What would be the timeframe for this?**

**A:** We have been emailing regarding this since last May so we are unsure how much longer it will be.

(f) Safeguarding

An update on numbers was included in the report. The Head Teacher noted that the school provided a lot of support, which meant numbers were quite low in school despite the large amount of need in the area.

(g) Data

End of Autumn data for Years 1 and 2 had been broadly the same between both schools. There was a slight difference in Reception, which could be due to there being one class at Savile Town and three at Thornhill. The Head Teacher stated that staff at Thornhill Lees planned in year group teams and each class teacher moderated the planning, however, at Savile Town, planning was bespoke to children as it was a one class intake.

The Head Teacher was thanked for her report.

50. FINANCIAL MANAGEMENT AND MONITORING(a) SFVS

The SFVS for both schools had been shared prior to the meeting.

**RESOLVED:** That governors agree to the responses in the SFVS.

The SFVS forms were signed by the Chair.

(b) Benchmarking

Benchmarking information for the previous financial year was shared.

The Head Teacher explained how this worked. The following key points were highlighted:

Savile Town

- Teaching and teaching support staff expenditure per pupil was higher than 66.7% of schools which could be due to the needs in school.
- Non-Educational support staff expenditure was higher than 56.7% of similar schools which could be due to the school hiring their own cleaners.
- Costs were 10% higher on administrative resources.

- Catering staff and supply costs were higher.
- Utility costs were high, however, there are three buildings to heat.
- Educational IT resources are looked after in school which means the school does not have to invest heavily in that area each year.
- Costs were 16.99 pupils per teacher and 35.19 per SLT Member.

### Thornhill Lees

- Teaching and teaching support staff costs were higher than 83.3% The Head Teacher noted that there had been a lot of 1:1 during that time.
- Non-Educational support staff expenditure administrative supply costs were high as above.
- Catering staff and supplies costs were high due to universal free school meals.
- Utility costs should hopefully now decrease due to the new boiler.
- Costs were 21.76 pupils per teacher and 261.5 pupils to SLT Member.

### (c) Budget Update

The up-to-date budget information was shared.

**RESOLVED:** That the start budget and expenditure for both schools be agreed.

#### 51. MONITOR SCHOOL IMPROVEMENT PLAN

This had been circulated at the beginning of term.

#### 52. SAFEGUARDING

This had been covered in the Head Teacher's report.

The Chair had been in to monitor the SCR for both schools.

#### 53. POLICIES FOR REVIEW

The below Policies were circulated prior to the meeting:

- Teacher Appraisal Policy
- Teaching and Learning Policy
- Health and Safety Policy
- Medical Policy

**RESOLVED:** That the above Policies be approved.

#### 54. SCHOOL SELF EVALUATION 2024/25

This had been shared prior to the meeting.

It was noted that Savile Town had been looked at in detail in September. Thornhill Lees had been updated with some minor tweaks.

55. OUR SCHOOLS AS CHURCH SCHOOLS

Both schools accessed training through the Diocese. The RE Lead at Savile Town had attended an RE Subject Leadership course and would be sharing the information with Thornhill Lees.

The Head Teacher reported that the school had bought into Picture News in order to share news across the world with children, in the hope that it would inspire them to want to make a change.

56. SCHOOL WEBSITES

**ACTION:** Governor profiles were requested again if governors would want their profile added to the websites.

57. GOVERNOR TRAINING AND GOVERNOR VISITS

Joint visits for new governors were to be arranged. Governors were asked to advise the Head Teacher when they were available.

The Chair had visited to check the SCRs and had signed up for Diocese training.

58. ANY OTHER BUSINESS

**Deletion – See Minute 60**

59. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

**RESOLVED:** That the next full Governing Board meetings be held at 5.30pm on:

- Thursday 3 April 2025 at Savile Town.
- Tuesday 20 May 2025.

60. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

**RESOLVED:** That Minute 58 be excluded from the copy to be made available at the School in accordance with the Freedom of Information Act and be excluded as confidential under Regulation 15 (3) School Governance (Roles, Procedures and Allowances) Regulations 2013 from the copy of the minutes to be circulated to staff.

**ACTION LOG:**

No.	Min Ref	Action	By Whom
1.	56	<u>School website</u>  To share a brief summary of themselves with the Chair or Headteacher to upload to the School website.	All Governors

2	57	<u>Governor Visits</u> Newly appointed governor visits to be arranged.	New Governors/ Head Teacher
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