

THE GOVERNING BOARD OF PURLWELL INFANT AND NURSERY SCHOOL

Minutes of the meeting of the Governing Board held at 5.30 pm at school on Wednesday, 22 May 2024.

PRESENT

Mrs S Palmer (Chair), Mrs S Nazam (Head Teacher), Mrs Z Badat, Mrs H Cassamoali – in part, Miss L Hinchliffe.

In Attendance

Mrs P Suman (Minute Clerk)
Mrs S Gallivan (Deputy Head Teacher)
Mrs A Houlker (School Business Manager)

The meeting was quorate.

65. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

The Chair welcomed everyone to the meeting.

Apologies were received from Mrs A Khan (consent), Dr F McGregor (consent), Mr A Patel (consent) and Mrs T Rafique (consent).

There were no declarations of interest.

The Chair presented Mrs Houlker with flowers and gifts, on behalf of the Governors, for her retirement and expressed thanks to all the hard work she had done for the school and wished her well.

66. Deletion (Minute 86 refers)**67. REPRESENTATION**

The following matters of representation were noted:

(a) Appointment of two Co-opted Governors

Governors noted the vacancies. The Headteacher had no update and reported that they continue to seek potential governors and had advertised on the website and would promote to new parents in September.

(b) LA Governor Vacancy

Governors noted the vacancy.

68. MINUTES OF THE MEETING HELD ON 6 MARCH 2024

RESOLVED: That the minutes of the meeting held on 6 March 2024 be approved and signed by the Chair as a correct record.

69. MATTERS ARISING

The actions were completed and the following updates were made:

(a) Safeguarding (Minute 52(b) refers)

Wrap training had been completed by Mrs Z Badat and Mr A Patel (via his employment).

ACTION: Head Teacher to share the Wrap training virtual link with Governors who had not completed the training (when this is available).

(b) Premises, Health & Safety (Minute 52(c) refers)

The roof tiles which had moved were noted by the SBM.

(c) Admissions and Attendance (Minute 52(e) refers)

The Headteacher had targeted parents that need to know about the immunisation against measles.

(d) Standards Committee (Minute 52(f) refers)

The last Standards Committee meeting had been changed to a Finance Committee meeting as that was more important and the Standards Committee would be held before September 2024.

(e) Governing Board Development: Actions and Priorities 2023/24 (Minute 60 refers)

ACTION: (i) GCS – To defer the item to the next meeting.
(ii) The Chair and Headteacher to review and to share the Governing Board Development summary with all the Governors.

(f) Governor Training and Governors Visits (Minute 62 refers)

ACTION: Reminder for all Governors to arrange visits for their allocated Link classes with teachers.

70. REPORTS FROM COMMITTEES

There were no updates from the committees.

71. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The report was circulated prior to the meeting. All Governors were encouraged to ask questions and thoroughly examine what was taking place in school.

The Headteacher provided her update:

(a) Staffing Update

An overview of updated current staff for 2023/24 and areas of responsibility was shown in the report.

- One teacher had a period of absence and a phased return had commenced.
- school currently had five volunteers in school.
- Staffing for 2024/25 was currently being updated.

(b) Safeguarding

- A breakdown of children in each category (LAC, CP, CIN etc.) as well as actions was shown and discussed.
- Although there were no children identified as Child in Need, Team around the Family Plan and Family Support, some parents did not want to access Early Help support (which was all voluntary) and therefore 67 were monitored and supported by the school nurse and Mrs Gallivan as needed.
- All staff had received updated Prevent wrap training, facilitated by Kirklees Prevent Education officer. Any staff who were unable to attend would be required to attend virtual training (when a date is available).
- Home visits continue to take place for absent, vulnerable children on first day of absence.
- SG and SN had received additional safeguarding support by attending the BMAT Safeguarding network meetings.

(c) Premises, Health & Safety

- A fire drill practice was held on 22nd March at 9.30am. The evacuation was quick and efficient. All children were clear of the building and accounted for in 3 minutes. All outstanding actions from the last Fire Risk Assessment were now complete and signed off.
A fire drill was required for the lunchtime staff who did not attend the practice and discussion to be had as to when to do.
- Electrical contractors would be onsite during half-term to complete outstanding snagging items from the final phase of the electrical rewire (summer 2023).
There were no works planned for this summer.
- KD (BMAT Premises Lead) visited the school last week to familiarise herself with the school building and the issues school face managing a listed building site. Regular meetings would take place throughout the remainder of the summer term to ensure a smooth transition.

(d) Admissions and Attendance

- Number of children on roll from February 2024 were 243 including 7 children in nursery 1 with a further 7 starting after the Easter holidays. The nursery would then be full with 52 places in the morning. The numbers did not warrant running an afternoon nursery at this moment in time.
- A number of children had arrived from abroad to join KS1.
- A breakdown of ethnicities was shown for comparison.
- Historic attendance data was provided for comparison.
- There had been chicken pox around the school.
- A breakdown of the current context was shown. This had been discussed in detail.
- Persistent absence on 13/05/2024 of 44 children (23.66%).

- Spring term had 64 children with 100% attendance, these achievements were shared in with the children during an attendance assembly.
- Spring 2 2024 Attendance Summary:
 - The main reasons for absence Sickness 3.86%, Extended Leave 1.20%, Religious Observance 1.32%
 - Fines continue to be issued for extended leave following a meeting with parents.
 - Letters had been sent out to parents where attendance had failed to improve.
 - Attendance was emailed to parents on the weekly awards sheet and shared with the children in celebration assembly (there was a child friendly display which promotes healthy competition).
 - There had been no exclusions.
 - Extended leave was an ongoing issue. A breakdown of numbers in each year group to date was shown.

(e) Standards Overview

The Headteacher explained the realistic, aspirational, and very aspirational criteria process.

- Reception GLD was realistic between 55% - 58%. Many children in the year group had required speech interventions.
- The Headteacher advised with all the mobility in school, staff had worked diligently to reduce disruption and ensure children catch up.
- Data was shared in detail at the Standards and Effectiveness committee meeting.
- There were 16 children who did not start in Reception.

(i) Phonics Screening Check

Year 1 numbers / percentages expected to meet the threshold:

- 37/54 – 68% (would reach the expected standard with quality first teaching)
- 41/54 – 76% (plus 5 with intervention)
- 46/54 – 85% (plus 5 with intervention).

(ii) School Priorities Summary 2023/24:

- Priority 1 - To further develop & embed improvement strategies / systems introduced from September 2022
- Priority 2 - To continue to improve standards in all subjects across school.
- Priority 4 - To embed a whole school improvement culture by addressing identified barriers.

Progress continues to be made against the SDP.

(iii) Interventions

Various interventions were outlined and discussed:

- Welcome intervention in nursery was a language and communication programme where measurable progress could be shown.
- This term the following interventions were in place; Sulp, Speech and Language groups, specific gap/misconception teaching in reading, writing and GD maths as required, phonics, nurture groups, EALIP (English as an additional language intervention programme), NELI (Nuffield Early Language Intervention). Play therapy was no longer in place.
- The impact of these would be analysed and discussed with year groups and during pupil progress meetings to evaluate the impact and effectiveness.

(iv) Pupil Premium and Early Years Pupil Premium

- There were currently 42 children eligible for PP funding (22.58%), and 13 eligible for EYPP (25.00%).
- School currently had some families that were not eligible for FSM/PP but were in financial hardship. These parents were supported on an individual basis with relevant support signposted, including free resources allocated through BBEST.
- All teaching and support staff were aware of the PP children they work with. Provision and interventions for PP children continue to be discussed during pupil progress meetings.

(v) Special Educational Needs (SEND)

A breakdown of numbers in each category was shown for May 2024.

- Nursery teacher and SENCO continue to monitor all pupils.
- EYSEN were currently supporting 4 reception children.
- 2 children had received a Decision to assess for an Educational Health Care plan (EHCP).
- 2 pupils had EHCP's in place.
- 2 further pupils had received decision to assess for an EHCP plan.
- Outreach specialist provision support was in place for 2 pupils.
- 1 child supported on an EHCP was currently being taught in additional provision alongside mainstream class provision.
- Total SEN was 37 (15.5%) of all pupils.
- SEN support with no EHCP = 14.2% and 1.3% EHCP plans.
- National – 13% SEN K with no EHCP and 4.3% EHC plans.
- All children previously supported in the Rainbow room provision were now working predominantly in their mainstream classes. Additional staff had been allocated according to need and additional workspaces around school (Sunshine room and spare Reception classroom) were being used as quiet learning spaces for these children throughout the day. These children continue to make progress within their individual short and long term targets.
- Transition arrangements were in place for leaving and new children starting in September. Some Year 2 children would be making additional transition visits to Hyrstmount School over the Summer 2 half term and information had been shared between SENCO's. SG and AB (Early years lead) would be liaising with and visiting children in current private nursery settings over the coming weeks.
- A Speech and Language therapist had been commissioned to work within school for 1 day per month over the next academic year. This would

enable assessments and individual targets implemented in a timelier manner. (Currently, there was a 10-12 month wait for assessment within the Universal offer).

(vi) Parental involvement & other events

- A range of enrichment activities and parental engagement events had taken place since the beginning of the year.
- Dates for the Diary sheets that were sent out to parents and emailed to governors. Parental attendance at the class assemblies was excellent.
- The Summer Fair was a huge success with £1534.06 raised. It was a lovely event that brought all the community together and was very well attended and enjoyed by all.
- Clubs (lunchtime and after school) Summer 1 - football, fencing, dance, and Lego.

(vii) Networks, Courses and CPD opportunities

- CPD plans were ongoing for next year. Staff continue to attend network meetings and courses improve practice, the following had or would be attended this term: School readiness, EYFS network, SENCo network, Kirklees primary heads meetings, maths mastery CPD, Integris, Power of Reading, PE Conference, SBM network, safer recruitment, attendance network.
- School continued to benefit from working with the BBEST Hub. Many families had benefitted from receiving toiletries to give out to families and help with the cost-of-living crisis.

The Headteacher had requested Governors to email any questions with regard to the report; in particular, if they had any data enquiries that would need further clarification prior to the Governors' meeting.

The Chair conveyed her thanks to the Headteacher and other staff for all the hard work put into the reports.

72. SAFEGUARDING

This item had been covered within the Headteacher's report.

73. FINANCIAL MANAGEMENT AND MONITORING

[Mrs H Cassamoali arrived at this point]

(a) Finalise / Approve the 2024/25 Budget. (Minute 55 (d) refers)

The Profile 2023-24 final outturn document and B1-B3 2024-25 budget summary document had been shared prior to the meeting.

2023-24

- Note 1 - Teacher pay award was more than budgeted for but a grant of £8,994 was received (in income) to offset this.
- Note 2 - Additional SEN money received into ETA salaries, £10,771, was not budgeted for.

- Note 3 - Clawback of £3,095 from LA regarding overspend in insurance scheme.
- Note 4 - £12,000 RTF Funding received, a further £6,000 expected in 2024/25 (all not budgeted for) Teacher Pay Grant £8,994 received here (not budgeted for).
- Note 5 - From school fund to pay for the Planetarium visit.
- Note 6 - Interest received on carried forward balance.

The SBM advised that the carry forward figure was £71,288 instead of the estimated £60k.

The School Business Manager had shared the final budget summary information for 2024/25 and explained in detail the budget and she highlighted the following areas:

The budget allocation for 2024/2025 had been received and was £40,000 more than last year but some adjustments had been required. SBM felt that she had been able to balance the budget although there were substantial increases in teacher salaries and would need to look at future services. The pupil intake for September 2024 would be lower and this would impact the budget in 2025/26.

RESOLVED: That the Governors approved the school budget 2024-2025.

The Chair conveyed her thanks and appreciation, on behalf of all the governors, to the SBM for her efficient management of the budget under difficult financial conditions. The Headteacher relayed her huge thanks to the SBM and advised she would be missed upon her leaving.

74. HEAD TEACHER WELL-BEING/DEDICATED HEADSHIP TIME INCLUDING STAFF WELLBEING

The Spring term Information Sheet was shared prior to the meeting Governors were advised to use the agenda item to make sure the school was supporting the wellbeing of the Headteacher, Senior Leaders, Staff and Pupils.

The Chair advised that the Headteacher wellbeing conversation was private with the Headteacher and they were held regularly. The Headteacher advised that the budget was in a good place and this always helped, she was supported by all the staff which makes a huge difference. It was agreed to remove the “Headteacher well-being / Dedicated headship” from future agendas.

ACTION: GCS to remove “Headteacher well-being / Dedicated headship” from future agendas.

Wellbeing had been discussed in Headteacher’s Report. The staff receive Carefirst updates and senior leaders check in with staff who need support. There was an open door policy for all staff.

75. STAFFING UPDATES

The Headteacher was working on the staffing planning for next year which was proving challenging.

76. PREMISES UPDATES AND PROGRAMME OF ANY SUMMER WORK(S)

This had been discussed in the Headteacher’s report.

77. CHANGES TO PUBLISHED ADMISSION NUMBERS (PAN'S) FOR THE 2026/27 SCHOOL YEAR

Changes to published admission numbers document had been shared prior to the meeting.

The Chair advised that due to a fallen demand for places, a PAN reduction had been requested, to commence from September 2026/27 but had not received any response.

ACTION: Head Teacher / Chair to follow this up with LA.

78. REVIEW OF POLICIES

There were no policies to review.

79. GOVERNING BOARD DEVELOPMENT: ACTIONS AND PRIORITIES 2023/24 (Minute 60 refers)

The Chair and Head Teacher would review the Governing Board Development action plan and share for feedback from all the Governors.

ACTION: To defer the item to the next meeting.

80. ANNUAL EVALUATION OF A GOVERNING BOARDS EFFECTIVENESS

ACTION: GCS to send the NGA questionnaire to Headteacher and Chair.

81. GOVERNOR TRAINING/DEVELOPMENT

ACTIONS: (i) GCS: To defer succession planning for the appointment to key roles in preparation for September 2024.
 (ii) Headteacher to send the Wrap Training Link to all Governors to complete.
 (iii) GCS to send the Cyber Security training link to Headteacher and Chair.

82. REPORTS ON LINK/GOVERNOR VISITS

The following updates were shared:

- Zulekha Badat had attended her allocated class on Monday 20th May 2024 and had arranged to attend one further afternoon.
- The Chair had attended the Summer Fayre on 9th May 2024 and had met Reception staff regarding Little Wandle this afternoon.
- Ahmed Patel advised that he was busy with exams and would book visits after half term.

83. REGISTER OF BUSINESS INTEREST

Mrs Houlker, SBM, had shared copies of the Declaration of Business Interest forms for the Governors to complete and return in the meeting.

ACTION: SBM to share the Register of Business Interest link with the absent Governors.

84. **Deletion (Minute 86 refers)**85. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

ACTION: The Chair and Head Teacher would discuss the dates for the next academic year 2024/25.

86. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That Minute 66 and 84 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.

The Chair thanked everyone for their attendance and contribution in the meeting.

The meeting closed at 6.50 pm.

ACTION LOG:

Minute Reference	Action	By Whom
69(a)	<u>Safeguarding</u> Share the Wrap training virtual link with Governors who had not completed the training.	Head Teacher
69(e)(i)	<u>Governing Board Development: Actions and Priorities 2023/24</u> To defer the item to the next meeting.	GCS
69(e)(ii)	<u>Governing Board Development: Actions and Priorities 2023/24</u> Review and to share the Governing Board Development summary with all the Governors.	Chair / Head Teacher
69(f)	<u>Governor Training and Governors Visits</u> Arrange visits for their allocated Link classes with teachers.	Governors
74	<u>Head Teacher Well-Being / Dedicated Headship Time Including Staff Wellbeing</u> Remove this item from future agendas.	GCS
77	<u>Changes to Published Admission Numbers (Pan's) for the 2026/27 School Year</u> Follow this up with LA.	Head Teacher
79	<u>Governing Board Development: Actions and Priorities 2023/24</u> Defer the item to the next meeting.	GCS
80	<u>Annual Evaluation of a Governing Boards Effectiveness</u> Send the NGA questionnaire to Headteacher and Chair.	GCS

81(i)	<u>Governor Training/Development</u> Defer succession planning for the appointment to key roles in preparation for September 2024.	GCS
81(ii)	<u>Governor Training/Development</u> Send the Wrap Training Link to all Governors to complete.	Head Teacher
81(iii)	<u>Governor Training/Development</u> Send the Cyber Security training link to Head Teacher and Chair.	GCS
83	<u>Register of Business Interest</u> Share the Register of Business Interest link with the absent Governors to complete online and send home with the children.	SBM
85	<u>Dates of Future Meetings and Possible Agenda Items</u> Discuss the dates for the next academic year 2024/25.	Chair / Head Teacher