

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 5.30pm at Thornhill Lees CE (VC) I & N School on Tuesday 1 October 2024.

PRESENT

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

In Attendance

Mrs C Hall (Minute Clerk)
Mrs L Booth (Observer, DHT - Thornhill Lees)
Mrs R Wilson (Observer, SBM - Thornhill Lees)

The meeting opened with a prayer.

The Clerk took the chair.

1. **INPUT RE ACADEMIES FROM ENHANCE ACADEMIES TRUST**

The Head Teacher relayed apologies from Mr Mark Randall of Enhance Academies Trust for not being able to attend the meeting. Mrs Douglas advised that the Diocese had sent new academy information, which she would email to Governors.

ACTION: Head Teacher to forward new academy information from Diocese to Governors.

2. **ELECTION OF CHAIR**

RESOLVED: (i) That nominations be accepted from governors not present at the meeting.
(ii) That the term of office of the Chair be two years.
(iii) That the outcome be determined by the toss of a coin in the event of a tie.

Mrs Kate Allen volunteered for the role of Chair and was seconded by Mrs Douglas. There were no other nominations and Mrs Allen was elected as Chair.

RESOLVED: That Mrs K Allen be elected as Chair for two years.

Mrs Allen took the chair.

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

Apologies were received from Mrs S Hussain (consent) and there were no declarations of interest.

The Head Teacher reported that Miss M Sharif and Mrs T Patel had resigned as governors and she had emailed them both. Governors expressed their thanks and

appreciation of the time and effort Miss Sharif and Mrs Patel had given to the school during their tenure as governors.

Governors considered the vacancies now arising and Governors appointed Mrs Kiran Iqbal as a Co-opted seat, which left vacancies for two parent governors.

RESOLVED: That Governors appoint Mrs Kiran Iqbal as a Co-opted Governor wef 1st October 2024.

ACTION: Head Teacher to organise parent governor elections.

(a) Governors' Code of Conduct

RESOLVED: That the NGA model Code of Conduct for Governors be approved.

(b) Declaration of Business Interest Information

The Head Teacher advised that she would be receiving an updated summary of declarations from the LA very soon and she would email any governors whose declarations had not been received. Mrs Douglas asked governors to download a copy of their declaration form and email it to her.

ACTION: Head Teacher to email Governors regarding any outstanding declarations of business interests.

ACTION: Any Governors filing declarations at this point to download a copy of their completed form and email it to Mrs Douglas.

(c) Get Information About Schools (GIAS)

The Head Teacher advised that GIAS sent her regular reminders about keeping the schools' details up to date on the GIAS website and she confirmed that the information was accurate as at 1 October 2024.

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

No items were raised for Any Other Business.

5. REPRESENTATION

(a) Appointment of Co-opted Governors

Governors noted that one co-opted vacancy would remain, following Mrs Iqbal's appointment as a co-opted Governor as noted in Minute 3 above.

(b) Foundation vacancy

Governors noted the vacancy in a Foundation seat.

6. ELECTION OF VICE-CHAIR

RESOLVED: (i) That nominations be accepted from governors not present at the meeting.

(ii) That the term of office of the Vice-Chair be two years.

(iii) That Mrs S Hussain be elected as Vice-Chair for two years.

7. REVIEW OF COMMITTEES

(a) Membership of Committees

RESOLVED: That Committee membership be agreed as follows:

Resources Committee

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

Head Teacher Appraisal

Mrs K Allen
Mr H Bismillah
Mrs 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 members would then not be eligible to sit on any related Dismissals Appeal 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 governors who had already been involved in the initial dismissal proceedings.

Complaints/Pay/Appeals/Pupil Discipline Committees

Membership to be drawn up from a pool of all eligible Governors, as required.

(b) Head Teacher's Performance Management Committee

Governors noted that the meeting had been arranged for 3.30pm on Thursday 24 October 2024 at Thornhill Lees and the external adviser would be Helen Lever from the Diocese.

ACTION: Mrs Allen to brief Mr Bismillah regarding the process for the Head Teacher's performance management meeting.

(c) Terms of Reference of Committees

RESOLVED: That the LA model terms of reference be agreed for the committees.

8. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES

RESOLVED: That the following specific responsibilities be agreed:

- SEND - Mrs K Iqbal
- Governor Training Contact - Mrs D Douglas
- Looked After Children - Mrs S Hussain
- Child Protection - Mrs S Hussain
- EYFS - Mrs K Allen
- KS1 - Mr H Bismillah
- RSE - *Vacancy*
- Safeguarding - Mrs S Hussain
- Wellbeing - Mrs K Allen
- Equality - Mrs F Lee
- Pupil/Sports Premium - Mr H Bismillah
- Attendance - Mrs K Iqbal
- Website Compliance - Mr H Bismillah
- GDPR - Mrs K Iqbal.

9. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER

RESOLVED: That the Governing Board delegate 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 Board are 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 Savile Town and a £10K spending and virement limit for Thornhill Lees.

10. MINUTES OF THE MEETING HELD ON 14 MAY 2024

Governors noted that the full Governing Board meeting scheduled for 25 June 2024 had been cancelled.

RESOLVED: That the minutes of the meeting held on 14 May 2024 be approved and be signed by the Chair as a correct record.

11. MATTERS ARISING

(a) Representation (Minute 64 refers)

The Head Teacher reported that she had not contacted the suggested candidate further, following a change in their personal circumstances.

(b) Head teacher's report - Data (Minute 68(o) refers)

The Chair confirmed that she had carried out the Single Central Record check.

(c) Governor training/development (Minute 75(i) refers)

The Head Teacher advised that the SIAMS training for governors had been prepared and would be brought to the next meeting of the full Governing Board.

(d) Governor training/development (Minute 75(ii) refers)

The Chair confirmed that she had visited Early Years at Savile Town.

(e) Governor training/development (Minute 75(iii) refers)

This item was discussed in Minute 1.

(f) Register of business interests (Minute 78 refers)

This matter was dealt with in Minute 3(b).

(g) Any other business - Governor course bookings: Feedback on school website (Minute 81(i) refers)

Mr Bismillah reported that he had had one conversation and he would be meeting with the individual for feedback.

(h) Any other business - Governor course bookings: Feedback on school website (Minute 81(ii) refers)

ACTION: All Governors to advise the Head Teacher by Tuesday 8 October of any updates to their individual profiles for the school websites.

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

The Head Teacher's written report and the SIAMS inspection report had been circulated prior to the meeting.

Governors thanked everyone at Savile Town school for their efforts and congratulated them on the glowing SIAMS report. The Head Teacher thanked Governors for attending and participating on the day of the inspection.

The Head Teacher drew Governors' attention to the following aspects of her report.

(a) Additional security at Thornhill Lees

The extra measures were needed for the security of the children and benefited the wellbeing of staff. The school awaited a quote from the Fire Service for adding magnetic locks to the hall fire exits.

Q: How are staff?

A: Quite tired. It is draining and difficult at the start of the year due to setting up with a new cohort of children, including behaviour, boundaries and expectations.

(b) Attendance

The Head Teacher referred to the updated DfE statutory guidance on pupil attendance, which was now effective. As there was no revised policy from the LA yet, Mrs Douglas had amended the 2023 attendance policy to align with the new guidance. Mrs Douglas circulated copies of a sheet for parents summarising the key elements of the new guidance.

RESOLVED: That the revised Attendance Policy be approved.

Governors noted that attendance figures had been affected by several children returning from overseas after the start of term and there had been requests for extended leave for the first half of the autumn term.

Q: Are there any illnesses affecting attendance?

A: Yes, vomiting and COVID.

(c) Recruitment

Thornhill Lees School had received three applications to date for the senior administrator role. The advert would close on 2 October and short-listing would take place on 3 October.

(d) Staff development

Enhanced Prevent training would be taking place the following week. One member of the office staff was undertaking an SBM apprenticeship and one a Level 3 Business Support qualification.

(e) Pupil numbers

Governors noted that pupil numbers were lower than the previous year, which would affect funding.

(f) Buildings, premises and resources

The Head Teacher reported that the boiler at Savile Town had been fixed that afternoon.

DFC funds at Savile Town were £23.6K, however the money for the Bungalow would come out of this total. The insurance had paid out net of VAT, which would affect the budget and the school had had to pay the excess of £150.

(g) Budget

The Head Teacher advised that the LA had not yet finalised the deductions for Periods 5 and 6. Final figures would be brought to the meeting of the Resources Committee in a few weeks' time.

(h) School Development Plan

The SDP had been agreed in the summer term. The Head Teacher reported that writing was part of the programme of staff meetings and support from the English Hub was in place.

(i) SEND

The Head Teacher provided an update on the numbers of SEND children at both schools.

	Savile Town	Thornhill Lees
SEN register	was 19, now 23	54
Medical	26	58
EHCP	4	9
MSP	3	Unknown
FSM	EYPP = 3 FSM = 15	EYPP = 11 FSM = 41

The Head Teacher reported on the challenges in the Resourced Provision at Thornhill and the high level of the children's needs. Four children would be transitioning earlier than planned, as they were well above the level of the Resourced Provision.

(j) Safeguarding

Governors noted that there were now two Looked After Children at Thornhill Lees.

Governors thanked the Head Teacher for her thorough report.

13. FINANCIAL MANAGEMENT AND MONITORING

Governors noted that a full report would be brought to the next full Governing Board meeting. This item was also dealt with in Minute 12 (g).

14. SCHOOL DEVELOPMENT PLAN

This item was covered in the Head Teacher's report.

15. GOVERNING BOARD DEVELOPMENT: ACTIONS AND PRIORITIES 2024/25

Governors recognised the need to recruit a further co-opted governor and to report back to the governing board on their visits to school.

16. SAFEGUARDING

This item was dealt with in the Head Teacher's report.

17. POLICIES REQUIRING AN ANNUAL REVIEW BY THE FULL GOVERNING BOARD

The Head Teacher reported that the model Appraisal policy was awaited from the LA and she had personalised the model Complaints and Whistleblowing policies.

RESOLVED: That the Kirklees model policies on Complaints and Whistleblowing be approved.

RESOLVED: That the Safeguarding policy be approved.

18. SCHOOL WEBSITES

Mr Bismillah reported that he had met with the relevant staff at both schools regarding the websites and he expected to fix the issues within the next week.

19. GOVERNOR TRAINING AND GOVERNOR VISITS

Governors noted that the best way to arrange training was by contacting the Head Teacher, who asked Governors to let her know of their preferred courses and dates before the next meeting.

The Head Teacher advised that Mrs Hussain had attended Safeguarding training. The Chair reported on the SIAMS briefing, which had been an informative session led by Simone Bennett from Leeds Diocese, updating Governors on SIAMS inspections and on the vulnerabilities and pressures frequently encountered by members of SLT.

Q: Is there any support Governors can give SLT?

A: The checking in you are doing feels supportive. Class Dojo is good for communications but parents often expect an instant response, which creates pressure on staff.

Q: Can you put a place-hold response on Class Dojo?

A: Yes, we can put downtime in place. Not all queries can be answered straight away.

Governors wished to protect staff wellbeing and they were very supportive of staff not being expected to reply to messages outside working hours, so staff should be encouraged to use any quiet hours or auto-response facilities and to disable notifications outside working hours. Governors suggested a communication to parents, setting boundaries and expectations for the use of Class Dojo and other means of contacting staff.

20. DEDICATED HEADSHIP TIME

The Head Teacher advised that she had not yet taken dedicated headship time due to the SIAMS inspection.

21. OUR SCHOOLS AS CHURCH SCHOOLS

The Head Teacher reported on the Harvest activities in each school:

(a) Savile Town

Following an assembly on Harvest and food donations, some of the children went to Nursery and presented their assembly to the younger children. The children had really enjoyed this activity and parents had been very enthusiastic.

(b) Thornhill Lees

This year's Harvest collection was for Fusion Housing and each class was decorating a collection box, ready for donations.

22. ANY OTHER BUSINESS

(a) GDPR

The Head Teacher advised that an internal audit of GDPR had been undertaken, which had gone very well, with mostly green areas and no red sections. A report would be sent to Mrs Iqbal as the governor responsible. Any policy updates would come from the schools' DPO.

(b) Pupil numbers

Q: Are next year's Nursery numbers expected to go down?

A: The main factor here is around parents choosing between the state and private sectors.

Q: Are you having an Open Day/Evening?

A: We find an open day works best for us with school in progress, rather than showing empty classrooms.

23. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

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

- Thursday 28 November 2024
- Tuesday 4 February 2025
- Tuesday 18 March 2025
- Tuesday 20 May 2025.

ACTION: Head Teacher to confirm the next full Governing Board meeting date and advise Governors.

ACTION: Head Teacher to check staff availability to attend and confirm the next Resources Committee meeting date and advise Governors.

24. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

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

The meeting closed at 6.40pm.

ACTION LOG:

No.	Min Ref	Action	By Whom
1.	1	<u>Input re academies</u> Forward new academy information from Diocese to Governors.	Head Teacher

2.	3(b)	<u>Declaration of Business Interest Information</u> Email Governors regarding any outstanding declarations of business interests.	Head Teacher
3.	3(b)	<u>Declaration of Business Interest Information</u> Any Governors filing declarations at this point to download a copy of their completed form and email it to Mrs Douglas.	Governors
4.	7(b)	<u>Head Teacher's Performance Management Committee</u> Brief Mr Bismillah regarding the process for the Head Teacher's performance management meeting.	Chair
5.	11(h)	<u>Matters arising - Feedback on school website (Minute 81(ii) refers)</u> Advise the Head Teacher by Tuesday 8 October of any updates to individual profiles for the school website.	All Governors
6.	23	<u>Dates of future meetings</u> Confirm the next full Governing Board meeting date and advise Governors.	Head Teacher
7.	23	<u>Dates of future meetings</u> Check staff availability for the next Resources Committee meeting date and advise Governors.	Head Teacher