

THE GOVERNING BODY OF PURLWELL INFANT AND NURSERY SCHOOL

Minutes of the annual meeting of the Governing Body held at 5.30 pm virtually via Zoom on Wednesday, 27 September 2023.

PRESENT

Mrs S Palmer (Chair), Mrs S Nazam (Head teacher), Mrs H Cassamoali, Miss L Hinchliffe, Dr F McGregor, Mr A Patel, Mrs Z Badat (part) and Ms T Rafiq (part).

In Attendance

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

The meeting was quorate.

1. ELECTION OF CHAIR

The minute clerk took the chair.

Before requesting nominations, the following were agreed:

- (i) That the term of office of the new chair would be one year if no date was given.
- (ii) That in the event of a tie this would be resolved by a toss of a coin.

Nominations were sought.

The Governors unanimously voted for Mrs S Palmer. Mrs Palmer was happy to continue and agreed to be chair until the end of her term of office which was 16th May 2025.

RESOLVED: That Mrs S Palmer be re-elected Chair for a period until 16th May 2025.

Mrs Palmer took the chair at this point.

2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for lateness were received from Ms T Rafiq (with consent) as she would join the meeting later due to power shortage at home.

Apologies for absence were received from Mrs K Vahed (with consent).

There were no declarations of interest.

The Chair welcomed new Governor Mr Ahmed Patel to the Governing body.

The Governing Body also confirmed the following:

2.1 Approve the Governors' Code of Conduct

Governors had been sent the 2023 copy of the NGA code of conduct which governors were encouraged to adopt, it was noted that much of the content remained unchanged.

RESOLVED: That the Governing Body agreed to adopt the NGA's revised Code of Conduct and the governors present confirm they have read the code of conduct and agree to adhere to the contents of the Governors Code.

2.2 Declaration of Business Interest information

Governors were reminded that as part of the LA's Financial Audit, all governors and those members of staff involved in the procurement of goods, were required to complete the register of business interest form and publish governors Declaration of Business Interest information on the school website, in order to be compliant.

Once the form was completed, this would be retained and made available for inspection by Kirklees Audit as part of their audit process.

Most governors had completed the Register Of Business Interest details and it was on the website. New Governor, Mr Patel, would need to complete the form.

RESOLVED: That the school was compliant and had added the Declaration of Business Interest information on the school website as required by the DfE.

ACTION: GCS: to send Declaration of Business Interest link to Mr Patel.

2.3 Get Information about Schools

It was highlighted that in the interests of transparency, the Governing Body must ensure that its record on Get Information about Schools (GIAS) remained up to date and checked regularly when changes on the GB occurred.

The SBM confirmed that the school was compliant and she updated the GIAS every 90 days.

RESOLVED: That Governors note the requirement to provide all governance information to the DfE and ask that the school continue to do this on behalf of the Governing Body.

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

There were no items notified to be raised under any other business.

4. REPRESENTATION

The following matters of representation were noted:

4.1 To report the following matters of representation:

<u>End of Term of Office Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs Zulekha Badat	Co-opted	07/10/2023

RESOLVED: That the Governors confirmed the re-appointment of Mrs Zulekha Badat from 8th October 2023 for a term of four years.

ACTION: GCS: to action re-appointment.

Resignations

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr Aejaaz Laher	Co-opted	27/06/2023
Mr Idris Hussain	Parent	06/09/2023

Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr Ahmed Patel	Parent	08/07/2023

The Chair welcomed Mr Patel as a Parent Governor.

4.2 Appointment of a Co-opted Governor to replace Mr Aejaaz Lather

The Head teacher confirmed the school was proactively looking for a replacement to fill the co-opted vacancy. SBM informed a candidate had been sourced through 'Governors for Schools' however the candidate had subsequently withdrawn their application. The Governing Body also agreed to look.

4.3 To hold a Parent Election to fill one vacant seat

ACTION: That the Head teacher would hold an election in the autumn term.

4.4 Governors noted the one vacant LA seat.

5. ELECTION OF VICE CHAIR

It was agreed the term of office of the vice chair would be one year.

Nominations were sought. The Governors unanimously voted for Dr F McGregor. Dr F McGregor was happy to continue as Vice-Chair.

Discussion had on succession planning and Ms T Rafiq and Ms H Cassamoali agreed to consider shadowing the Vice Chair.

RESOLVED: That Dr F McGregor be re-elected Vice Chair for a period of one year.

6. REVIEW OF COMMITTEES.

6.1 Membership of Committees

Governors noted to refer to the LA Committee Matters document when deciding on committee membership.

RESOLVED: That it was agreed that the Head teacher and Chair would decide the below Committee Memberships separately.

The Governors agreed for the Chair and Head teacher to review and confirm the membership of a suitable committee structure including what arrangements have been agreed for the essential panels:

- Staff Dismissal
- Dismissal Appeals
- Complaints
- Pay (must meet to agree pay awards by 31st October)
- Appeals
- Pupil Discipline.

ACTION: (i) The Headteacher and Chair to meet and decide the Committee Membership.
(ii) GCS – to add to next meeting agenda for ratification.

6.2 Head Teacher's Performance Management *Head teacher appraisal must take place before 31st December*

The Governors agreed for the Chair and Head teacher to:

- Select an appraisal panel (ideally these will be trained governors)
- Appoint the external adviser – an education professional.
- Set the date for the appraisal review and mid-term review

ACTION: The Head teacher and Chair to meet and decide setting the Head Teacher's Performance Management date.

6.3 Terms of Reference of Committees

RESOLVED: That the governing body agree the LA's model terms of reference for these committees and would be reviewed at least once a year.

7. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES

RESOLVED: That the Head teacher and Chair to meet and decide Governor allocation with the following specific responsibilities to be agreed:

- SEND (Special Educational Needs & Disability) Governor
- Governor Training Contact
- Governor for Children Looked After
- Child Protection Governor
- EYFS (Early Years Foundation Stage) or 6th Form Governor (if applicable)
- Safeguarding Governor
- Wellbeing Governor
- Equality Governor (Optional)
- Pupil/Sports Premium Link Governor (Optional)
- Attendance Governor (Optional)
- Website Compliance Governor (Optional)

8. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER

RESOLVED: That the Governing Body delegates 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 was 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 Body are such as to enable it to fulfil the obligations specified for it.
- (i) Following LA advice, the Head teacher's authorisation expenditure limit for day-to-day financial management of the school be as set in the be agreed at £10,000.

Mrs Z Badat joined the meeting at 5.57 pm.

9. MINUTES OF THE MEETING HELD ON 16 MAY 2023

RESOLVED: That the minutes of the meeting held on 16 May 2023 be approved and signed by the Chair at a later date as a correct record.

10. MATTERS ARISING INCLUDING:

(a) Fundraising Ideas (Minute 75 refers)

Mrs Cassamoali and Ms Rafiq had volunteered to support the fundraising.

The Summer fair was cancelled due to lack of staff capacity with work overloads and packing that needed to be done at the end of the year in preparation for the electrical re-wire.

(b) Annual Evaluation of a Governing Boards Effectiveness (Minute 80 refers)

There was no progress made but would undertake once the new Governors have settled in.

(c) Dates of Future Meetings (Minute 83 refers)

The meeting dates have been agreed and noted in Minute 24.

(d) AOB – PAN (Minute 82 refers)

Governors unanimously agreed to the reduction in PAN from 90 to 60. The Head teacher and Chair were consulting with the LA regarding the possibility of reduction of PAN.

11. MINUTES OF THE EXTRAORDINARY MEETING HELD ON WEDNESDAY 7 JUNE 2023

The Head teacher explained to the new Governors the reasons for considering academisation. The Governors had invited BMAT (Batley Multi-academy Trust) to deliver a presentation. Mr A Patel advised that he had started working at BMAT. Mrs F McGregor had seen the presentation and was very positive.

RESOLVED: That the minutes of the meeting held on 7 June 2023 be approved and signed by the Chair at a later date as a correct record.

12. MATTERS ARISING

BMAT update (Minute 87 refers)

The Head teacher advised the BMAT were invited to meet with staff and had delivered the same presentation that the Governors had seen. Staff questions including teacher pay and conditions were answered, feedback was these remain the same. Generally, the staff were happy and in favour of progressing the process of academisation. A few reservations of older staff were received due to lack of academy knowledge.

The staff Governor advised that that staff were content and felt it was the best option. Mrs Gallivan advised that staff had been positive.

The Chair advised that the Governing Body needs to formally agree to take the next step of the process of holding a formal staff and parent consultation but, firstly, the Chair and Head teacher need to advise BMAT if the school wishes to join with them. The Head teacher reassured the Governing Body that she had seen Ms S Vickers, CEO (BMAT)'s work for a long time and they had the same child centred focus and the school would keep it's individuality and autonomy.

RESOLVED: That the Governing Body agree to approach BMAT to formally agree to progress the academy process to the next stage.

13. REPORTS FROM COMMITTEES

Standards Committee held 12 July 2023 – The Head teacher had shared data overview for September priorities and progress made. The Governors were pleased with the information and progress made.

The minutes had been circulated and progress was good with phonics 10% higher than national. Further breakdown to be given in the next standards meeting but generally it was positive with any priorities addressed on the development plan.

There would be a breakdown at the November meeting and would include national comparisons.

RESOLVED: That the minutes of the Standards meeting held on 12 July 2023 be accepted as a true record.

14. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher advised that there would be a written report at the meeting and a verbal update would be given today.

The Head teacher gave a verbal overview and the following matters were highlighted:

- Children were calm and had settled in well,
- Attendance overall was good at 96.09%,
- 2 families with 3 children had moved out of the area but not taken off roll, as they had not yet started another school. Without these children included, school attendance would be 97.42%.
- Illness absences were being monitored with increased parent communications (Nursery were not included in the overall attendance figures):
 - School week 1 - attendance was 97.46% not including the 2 families
 - School week 2 - attendance was 96.12%
 - School week 3 - attendance was 94.38% with increased illnesses.

The Chair and the Governing Body congratulated the staff and Head teacher on working so hard resulting in great outcomes.

KS1 parent open mornings were held focussing on Road Safety. The children were involved by creating parking tickets to be placed on cars which were inappropriately parked around the school. Mrs H Cassamoali informed that it was useful to remind parents especially at the beginning of the year and good feedback was received from parents that it was a good reminder and they enjoyed the workshop.

The Chair praised the positive outcome. The Headteacher advised that the positive spin, before the academic year start, was better than dealing issue later.

Q: What about general staff wellbeing?

A: The Headteacher advised that 5 staff had left at the end of the year; capacity is significantly reduced. Staff had to take on increased responsibility and need to work differently. Staff have remained proactive, positive and solution focussed on this difficult time.

The Chair thanked the Headteacher for her update.

15. FINANCIAL MANAGEMENT AND MONITIRING

The budget profile report to Period 5 had been circulated prior to the meeting.

The SBM shared the budget profile Period 5, up to August 2023. Currently working up to the end of period 6 which ends in September. The SBM explained the profile was used to monitor the school budget and helped to determine if expenditure was on track. The following points were noted:

Expenditure:

- On the Period 5 sheet; all salaries currently showing an underspent with the pay awards likely to be paid in January 2024, following union signoff. The SBM confirmed that previously had overspent on salaries as had underbudgeted but informed that this year it should be right.
- Due to the school closure over the summer, the utility bills were not paid and were due now and this would adjust in Period 6.
- The overall position underspend of £46k will even out in salaries, once the rises were actioned.
- Potential nursery claw back also not accounted for; now expected at £12K but additional income from Pupil premium and Early Years Pupil Premium will offset this so net claw back of £7k expected but may only be £5k as more children have been added on roll.

- It was looking positive. In period 6, first payment of £6k for the Reception transition funding was received with a further two payments due. This was the old SEND funding in Nursery and anyone receiving funding in the summer term would continue to Reception.
- More SEN funding £32,214 received in budget, which had been spent already.
- Estimated £24K, in budget.

SBM concluded to be cautious outlook and not looking too bad, better position than last year but still significant unknowns that can tip either way. Nursery numbers on roll were a concern with only 35 out of 104 places taken. To remain cautious for clawback as pupil numbers for January and March were unknown. The SBM advised that the school census was due and there were 8 pupils less on roll this year than last year resulting in £30k less.

The Chair praised the SBM for a great budget position with significant savings made and thanked her for the update. The SBM queried if the Governors had any questions but there were none.

The SBM shared the School Fund accounts (Receipts and Payments for 22/23), audited by Miss Hinchliffe. Income was noticeably higher than expenditure in uniform. This was because stock had been bought in bulk the previous year. Non-uniform days had generated a substantial amount of income. This as well as the sale of events tickets would be used to subsidise educational visits. Further explanation of the income and expenditure was given. The end of year balance was approximately £1,000 up from the previous year.

Q: Are there any children that don't go on trips?

A: No, all go but some don't pay.

There were no more questions about the school fund. The Chair thanked the SBM and Miss Hinchliffe for auditing them.

RESOLVED: That the School Fund accounts for 2022/23 be accepted.

16. SCHOOL DEVELOPMENT PLAN – PRIORITIES 2023/2024

The Headteacher had shared the plan prior to the meeting.

There were 3 priorities and build on previous year's work which include consolidating Little Wandle Phonics from last year. The governors agreed that it was sensible due to the staff changes to keep working to the same consistent high standards and overall achieving a work/life balance.

The Headteacher advised that Governors could email her questions if they had any.

17. GOVERNING BODY DEVELOPMENT: ACTIONS AND PRIORITIES 2023/24

The Headteacher explained that this year's priority must be Governor recruitment and Governors to visit the school as much as possible followed by a report and feedback.

ACTION: (i) Head Teacher and Chair to make a list for Governors.
(ii) GCS to add to next agenda to review.

18. SAFEGUARDING

This had been covered within the Head teacher's report.

Mrs Gallivan gave an overview:

- Considerable school time had been taken dealing with a couple of families not in school.
- Liaising with Hyrstmount with joint families.
- CPOMS transfers had been sent within the 2 week deadline.
- All staff have read the Safeguarding policy and KCSIE document.
- Informal staff quiz to be sent.
- DSL refresher training – Headteacher and Mrs Gallivan booked on.
- Volunteers and students on school placement had undergone the induction and signed up the policies with Mrs Gallivan.

Q: Do Governors need to do any training?

A: No, not yet but the Safeguarding link governor, when allocated, would need to do all the safeguarding training. All the other governor's training is up to date.

ACTION: Mr Patel to send SBM the Safeguarding in school training certificate.

19. POLICIES FOR REVIEW BY FULL GOVERNING BODY

Governors were made aware of their responsibility for monitoring school policies and to ensure that they were fit for purpose as well as being implemented properly. The Clerk highlighted that it was also important that schools had all statutory policies in place and, where appropriate, they were placed on the school website.

The following model Kirklees policies had been shared with the governors with a recommendation for governing bodies to adopt.

- Appraisal Policy 2023
- Complaints Policy 2023
- Whistleblowing Policy
- Safeguarding and Child Protection Policy – The Governors had confirmed to school, by email, that they had read the policy.

RESOLVED: That the Governing Body approve Kirklees policies: model Appraisal policy; model Complaints policy, Whistleblowing policy and Safeguarding and Child Protection policy.

20. BATLEY AND BIRSTALL PARTNERSHIP

The Headteacher advised that BBEST was useful for networking and was beneficial as provisions were given to help families with the cost of living crisis. For every £1 paid into BBEST, £5 was given back.

21. HEAD TEACHER WELL-BEING/DEDICATED HEADSHIP TIME.

ACTION: GCS: Headteacher advised item to read "Head Teacher Well-Being/Dedicated Headship Time including Staff Wellbeing.

Headteacher advised that when the staff were well then, she felt better. She was taking dedicated headship time when she needed it. Headteacher received support from the Senior Leadership Team. Staff had been dealing with challenging times with a positive attitude and were embracing the changing horizon well eg the move towards BMAT.

22. GOVERNOR TRAINING AND GOVERNOR VISITS.
(Sharing learning outcomes and key points)

There were no Governor training updates but when the committee membership was set then the relevant training could be undertaken by the Governors.

ACTION: (i) The SBM to circulate a list of training for governors to book onto.
(ii) GCS to share any training list with SBM/Chair.
(iii) Chair and Headteacher to organise a Governor Visit day where all Governors can meet.

The Headteacher invited all Governors welcome to attend the Parent Evening on 11th October 2023, at 3.30 pm – 7.00 pm, to speak to parents.

23. ANY OTHER BUSINESS

(a) Information Items

Governors noted the LA's information items.

(b) Pay Committee

Headteacher advised that the Pay Committee would be held before October half term.

24. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS.

The Governors agreed the following meetings to be held:

- (i) Wednesday, 29 November 2023 at 5.30 pm, to be held virtually.
- (ii) Wednesday, 6 March 2024 at 5.30 pm, to be held virtually.
- (iii) Wednesday, 22 May 2024 at 5.30 pm, to be held at school.

RESOLVED: That 22nd May 2024 FGB meeting to be held in person at the school.

25. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no part 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 attending the meeting. The Chair conveyed her immense thanks to the staff for their hard work and especially to all those who were working on the academy work.

ACTION LOG:

Number	Action	By Whom
1	To send Declaration of Business Interest link to Mr Patel (Minute 2.2 refers)	GCS
2	Action re-appointment of Mrs Zulekha Badat from 8th October 2023 (Minute 4.1 refers)	GCS
3	SBM to hold a Parent election in the autumn term (Minute 4.3 refers)	SBM
4	To decide the Committee Membership (Minute 6.1 (i) refers)	HT / Chair
5	To add to next meeting agenda for ratification the Committee Membership. (Minute 6.1 (ii) refers)	GCS
6	To set the Head Teacher's Performance Management date. (Minute 6.2 refers)	HT / Chair
7	GOVERNING BODY DEVELOPMENT: ACTIONS AND PRIORITIES 2023/24 - To make a list for Governors. (Minute 17 refers)	HT / Chair
8	To add "Review of Governing Body Development: Actions And Priorities 2023/24" to next agenda to review. (Minute 17 refers)	GCS
9	Mr Patel to send SBM the Safeguarding in school training certificate (Minute 18 refers)	Mr Patel
10	Future agenda item to read "Head Teacher Well-Being/ Dedicated Headship Time including Staff Wellbeing. (Minute 21 refers)	GCS
11	The SBM to circulate a list of training for governors to book onto. (Minute 22 refers)	SBM
12	To share any training list with SBM/Chair. (Minute 22 refers)	GCS
13	Chair and Headteacher to organise a Governor Visit day where all Governors can meet. (Minute 22 refers)	HT / Chair

The meeting closed at 6.58 pm.