

THE GOVERNING BODY OF PURLWELL INFANT AND NURSERY SCHOOL

Minutes of the meeting of the Governing Body held at 5.30 pm virtually via Zoom on Wednesday, 29 November 2023.

PRESENT

Mrs S Palmer (Chair), Mrs S Nazam (Head Teacher), Mrs H Cassamoali, Miss L Hinchliffe, Mrs A Khan, Mr A Patel, Mrs T Rafiq, Mrs K Vahed (part).

In Attendance

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

The meeting was quorate.

26. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mrs Z Badat (consent) and Dr F McGregor (consent).

There were no declarations of interest.

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

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

28. REPRESENTATION

(a) The following matters of representation were noted:

<u>End of Term of Office</u> <u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs Kulsum Vahed	Co-opted Staff	31/12/2023
<u>Appointment</u> <u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs Zulekha Badat (Re-appointment)	Co-opted	08/10/2023
Mrs Asma Khan	Designate (Parent)	Pending DBS

The Chair welcomed Mrs Khan to her first meeting of the Governing body.

(b) Appointment of One Co-opted Governor

Governors noted the vacancy. There was a potential candidate known to the school. This would be followed up prior to the next meeting.

(c) LA Governor Vacancy

Governors noted the vacancy. This had been advertised with Governors for Schools but as yet a candidate had not been sourced.

29. MINUTES OF THE ANNUAL MEETING HELD ON 27 SEPTEMBER 2023

RESOLVED: That the minutes of the meeting held on 27 September 2023 be approved and signed by the Chair as a correct record.

30. MATTERS ARISING(a) Declaration of Business Interest Mr A Patel (Minute 2.2 refers)

This had been completed and added to the information on the school website.

(b) To Set the Head Teacher's Performance Management Date (Minute 6.2 refers)

This had been arranged and would take place 30 November 2023.

31. REPORTS FROM COMMITTEES(a) Pay Committee 10 October 2023

An overview of achievement against performance management targets (anonymised) had been tabled and discussed. Governors were satisfied the process was fair and transparent. Recommendations for pay awards were all approved.

(b) Standards and Effectiveness 28 November 2023

The committee had met on 28 November. Minutes would be circulated prior to the next meeting.

32. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The report was circulated prior to the meeting. The Headteacher provided her update:

(a) Staffing Update

An overview of current staff and areas of responsibility was shown.

- One part-time, two full-time teachers and three support staff had left in July 2023 and had not been replaced
- One teacher returned from maternity leave in September
- Currently one volunteer and three teaching students were in school
- One support staff member was back at work full-time, following a phased return after a period of illness

Staffing levels had reduced significantly this year due to budget restraints. Whilst not legally understaffed the school felt stretched (more than ever before). The school was not alone in this position, other schools were feeling the same.

(b) Safeguarding

A breakdown of children in each category (LAC, CP, CIN etc.) as well as actions was shown and discussed.

All staff had read relevant documents (Keeping Children Safe in Education, Safeguarding and Child protection policy). Staff had also completed an assessment on The Key to check their understanding of safeguarding procedures.

All staff had completed a self-audit of safeguarding issues and procedures, any concerns raised from this would be discussed with individuals.

First day calling procedures were in place. Vulnerable children were prioritised. The Headteacher and Deputy continued to make home visits to absent children who presented as safeguarding risks.

Q: Does the school use CPOMS?

A: Yes. Alerts are sent to both the Headteacher and Deputy. Safeguarding messages are regularly reinforced at staff meetings, safeguarding is a standing item on the agenda. Staff are proactive and very good at highlighting concerns.

(c) Premises, Health & Safety

A Fire Drill had taken place on 28 September. The building was vacated quickly and safely in 2mins, with everyone accounted for within 3minutes. Another drill would be scheduled for next term.

The school was still waiting for replacement panels for the playground MUGA. The supplier was having difficulty sourcing stronger panels that would fit the existing spaces, and along with some unforeseen illness affecting the company director, had resulted in the lengthy delay. The company had been on site over the summer and had fitted two trial panels. The rest were currently in production. The school was hopeful of a resolve in the near future.

PAT testing took place during the half-term break. The School had moved to a two year cycle. This was more than adequate for the items we had in school.

Q: Why has the school moved to a two year cycle?

A: There is no requirement for equipment to be tested annually. The law states that any electrical equipment that has the potential to cause injury is maintained in a safe condition. The regulations do not specify what needs to be done or how frequently. The items we have in school are not high risk items so a two year cycle is more than adequate.

The LA had commissioned a RAAC Survey which took place on 4 October 2023. The LA would receive a written report, however, the verbal feedback provided to the school confirmed that no further action would be required (no RAAC found).

The LA conducted a full Health & Safety Inspection on 11 October 2023. The inspection was very thorough and covered policies, internal procedures, risk assessments, staff training, housekeeping, fire, site security etc. The inspection team spoke very positively about the procedures in school and were satisfied the school was fulfilling its legal obligations with regards to Health & Safety. A report

and action plan was subsequently received. There were no areas of serious concern to address.

Q: How active are the LA Health & Safety Team?

A: It is difficult to say. As a school we do not have any contact with them except during inspections. We do however refer to LA guidance regularly. This is our main point of contact for advice on policy and procures.

Mrs Vahed joined the meeting at this point.

(d) Admissions and Attendance

Number of children on roll – 214 (including 34 nursery – a further 12 starting in January 2024)

A breakdown of the current context was shown. This had been discussed in detail at the last standards meeting.

Historical attendance levels were given for information.

Current attendance was 95.84%. All groups were above 95%, including SEN children whose attendance could sometimes be lower. This was pleasing and compared well to national, especially given the age of the children. Illness was sometimes an issue for young children starting school as this was the first time they had contact with groups of others and bugs were easily passed on. Over recent weeks more illness was beginning to creep in but levels were still around 95/96%.

Letters had been sent to all those below 90% (PAs) – 30 children, 16.57%. At this time of year children only needed to miss two or three days to fall into this category. Some had been ill for a week and whilst illness was genuine, letters were still sent to highlight the impact of absence to parents.

Q: How often are letters sent out?

A: Letters were not sent in autumn 1. We think about the timing carefully and usually wait until a few weeks into the half term. The next letters will be sent after Christmas.

Extended leave was an ongoing issue. A breakdown of numbers in each year group to date was shown. The Headteacher had met with three further parents that week who were also planning trips abroad.

Q: Are any requests for extended leave authorised?

A: Generally, not. Individual circumstances are considered though. Some families for example, are visiting ill grandparents and are away for three or four weeks. A few days might be authorised but the majority of days will not.

At the last standards meeting governors had asked how children were supported to catch up on work following a period of absence. The committee had considered how difficult it was for the curriculum to be repeated and considered if work could be sent home and completed as homework? A work pack was sent with the child if we know they were going with sufficient notice to prepare. Headteacher explained it was not that straightforward as there was more to a lesson than a worksheet. Input from the teacher was crucial. Sometimes online activities were set. Conversations with parents would be had if appropriate. Some parents would support their children at

home with extra learning but others wouldn't. Parents were also signposted to the parent information sheets on the school website.

Weekly attendance was shared with parents on a weekly award sheet. Successes were also celebrated. On Monday 27 November, 5 out of 7 classes had 100% attendance. Rewards/certificates were given out at the end of each half-term. 86 children had achieved 100% attendance in autumn 1. A fantastic achievement.

Q: Do parents know what good attendance is and the number of days needed to hit absence triggers?

A: It would be good idea to see if this could be included on the weekly awards sheet.

(e) Standards

A standards committee meeting had been held on Tuesday, 28 November 2023. Agenda items included:

- 2023/24 Data
- School Development Plan 2023/24
- 2022/23 – Cohort overview, vulnerable groups and targets
- Absence & Exclusions

Minutes would be circulated when ready and presented at the next meeting.

(f) Overview – Targets & KS1 Autumn 1 Data (2023/24)

(i) Reception

	With Quality First Teaching	With Intervention	Total
% expected to reach GLD	33% (20/61)	28% (17/61)	44% (27/61) – realistic 52% (32/61) – aspirational 61% (37/61) – very aspirational

- 5 children with no baseline
- 14% SENK

This had been discussed at length at the standards meeting. The high numbers of SEN in the cohort were noted. The school would strive to reach aspirational targets. Governors were reminded that each cohort was individual and comparisons to other year groups could not be made.

(ii) Phonics

- Assessment was built into the Little Wandle SSP.
- Children were assessed every 6 weeks.
- Heat maps were produced so gaps in knowledge could be easily identified to provide intervention.
- Children were currently receiving intervention and would be assessed every 3 weeks to ensure progress was being made (Reception – 20, Year 1 – 7 intensive, 20 keep up, Year 2 – 6 intensive, 16 keep up)

(iii) Key Stage 1

Subject	Year 1 (GLD 58.2%)		Year 2 (GLD 59%)	
	Initial Target % Expected or above	Autumn 1 Attainment %	Initial Target % Expected or above	Autumn 1 Attainment %
Reading	64 %	55 %	82%	70%
Writing	64%	53%	80 %	65%
Maths	68%	53 %	82%	73%

Vulnerable groups requiring targeted intervention in 2023/24 were:

Year 1:

- Boys (19% of boys SEN)

Year 2:

- Boys (Maths)
- Disadvantaged
- Pakistani boys (Writing)

Last year boys in this year group had been vulnerable in all subjects including Reading – improvement had been made in this area which was pleasing to note.

(iv) Monitoring

Monitoring so far this year had included an environment audit, English / Maths leader lesson looks, informal learning walks, phonics monitoring, book scrutiny, performance management, staff safeguarding survey, pupil progress meetings. Subject leaders had stepped up and all were leading a staff meeting to give a subject summary / overview highlighting the standards in their subject, how effectively the subject was being implemented and further development that was required (Music, PE and IT had been done, others would take place in the spring term). All monitoring enabled staff to identify and share strengths, and areas for development which were addressed at an individual, year group or whole school level depending on the issues arising.

All teacher performance management targets had been reviewed and new targets linked to school priorities had been set. The Pay committee met in October to discuss performance management procedures and approved pay recommendations.

(v) Interventions

Interventions were in place and included:

SULP, Speech and Language groups, specific gap/misconception teaching in reading, writing and maths as required, reading, phonics, nurture groups, play therapy, NELI (Nuffield Early Language Intervention), Learning Together.

There was currently a big focus on speech and language which reflected the increasing level need in this area. At times supporting interventions was

difficult. The impact of staff absence was felt greatly with reduced staffing numbers across school.

Q: If a teacher is absent how is the class covered?

A: Sometimes this might be covered using the HLTA, other times by a supply teacher. We also have some extra capacity at the moment with teaching students. Up until now teacher attendance has been good. We do have insurance cover for teacher absence from day 3. One ETA has recently returned from long term sick. The impact of this absence was felt, with other members of staff having to take on extra duties and/or manage workloads.

The impact of these would be analysed and discussed with year groups and during pupil progress meetings to evaluate the impact and effectiveness.

(vi) Pupil Premium and Early Years Pupil Premium

There were currently 39 children eligible for PP funding (21.55%), and 7 eligible for EYPP (20.59%). Currently there were 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 worked with. Provision and interventions for PP children continued to be discussed during pupil progress meetings. PP children were monitored closely and all abilities of disadvantaged children were targeted to reach their full potential including the more-able disadvantaged. The pupil premium information was currently being updated and would be on the school website before the 31 December deadline (a 3 year plan approach had been taken as recommended by the DFE).

(g) Special Educational Needs (SEND)

A breakdown of numbers in each category was shown.

SEND clinics had been held in September between the SENCO and class teachers. All children were discussed and new targets implemented as part of Individual Education Plans (IEP), My Support Plans (MSP) or Educational, Health Care plans (EHCP).

Rainbow room provision was continuing this year for pupils with significant communication and language needs. There were currently 7 children (three reception and four year 1) pupils accessing this, supported by 3 highly experienced teaching assistants. Individual targets were set for pupils by the SENCO and class teacher incorporating any targets that had been recommended by any external professionals, eg speech and language or the early years SEND support team. Provision and achievement within this resource was consistently monitored and was fluid in response to individual needs. For example, 1 child currently accessed whole class phonics lessons and 2 children returned to their mainstream class for their maths lesson each day.

All of the children who attend rainbow room each morning were taught alongside their mainstream peers during the afternoon with some additional adult support.

On recommendation from the LA SEND outreach teacher, SENCO's from 2 local schools had visited to observe our rainbow room practice.

Three reception children were currently in receipt of Reception transitional funding. This had been introduced by the LA this year to support pupils who were previously in receipt of high level SENDIF funding in nursery during the summer term. The funding was currently being used to provide additional support for these pupils.

With the current pause of the commissioned Speech and Language therapist and an 18 months waiting list (minimum) for referrals, there was a huge focus on supporting / developing this particularly in the early years. The school had taken the decision to upskill staff so they could begin support whilst waiting for referrals to be actioned. The Welcomm language intervention was being implemented in the nursery. The school was involved in the LA Speech Stars Project with 2 volunteers delivering this in the reception classes. Children in reception were currently being assessed so children could be selected to access NELI (Nuffield Early Language Intervention).

Governors acknowledged the dwindling support from the LA and recognised lengthy wait times were frustrating for all concerned, particularly for children who were at a crucial stage in their development. Governors complimented the school for trying to fill the gap until external support could be sourced. Staff were praised for their ongoing commitment and were proud of SEND provision at the school.

Q: Are you happy with the levels of staffing for SEN?

A: Yes. Extra SENDIF funding at the beginning of reception has helped this year.

(h) 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 had been sent out to parents and emailed to governors. Parental open days and workshops had been very well attended.

(i) Networks, Courses and CPD opportunities

Staff continued to attend network meetings and courses to improve practice, the following had been attended since September 2023:

Asbestos Awareness, DSL Refresher, High Needs Review, School Readiness, SENCO, Kirklees Primary Heads meetings, Early Year Conference (all EYFS teachers attended), Maths Mastery CPD, Phonics Network, Integris, networking visits to other schools.

The school continued to benefit from working with the BBEST Hub. The hub was very proactive in bidding for available funding to benefit families. Toiletries, hats/ gloves/ scarves/ blankets, and cereals were some of the things that had been sourced for vulnerable families.

33. SAFEGUARDING

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

34. HEAD TEACHER WELL-BEING/DEDICATED HEADSHIP TIME

The Headteacher advised in the current climate, headship was at times, both challenging and interesting. There had been occasions when difficult conversations had been needed with parents but having a supportive staff team made all the difference.

Performance management objectives had been considered carefully (in the context of staffing shortages) and reduced to three objectives. This was appreciated.

Governors were also thanked for their support. Headteacher appreciated the good relationship she had with the Chair and welcomed the regular telephone updates they had. Daily contact with parent governors was also much valued and acknowledged.

35. FINANCIAL MANAGEMENT AND MONITORING

The budget profile showing expenditure to Month 7 (October) had been circulated prior to the meeting.

Mrs Houlker explained all salary areas continued to show underspends as pay awards had not yet been actioned. This should even out over the next few months and budgets should be sufficient to cover all awards. A grant of £8,994 had been received towards the teacher pay award. This had not been expected and was welcomed.

Spending in premises and resources was on track with nothing of significance to note.

Additional income of £18,000 had been received (Reception Transition Funding) which had not been anticipated. This again was very welcome.

Nursery numbers had increased prior to census so the anticipated claw back in funding would no longer happen. A claw back of approximately £2,000 was however expected from the National Tutoring Programme 2022/23.

Overall, the budget was looking reasonable with all the extra funding providing some cushion against rising costs. Once all pay awards had been actioned it was anticipated the underspend position would be approximately £45,000.

36. TEACHERS PAY AND CONDITIONS PROPOSALS – SEPTEMBER 2023/2024

Governors noted the Teacher Pay and Conditions Proposals for 2023/2024. No comments were made.

37. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2025/26

Governors considered the consultation report and key dates.

A request to reduce the PAN for Purlwell from 90 to 60 had been submitted to the LA.

38. REVIEW OF POLICIES

Copies of updated policies have been circulated prior to the meeting.

RESOLVED: That the following policies be approved and adopted:

- SEND Policy
- SEND Report
- EYFS Policy
- Health & Safety Policy
- Pay Policy

39. BATLEY AND BIRSTALL PARTNERSHIP

The school continued to work with the Partnership. It was very proactive in securing available grant funding. The latest successful bid was for toiletries. These had been delivered to school earlier in the week and would be distributed to needy families. Hats, gloves, scarves, and blankets were expected soon.

Q: Can the school stay in the Partnership when it becomes an academy?

A: Yes.

40. GOVERNOR TRAINING AND GOVERNOR VISITS

The course list for 2023/24 had been circulated following the last meeting. Governors were encouraged to attend any courses of interest and asked to book these through Mrs Houlker.

- Mrs Rafique had booked onto the SEND for Governors course in January 2024.
- Mrs Rafique (SEN Governor) had visited school and met with Mrs Gallivan (SENCO).
- Dr McGregor had arranged to visit school on Monday, 4 December.

41. REVIEW OF COMMITTEES (MINUTE 6.1 (i) REFERS)

RESOLVED: That the following committee membership be approved:

Finance:

Mrs S Nazam
Mrs S Palmer
Mrs Z Badat
Mrs K Vahed
Dr F McGregor
Mr A Patel
Mrs A Houlker

Standards & Effectiveness:

Mrs S Nazam
Mrs S Palmer
Mrs A Houlker
Mrs H Cassamoali
Miss L Hinchliffe
Mrs T Rafique

Pay Committee:

Mrs S Palmer
Mrs Z Badat
Mrs T Rafique
Dr F McGregor (reserve)

Headteacher Appraisal:

Mrs S Palmer
Mrs Z Badat
Mrs T Rafique
Dr F McGregor (reserve)

It was agreed terms of reference would be agreed at the first meeting of each committee.

Membership of Staff Dismissal, Dismissal Appeals, Complaints, Appeals and Pupil Discipline committees would be drawn from a pool of eligible Governors as and when the need for a meeting arose.

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

This item was not discussed. It was agreed this should be an agenda item at the next meeting.

43. ANY OTHER BUSINESS

There were no items of any other business.

44. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the next Full Governing Body meetings would be held on:

- (i) Wednesday, 6 March 2024 at 5.30 pm.
- (ii) Wednesday, 22 May 2024 at 5.30 pm.

It was suggested future meetings should be held in school instead of virtually via 'zoom'. Governors were asked to email the Headteacher their preference. The majority decision would be taken forward.

45. 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.