

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 Thornhill Lees CE (VC) I & N School on Thursday, 28th November 2024.

PRESENT

Mrs K Allen (Chair), Mrs K Asquith-Dolan, Mrs D Douglas (Headteacher), Mrs F Lee, Mrs A Nyhan, Mr H Bismillah,

In Attendance

Mrs P Suman (Minute Clerk)
Mrs A China (Designate Parent Governor)
Mrs C Baker (Designate Parent Governor)

The meeting opened with a prayer.

The Chair welcomed everyone to the meeting and introductions were made.

25. **ACADEMY PRESENTATION FROM MARK RANDALL - ENHANCE ACADEMIES TRUST**

The Chair conveyed apologies from Mr Mark Randall of Enhance Academy Trust for not attending the meeting. The presentation would be rescheduled.

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

Apologies were received from Mrs S Hussain (consent) and Ms K Iqbal (consent). There were no declarations of interest.

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

The following matter would be discussed under Any Other Business:

- Staff Correspondence (Chair).

28. **REPRESENTATION**

(a) **Appointment of Co-opted Governors**

The Chair informed the meeting that Mr Fayaz Patel, a parent of a child at Thornhill Lees had agreed to be a Co-opted Governor, unfortunately he was unable to attend the meeting due to work commitments. He had completed the skills analysis, which the Chair read out to the Governors. After discussion, the Governors agreed to appoint Mr Patel as a Co-opted Governor.

RESOLVED: That Mr Fayaz Patel be appointed as a Co-opted Governor.

(b) Foundation Governor Vacancy

Governors noted the vacancy in a Foundation seat and this continued to be work in progress.

29. MINUTES OF THE MEETING HELD ON 1st OCTOBER 2024

A discussion ensued about adhering to Class Dojo core times for parent messages. The Headteacher advised teachers not to respond to Class Dojo messages outside of working hours and reminded parents to contact the School office for pupil absence reporting.

RESOLVED: That the minutes of the meeting held on 1st October 2024 be approved and be signed by the Chair as a correct record.

30. MATTERS ARISING(a) Input Re: Academies (Minute 1 refers)

New academy information had been forwarded from Diocese to Governors.

The Chair updated that the Government advised schools to keep exploring academy opportunities and to keep this item on Governor meeting agendas.

The CEO and Chief Financial Officer from the Learning Accord Academy had given a presentation, and attendees had opportunities to ask questions. Mark Randall of Enhance Academy Trust, who was unable to attend the meeting, would be rescheduled.

The Chair stated that the Federated Governing Body was currently in a fact-finding stage and not proceeding further at this time.

(b) Declaration of Business Interest Information (Minute 3 (b) refers)

Governors with outstanding declarations of business interest had been emailed.

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

(c) Headteacher's Performance Management Committee (Minute 7 (b) refers)

Mr Bismillah had been briefed regarding the process for the Headteacher's performance management meeting.

(d) Feedback on School website (Minute 11 (h) refers)

This action had now been completed by the Governors present at the last meeting.

(e) Dates of future meetings (Minute 23 refers)

This action had now been completed.

Furthermore, staff availability for the next Resources Committee meeting date had been checked and Governors advised accordingly.

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

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

The Headteacher informed that the Government had recently announced the withdrawal of the conversion grant for schools wishing to become academies.

The Headteacher updated the following key aspects of her report:

(a) Academy Conversation Grant

The Headteacher had shared the links and emails prior to the meeting.

The Headteacher highlighted that she had shared an email, with links, from Learning Accord regarding the Academy conversion grant and trust capacity fund which would close on 20th December and thereafter the conversion fees would need to be funded from School budgets. This did not impact on the School as it was only in the exploratory stage.

(b) School Training

Two inset days had taken place prior to half term.

- Day 1 - 40 staff had been trained to Level 1 standard in Makaton (sign language). In addition, approx 10 staff had already been trained. The feedback received was excellent, and the trainer was able to see better progress by delivering for a whole day rather than twilight sessions.
- Day 2 – Transcription in Writing training taken place led by the English Hub. Teachers had planned how to implement the ideas going forward. Further staff meeting time had been allocated to ensure everyone was confident and that there was consistency throughout the School. SLT at Thornhill Lees had looked at the writing books in week 2 and could already see some of the impact.

(c) National and Local Updates

- **National update** – Detailed discussions had been taking place, some of which had been in the media regarding SEND. Mainstream schools and parents had highlighted the challenges of some of the high needs of the children now in both schools. In addition to this, discussions had taken place about the progress of disadvantaged children. Kirklees was one of the Local Authorities with the highest number of persistently disadvantaged children. Local schools form SEND clusters, and they worked collaboratively supporting each other in the identification, assessment and planning of provision to meet the needs of pupils with SEND at the earliest point and to work preventatively, wherever possible. As part of this process any School accessing support from the Cluster would review the impact of agreed support/provision within an agreed time scale. The feedback had been positive so far.

Mrs Lee was the lead for this and reported that she had attended two meetings, that had been productive as there were many other agencies to provide support and information.

- **Local update** - Local Authority; the support available for schools was much more limited than ever before. This was due to the funding streams and changes to the roles and responsibilities of the Local authority. As more School had become academies, the result had been that there was less funding in the central pot to provide services to maintained schools. The Education team was much smaller than previously and had less capacity. In effect, this meant that each School used to have a School Improvement officer linked with them who carried out one, two or three visits a year depending on the needs of the School. This could no longer be provided unless schools bought into this.
- **Education Improvement Committee**; The committee continued 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 looking at Early data trends from the end of the last academic year and also CPD for the next two years.
- **Staffing**: Mrs Booth had started maternity leave on 25th November 2024, and Ms Loonat would cover the period as the Acting Deputy Head.

The caretaker had retired on 15th November 2024. The Headteacher was awaiting the DBS clearance of the successful candidate.

The School was recruiting for a SEN support staff member at lunchtimes to assist a child with a feeding tube. This opportunity was offered to the lunchtime team, as the pay was higher than a supervisor role. It was felt this approach should make it easier to recruit for the lunchtime supervisor position.

(d) Staff Development

The Headteacher advised Governors to refer to the report for the CPD in depth data.

(e) Monitoring

The monitoring cycle continued with book reviews and learning walks. Support staff targets had been set, aligned with the SDP priorities.

Teaching staff performance management targets were completed. Support staff performance management was nearly complete for Thornhill School and would be completed for Savile Town by Christmas.

(f) Pupil Numbers

The Headteacher explained the number of pupils in each of the schools and the ratios for the classes.

(g) Attendance (up to 20th November 2024)

Governors noted that Nursery was not included in the data as pupils were not statutory School age.

Since the second week in November, there had been a rise in children with high temperatures and coughs, leading to extended absences. Local schools, especially Reception and Year 1, reported similar cases. The strain affected both staff and children, starting in reception, then moving to years one and two.

The Headteacher would monitor the situation.

Each half term, the Headteacher reviewed attendance percentages. If a child's attendance dipped below 90%, parents were invited to discuss the absences and set targets. Parental contracts were introduced for persistent absentees, which proved effective. Medical notes were required for verification of any absences. Attendance certificates were sent home as well.

(h) Buildings, Premises and Resources

- Security measures: During the last meeting, it was noted that additional security measures were implemented due to the increased flight risk among some pupils with additional needs. Extra fencing and a new Digi lock were installed at Savile Town School.
- At Thornhill Lees, extra gates and MAG locks were added to the hall fire doors, with buttons raised to prevent children from reaching them. Despite some parental complaints, these measures were in place to ensure everyone's safety at School. One of the boilers had been repaired but had broken down again and this had been reported.
- Quotes for an electric gate exceeded £20k, making it unaffordable for the School. Regular contractors were expected to provide a quote for safer, larger gates around the School. The Headteacher had not received an update yet and would follow up. The works were completed in stages, addressing immediate risks first.
- Thornhill Lees Fire Escape - Fire escape issues had been ongoing. There was only one stairway upstairs, serving as the only exit in case of a fire. Headteacher had liaised with the Local Authority. In February last year, the Fire Officer had advised that the School could only have 60 children upstairs, but the School had 90, plus varying staff numbers. This was the first written notice School had received, though it had been raised before.

Meetings and emails had been ongoing for months. The latest update this morning confirmed a 60-child capacity upstairs. The Headteacher had replied, noting that the School had 83 children plus staff. A panel was reviewing fire safety in School, including looking at the building's fire spread and potential construction work. The School had an emergency escape window to the flat roof, but this was inadequate as the roof was open on the sides. Evacuating 60+ children and staff through the escape window quickly would be challenging in case of a fire. The Headteacher would continue to follow up every couple of weeks.

- Wi-Fi improvements were to be made to Savile Town Nursery as the digital telephone signal was poor.
- Resources and General resources; Some Classroom furniture had been purchased for the extra Reception class & Outdoors at Thornhill Lees school.
- DFC Plans: The DFC funding could only be used for certain aspects of the school building and the work needed to cost over £2k to claim the money back.

At Thornhill Lees there was £15,516.29. Some of this would be used for the additional safeguarding / security measures.

At Savile Town there was £23,616.31. Some of this would be used for additional fencing and also the MAG locks on the front door of school.

- School Budget: An update to the end of period 7 had been sent out to Governors.

Savile Town School's cash flow was £429,857.11

Thornhill Lees School's cash flow was £ 950,100.38

(i) School Development Plan (SDP)

The SDP Termly Progress and Review of Targets had been added to the SDP that school was working on which matched the CPD targets for this year. This would be updated termly to show progress.

(j) SEND

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

	Savile Town	Thornhill Lees
SEN register	23	54
Medical	20	58
EHCP	4	12
MSP	3	16
FSM	EYPP =14 (April to April) FSM = 15 PP = 16 (April to April)	EYPP = 38 (April to April) FSM = 49 PP = 48 (April to April)

The planning meetings and review meetings continued with the Educational Psychologist and Early Years Support Team.

Children with a speech and language programme continued to be supported in School.

Occupational Health, Hearing Impaired and Visually Impaired support had been into School providing support for children on an EHCP, and advice to staff members.

The Resource Provision were continuing in the schools.

(k) Safeguarding

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

(l) Baselines

The Headteacher explained that Baseline Data was collected when children entered each year group. Teachers assessed attainment, which was called the baseline assessment. More data was added at the end of the Autumn assessment as the year progressed.

Q: How can the Governors best support the School?

A: Yes, by asking many questions, even if they seem unimportant. This helps ensure thorough understanding and oversight.

The Chair, on behalf of the Governors, thanked the Headteacher for her thorough report.

32. FINANCIAL MANAGEMENT AND MONITORING

The Headteacher advised that the School Funds audits needed to be signed off. This fund was separate from the main budget and included donations and fundraising monies from shows, Christmas books, and other non-curricular items. School Business Managers kept records and receipts for auditing.

The Headteacher provided the School Fund breakdown:

Thornhill Lees School: Receipts: £2,565.78; Payments: £2,607.46.

Savile Town School: Receipts: £3,017.61; Payments: £1,148.19.

Accounts were checked and signed off by the SBM of the opposite School. Governors were requested to sign off the accounts for submission to the LA.

RESOLVED: That the School Fund be approved by the Governors and be signed by the Chair as a correct record.

33. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2026/27

Governors noted that Kirklees Local Authority was the admission authority for community and voluntary controlled schools and a 6-week consultation opened between 1 October 2024 and the 31 January 2025.

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.

Governors noted to send any feedback or comments to the LA by the closing date.

RESOLVED: That the Governors agree that no changes are required to the PAN for Thornhill Lees School and will remain at 90 and at 30 for Savile Town School.

34. TEACHERS PAY AND CONDITIONS PROPOSALS – SEPTEMBER 2024/2025

The Headteacher had shared the Teachers' pay document that was agreed upon by the Union, which excluded performance-related pay. The Local Authority had sent two documents to the Chair of Governors, not headteachers. The LA document included performance-related pay, which the unions would oppose. The Headteacher proposed the Governing body adopt the Union-agreed document to avoid issues in School. The Governors agreed to adopt the union-agreed document.

RESOLVED: That the union-agreed non-performance related Teacher Pay and Condition proposal document be agreed.

35. SAFEGUARDING

This item was dealt with in the Headteacher's report.

36. POLICIES FOR REVIEW

The Headteacher had shared the Confidentiality Policy prior to the meeting.

RESOLVED: That the Governors approve the Confidentiality Policy and be signed by the Chair as a correct record.

37. SCHOOL WEBSITES

The Headteacher explained that there was a designated area for School business on the School website. Governors were requested to write a brief, optional summary about themselves, including why they became Governors and what they hoped to achieve, similar to other profiles shared already on the webpage. Governors to note that no photographs were required.

It was discussed that best practice was to train a second person to manage the School website in case the current staff member was unavailable.

ACTION: All Governors to share a brief summary of themselves with the Chair or Headteacher to upload to the School website.

38. GOVERNOR TRAINING AND GOVERNOR VISITS

Mrs K Allen advised that she had visited Early Years at Thornhill Lees School and had postponed the Savile Town School visit until the spring term. The Chair received a full tour from Mrs Booth before her maternity leave who was keen to showcase everyone's hard work.

The Headteacher shared that children in the Resource Provision last year transitioned to whole class teaching. Their needs were subtly and professionally met within the full curriculum, seamlessly integrated. It was great to see the lively buzz in the provision.

It was truly brilliant to see the happy children, involved with many activities and fully engaged. The purposeful learning environment was busy but well-managed. Despite the information overload, there was a lot of great things happening. The Chair encouraged all the Governors to visit and experience for themselves.

The Chair had also attended the Diocese Chairs briefing on the 24th of October 2024.

The Headteacher informed that other good training was offered by the National Governance Association (NGA) and The Diocese. New Governors were required to complete online induction training. Governors noted that the best way to arrange training was by contacting the Headteacher with their preferred courses and dates.

The agenda was taken out of order at this point.

39. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

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

- Tuesday 4 February 2025 at Savile Town School.
- Tuesday 18 March 2025 (TBC, at the next meeting, due to Eid)
- Tuesday 20 May 2025.

ACTION: Headteacher to confirm the date for the Chair to attend to check the Single Central Records for both schools

The Chair thanked all the Governors for attending the meeting and asked if there were any questions or concerns. The Governors did not have any questions.

All Staff Governors left the room.

40. ANY OTHER BUSINESS

The Headteacher advised that the meeting was inquorate for the following items of business but the Governors present would be updated, and the other non-staff Governors would be notified by School via email and if necessary, convene a meeting to ratify the decision.

Correspondence

Deletion – See Minute 40

41. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That Minute 40 be excluded from the copy to be made available at the School in accordance with the Freedom of Information Act and 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.

The meeting closed at 6.58 pm.

ACTION LOG:

No.	Min Ref	Action	By Whom
1.	37	<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.	39	<u>Dates Of Future Meetings</u>	

		To confirm the date for the Chair to attend to check the Single Central Records for both schools	Headteacher
3.	40 (i)	<u>AOB</u> To write to 2 nd member of staff requesting more information prior to making an informed decision.	Chair
4.	40 (ii)	<u>AOB</u> To update the absent non-staff Governors	Chair