

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) I & N School on Tuesday 14th May 2024.

PRESENT

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

In Attendance

Mrs G Hewitt (Minute Clerk)

The Chair welcomed Governors to the meeting.

62. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies were received from Miss M Sharif (consent) and Mrs F Lee (consent).

Mrs T Patel was absent from the meeting but no apologies had been received (no consent).

There were no Declarations of Interest.

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

The following item was to be raised under Any Other Business:

- Governor Course Bookings.

64. REPRESENTATION

Appointment of two Co-opted Governors
(Quorum ½ (rounded-up) of the total number of Governors in office).

The Head Teacher advised that as yet there were no potential candidates for the vacancy.

ACTION: Governors were asked to consider whether they could recommend anybody for the role, preferably with experience other than working in a school.

65. MINUTES OF THE MEETING HELD ON 23 JANUARY 2024

The minutes of the meeting held on 23 January 2024 had been distributed to Governors in advance of the meeting.

RESOLVED: That the minutes of the meeting held on 23 January 2024 be approved and signed by the Chair as a correct record.

66. MATTERS ARISING(i) Update on Gas and Electricity – Minute 51 (a) Refers

The Head Teacher reported that she had attended a webinar regarding this. She advised Governors that the school had opted into the LA contract for three years and explained how the contract works. Governors agreed that it would most likely be more cost effective to remain with the LA as they would receive a better price for buying in bulk. The school was also still in the LA contract for electricity.

QUESTION: Do you get money back If the price drops?

ANSWER: No, but we should make savings the following year based on this.

(ii) Chair of Governors' Visit to Thornhill – Minute 54 Refers

The Chair confirmed that she had carried out her visit to Early Years.

(iii) School Websites – Minute 56 Refers

Mr Bismillah had been into school and built the website for Thornhill.

The Head Teacher noted her thanks for this.

(iv) Election of Vice Chair – Minute 58 Refers

Mrs Hussain had already been elected as Vice-Chair.

67. REPORTS FROM COMMITTEES

Resources Committee meeting minutes were circulated prior to the meeting the following update was provided:

- The committee had looked at the end of year money manager report.
- The SAP for Saville Town showed a total budget of £673,585 with a projected carry forward for of £29,730 and Thornhill Lees had a budget of £1,557,869 with a projected carry forward of £48,617. The Head Teacher noted that both carry forwards had since been confirmed.
- The committee had also looked at projected numbers of pupils and staffing levels and the 3-year budget plan. It had been noted that it was very difficult to this in a primary school as numbers and needs change year on year which effects funding.
- The Committee had discussed how SEN funding would work going forward.

68. 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 update was provided:

a) SEND Cluster Funding

SEND cluster funding was coming into place from September. The Head Teacher advised that there were a group of schools working together with this. She explained how schools in each area had been broken down into groups. A cluster meeting had been held that afternoon to look at how this would work. Governors were advised that moving forward, SENCOs would meet once a half term within their cluster to look at how children with high needs would be supported both with people and finance. EHCP applications would go ahead as normal.

Each of the SENCOs can put forward to be the Cluster Lead for a year which would include day release.

SENDACT, the Educational Psychologist and Outreach would be present at meetings.

The Head Teacher noted concerns that the school was currently part of an additional needs partnership where SENCOs discuss children with additional needs and how to support them and were currently only getting through two cases at these meetings, so she was unsure how time factors would work within the cluster meetings with a higher number of children to talk about. The schools would also need to release SENCOs for half a day each half term. Also, due to the increased number of children coming into schools with very high needs, funding could be an issue. Governors noted that this could also cause additional pressure for SENCOs.

QUESTION: Have you got the scope to manage this?

ANSWER: We should have, some of the cluster funding may be able to be used for external support in schools such as speech and language and school nursing which would help to support everybody.

QUESTION: How long from presenting cases and them being agreed would you receive the funding?

ANSWER: We are unsure of that at the moment.

QUESTION: What input do parents have when cases are put forward?

ANSWER: They currently have a lot of input as we can't go through any stage without parents being involved and it is a long process. It can be up to 3 years from identifying needs to obtaining an EHCP.

The Head Teacher advised that if a child comes into the school mid-year with exceptional needs, there was a way schools can obtain additional funding for that child, however, this would only be in exceptional circumstances.

b) Church School

Governors were informed that SIAMS training had started in October and finished last week. Staff had also attended spirituality training, and the RE Coordinators had attended RE syllabus training and would be cascading this to the rest of the staff.

c) Provision Information

An update had been provided regarding how the schools support children with additional needs. The Head Teacher stated that it was evident that the resource provision would need to continue next year. This would include 14 children at Thornhill Lees in September. Numbers at Savile Town were unclear as yet as some of the children may be moving to another setting.

d) Teaching and Learning

Monitoring was taking place continuously. Teaching in both schools was at least good and this was also verified in the progress children make.

e) Curriculum

Governors were informed that it had become more evident that children coming into the school had more limited experiences than in the past and vocabulary levels were lower than before. As a result of this, some books that had been used previously were no longer suitable. Staff would spend the day on the 3rd of June looking at what would be needed in the curriculum.

QUESTION: Do children tend to pick up rapidly whilst they are here?

ANSWER: The Early Years curriculum is very broad and woolly to plan from with a lot of content. We are going to narrow it down and focus on the key knowledge and skills children need and think about what is available in the local area that we can access for first hand experiences.

f) Staffing

The Head Teacher noted that staffing remains fairly static at the moment.

g) Staff Development

CPD continues, including SIAMS training, RE syllabus training, writing moderation and network meetings as part of the Maths Mastery local hub. Other network meetings also take place and monitoring continues.

h) Health and Safety

Health and Safety walks had been carried out and work was identified as a result. The schools were now chasing up the work to be done.

The bungalow was now finished and set up for workshops in both classrooms. Each can fit in around 14 people. Screens had been installed on the walls for presentations etc.

i) Attendance

An update for each year group and information regarding what the school does for non-attendance, such as phone calls home and welfare checks was. The Head Teacher stated that some children were persistently absent or late despite meetings with parents and home visits.

j) Buildings and Premises

The Fire Officer had carried out a walk round at Thornhill Lees and identified that more fire exits were required. The Head Teacher was working with the LA on this.

QUESTION: Is this the first time it has been raised?

ANSWER: It is the first time we've needed to use the upstairs classroom but it is not the first time it has been raised, however, since setting up the resource provision, we need to use the space.

QUESTION: Will the problem solve itself with pupil numbers decreasing year on year?

ANSWER: Our numbers have been going up at Thornhill Lees – Nursery and 2-year olds are full and there is a waiting list for places.

k) School Development Plan

SDP targets were included in the report along with a termly update showing what had been done towards each target and where the school was at the moment.

The Head Teacher stated that the proposed targets for next year were writing, continuing to develop a curriculum to meet the needs of the children and to further develop the resource provision to continue being an inclusive school.

RESOLVED: Governors confirmed they were happy with the proposed targets.

l) SEND

The Head Teacher reported that there were 12 children with an EHCP at Thornhill Lees with three at decision to assess and two more requests to be submitted in the next couple of weeks.

At Savile Town, there were 4 children with an EHCP and four at decision to assess.

m) Pupil Premium

Free School Meal numbers were increasing on a weekly basis. There were currently 59 children at Thornhill Lees and 20 at Savile Town. The Head Teacher noted that a lot of these were Year 2 children that were leaving the school. A letter was due to be sent out to parents of children in other year groups to check if they can apply.

n) Safeguarding

Governors were provided with an update on safeguarding numbers in each category at both schools.

o) Data

Baseline data and end of Autumn term data had been included to show pupil progress throughout the year at both schools.

- In Phonics, 46% of Reception children were on track at Savile Town and 39.3% at Thornhill Lees.
- 70% of children were on track to pass their phonics test at Savile Town and 53% at Thornhill Lees, which was lower than had before as the figure was normally between 60 and 70%.
- A higher number of children were working within expected levels at Thornhill Lees compared to Savile Town in writing, however, it was noted that lower pupil numbers at Savile Town can affect the percentages.
- Since working with the English Hub, the scheme in both schools was more challenging, therefore expectations were much higher. Governors were advised that this could be the reason for the apparent drop, as although the data looks lower, children were further on than they had been before. The Head Teacher stated that she feels reading was at a higher level than it had been before and some accelerated learning had been seen as a result of the scheme.
- Governors were informed that as it was an intense phonics driven curriculum, it can be challenging for staff to ensure they fit everything in. Staff were finding that children in Reception and Year 1 had not developed fine motor skills needed to become confident writers. She also needs to ensure more independent writing was taking place which was not too over scaffolded by teachers and support staff.

QUESTION: What is the forecast for the year 2 retake?

ANSWER: One child will be disapplied but the rest should pass at Savile Town.

QUESTION: What is the reason for those not expected to pass phonics tests?

ANSWER: Some of the children have additional needs but we would hope that the end result will be higher than 53%.

QUESTION: How many rapid catch up groups do you have running?

ANSWER: Around four at Saville Town and a lot of groups running at Thornhill Lees in both Year 1 and 2. There are a mixture of groups and one to one. A number of children have joined mid-year and are new to English so have needed some intensive support.

The Chair noted the intensity that was required for staff to resource this on top of their day to day work.

ACTION: Single Central Record Check to be carried out.

p) Sports Premium Governor

The Head Teacher advised that the governing body needs to appoint a Sports Premium Governor and Pupil Premium Governor explained the role.

RESOLVED: That Mr Bismillah be appointed as Sports Premium and Pupil Premium Governor.

The Head Teacher was thanked for her thorough report.

69. FINANCIAL MANAGEMENT AND MONITORING

The SAP report for period 1 had been circulated for both schools.

Spend to date was confirmed by Governors to balance with the LA report.

QUESTION: Do you anticipate any big expenditure in the next couple of years?

ANSWER: It would be good to have a canopy at Thornhill Lees to ensure somewhere children can play outside with shelter. The building at Savile Town is in good shape and will just require general maintenance.

QUESTION: When will work begin to replace the climbing frame at Savile Town?

ANSWER: It is booked in for the 3rd of June and paid for using sports premium. We already had three quotes from last year and they honoured the price.

QUESTION: Will it be removed and the ground tarmacked?

ANSWER: It will be removed and they will be patching over the existing surface with artificial grass.

QUESTION: Will it need maintaining?

ANSWER: We already have a company that check outdoor equipment each year so it can be done as part of these checks.

The Head Teacher reported that there may be some expenditure for work on the trees at Savile Town.

The Head Teacher circulated the B3 for both schools for the 2024/25 financial year explaining how the budget was set.

RESOLVED: That the B3 for both schools be approved and signed by Chair.

QUESTION: Are you no longer going ahead with some of the traded services?

ANSWER: The LA have done a review of services and some of the things we were going to buy into are no longer there or there has been a price increase from September.

QUESTION: Do the funding or donations that come in after the budget is set get added into the budget?

ANSWER: Funding we receive for EYFS always goes into classroom support which is stipulated by the LA. Money is moved around the draft budget section as needed. Most income throughout year goes into classroom support, however, there is also some predicted income which is already included.

70. STAFFING UPDATES

An update had been included in the Head Teacher's report.

71. CHANGES TO PUBLISHED ADMISSION NUMBERS FOR THE 2026/27 SCHOOL YEAR

The PAN at Savile Town was reduced to 30 last year as agreed by Governors. The PAN at Thornhill Lees remains at 90.

72. UNDERSTANDING YOUR SCHOOL'S PLANS FOR 2024 TESTS OR EXAMS

Governors were informed that the Phonics tests were statutory and would be going ahead w/c 10th June. The Head Teacher stated that class teachers do the test for their own classes. If a child was absent on the day of the test, it can be done afterwards as long as it was within given timeframes. The school was able to disapply any child they feel it would be necessary to.

Key Stage 1 would not be carrying out the SATS tests, schools were given the option to disapply in November. The Head Teacher noted that she feels teacher assessment was more accurate

73. REVIEW OF POLICIES

Emergency Plan – The Head Teacher fed back on incident where this was put in place due to a suspected gas leak at Thornhill Lees. She reported that the procedures had worked well and there had been some lessons learned. Reception children went into the outdoor area and Years 1 and 2 children went to Headfield School.

RESOLVED: The following policies were approved by Governors:

- Emergency Plan
- Educational Visits
- Collective Worship
- Fire Evacuation.

QUESTION: What happened with the resource provision children?

ANSWER: They were picked up by parents from school as we didn't have enough staff capacity to walk them to Headfield.

It was noted that staff and Governor contact details which were included in the plan were personal numbers and only for use in an emergency with no other option available.

74. ANNUAL EVALUATION OF A GOVERNING BOARDS' EFFECTIVENESS

The annual overview had been circulated to Governors prior to the meeting.

It was noted that there was currently a safeguarding gap within the governing body. The Head Teacher stated that it was important to ensure Governors can fulfil the responsibility when putting forward for any key roles.

75. GOVERNOR TRAINING/DEVELOPMENT

The following update was provided:

- Mrs Hussain was to attend an SEN course.
- Mrs Patel was to attend safeguarding training.
- The Chair advised that she had received slides from the Diocese briefing for senior leaders and also fed back on the Diocese Chair of Governors' network noting that it was a great opportunity to network with other Governors.

- ACTION:** (i) The Head Teacher and Mrs Asquith Dolan were to put together some SIAMS training for Governors.
(ii) The Chair was to carry out a visit to Savile Town Early Years.
(iii) The Head Teacher was to arrange another Academy Trust visit for the next meeting.

76. SCHOOL WEBSITES

This had already been discussed.

77. REPORTS ON LINK/GOVERNOR VISITS

This had already been discussed.

78. REGISTER OF BUSINESS INTEREST

ACTION: Governors were to complete the Register of Business Interest.

79. DEDICATED HEADSHIP TIME

The Head Teacher confirmed that she had taken time out to prepare her Governor information.

80. OUR SCHOOL AS CHURCH SCHOOLS

A full update had been included in the Head Teacher's report.

Governors were advised that there would be another visit from Helen Lever before the summer holidays. The Head Teacher would be putting together information regarding what support was needed for next year.

81. ANY OTHER BUSINESS

Governor Course Bookings

The Chair reported that she had received a reminder from the Clerking Service to ensure Governors were definitely able to attend courses when signing up for them so that they can ensure they had sufficient numbers.

- ACTION:** (i) Mr Bismillah advised that he would like Governor feedback regarding the new website.
(ii) Governors were asked to check their profiles on the school websites to see if they would like them to be updated.

82. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the Governing body confirmed the following meeting date which would be held at 5.30 pm at the school on Tuesday 25 June 2024 (at Thornhill Lees venue).

83. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no part of these agenda, minutes or related papers be fully excluded from the copy to be made available at the school (in accordance with the Freedom of Information Act).

ACTION LOG:

| No. | Min Ref | Action | By Whom |
|-----|----------|---|------------------------------------|
| 1. | 64 | <u>REPRESENTATION</u> Governors were asked to consider whether they can recommend a potential candidate for the Co-opted Governor vacancy. | All Governors |
| 2. | 68 (o) | <u>HEAD TEACHER'S REPORT / DATA REPORT AND GOVERNORS' QUESTIONS</u> <u>Data</u> Single Central Record Check to be carried out. | Safeguarding Governor/Chair |
| 3. | 75 (i) | <u>GOVERNOR TRAINING/DEVELOPMENT</u> Put together SIAMS training for Governors. | Head Teacher and Mrs Asquith Dolan |
| 4. | 75 (ii) | <u>GOVERNOR TRAINING/DEVELOPMENT</u> Visit Savile Town Early Years | Chair |
| 5. | 75 (iii) | <u>GOVERNOR TRAINING/DEVELOPMENT</u> Arrange another Academy Trust visit for the next meeting. | Head Teacher |
| 6. | 78 | <u>REGISTER OF BUSINESS INTEREST</u> Complete the Register of Business Interest. | All Governors |
| 7. | 81 (i) | <u>ANY OTHER BUSINESS</u> <u>Governor Course Bookings</u> Provide feedback to Mr Bismillah regarding the new school website. | All Governors |
| 8. | 81 (ii) | <u>ANY OTHER BUSINESS</u> <u>Governor Course Bookings</u> Check whether any updates were required on Governor website profiles. | All Governors |