

THE GOVERNING BODY OF PURLWELL INFANT AND NURSERY SCHOOL

Minutes of the Governing Body held at 5:30 pm remotely via Zoom on Tuesday, 7 March 2023.

PRESENT

Mrs S Palmer (Chair), Mrs S Nazam (Head teacher), Mrs Z Badat, Mrs H Cassamoali, Mr A Laher, Mrs K Vahad.

In Attendance

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

Minute	Discussion and Decisions	Action – who/by						
42.	<p><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></p> <p>Apologies for absence were received from Ms L Hinchliffe (consent), Mr I Hussain (consent), Dr F McGregor (consent), Mrs T Rafiq (consent).</p> <p>The Chair welcomed everyone to the meeting and introductions were made.</p>							
43.	<p><u>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</u></p> <p>There were no items to be raised under Any Other Business.</p>							
44.	<p><u>REPRESENTATION</u></p> <ul style="list-style-type: none"> The following matters of representation be noted: <p><u>Resignation</u></p> <table> <thead> <tr> <th><u>Name</u></th> <th><u>Category</u></th> <th><u>With Effect From</u></th> </tr> </thead> <tbody> <tr> <td>Ms N Shaw</td> <td>LA</td> <td>10/01/2023</td> </tr> </tbody> </table> <p><u>Vacancies</u></p> <p>Governors noted the following vacancies: 1 x Parent Governor 1 x LA governor</p>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Ms N Shaw	LA	10/01/2023	
<u>Name</u>	<u>Category</u>	<u>With Effect From</u>						
Ms N Shaw	LA	10/01/2023						

Minute	Discussion and Decisions	Action – who/by
	<p>The School Business Manager confirmed that the LA had been contacted and the vacancy for LA Governor had been advertised on a general list and circulated with vacancies in other schools.</p> <p>No nominations had been received from the Parent election held in October 2022. Recently however, a number of parents had approached Mrs Vahed expressing an interest.</p> <p>Governors thought it may be a good idea to invite them to the next meeting to attend as an Observer. The Chair advised that she would be happy to discuss the role with them.</p> <p>ACTION: That the Head teacher will have a discussion with Mrs Vahad regarding the expressing of interests received from Parents.</p> <p>As Mrs Shaw’s resignation had now been formally acknowledged, The SBM would write to formally thank her for her contribution to the school on behalf of the governing body.</p> <p>ACTION: That the Chair will write to Ms Shaw following her resignation.</p>	<p>HT / Mrs Vahad</p> <p>Chair / SBM</p>
45.	<p><u>MINUTES OF THE ANNUAL MEETING HELD ON TUESDAY 29 NOVEMBER 2022</u></p> <p>RESOLVED: That the minutes of the meeting held on 29 November 2022 be approved and signed by the Chair as a correct record.</p>	
46.	<p><u>MATTERS ARISING</u></p> <p>(a) <u>Lead drinking water pipes update (Minute 32 refers)</u></p> <p>Mrs Rafique had raised this question given it had been an area that she worked in and was aware of a project being run by Yorkshire Water to replace the pipes in public buildings.</p> <p>The Head teacher had discussed this with the SBM who confirmed that Schools Asset Management dealt with this issue and not school. Checks are regularly carried out in school to ensure water is safe.</p>	
47.	<p><u>REPORTS FROM COMMITTEES</u></p> <p>(a) <u>Resources: 21 February 2023</u></p> <p>Minutes of the meeting had been circulated to Governors prior to the meeting.</p> <p>The SBM provided an update and the following agenda items were discussed in detail:</p>	

Minute	Discussion and Decisions	Action – who/by
	<ul style="list-style-type: none"> • SFVS • Financial Position to date • Budget 2023/24 <p>RESOLVED: That the minutes of the meeting held on 21 February 2023 be approved and signed by the Governing Body.</p>	
48.	<p><u>HEAD TEACHER’S REPORT AND GOVERNORS’ QUESTIONS</u></p> <p>The report had been circulated to governors in advance of the meeting. The Head teacher provided an overview of the main items:</p> <p>(a) <u>Staffing</u></p> <p>1 Teacher and 1 ETA currently on Maternity Leave. 1 part time ETA would be leaving at end of May 2023. 2 Teaching Students currently in school.</p> <p>The Head teacher added how careful consideration would need to be taken regarding the replacement of ETA’s moving forward.</p> <p>(b) <u>Safeguarding</u></p> <p>An overview of all categories included in the report and an increase of safeguarding incidents was noted.</p> <p>Governors discussed how this results in a lot of extra work outside of the classroom.</p> <p>Q: In terms of LA and external support, is there time for an Educational Psychologist (EP)? A: No definitely not, we are not receiving core input from any EP.</p> <p>Q: Have you raised concerns with the LA? A: Yes, Mrs Gallivan attended a meeting last week and there was uproar about the shortage of EP’s and turnaround times on EHCP plans.</p> <p>Q: Is there anything governors can do to support school with this? A: When you attend governor briefings, you could highlight this area.</p> <p>Q: Is it same across all LA’s? A: Yes, Mr Laher confirmed a similar picture in Leeds.</p> <p>Governors discussed options around schools funding their own EP’s, however this has already been raised and the LA would not allow the EHCP to be passed as quality assurance would be an issue.</p>	

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	<p>Mrs Gallivan also noted that the Early Help Team want schools to assist with visits. The lack of resources is proving very difficult and frustrating.</p> <p>Safeguarding continues to be a priority. It is a standing item at the weekly staff meeting with all staff reporting concerns in a timely manner and information is cascaded to staff. The meeting last night looked at gang culture to raise awareness.</p> <p>First day calling procedures are in place with SLT making doorstep visits for vulnerable, absent children.</p> <p>The SCR is kept up to date.</p> <p>(c) <u>Premises</u></p> <p>Nothing significant to report, senior leaders remain vigilant, small redecoration jobs are being undertaken by the caretaker. Some windows are in bad condition and would need replacing. The SBM had been in touch with the asset management team and quotes have been received, however as parts of the building are listed there is an issue getting the go ahead for this work to be completed. Using the ring-fenced DFC funding would have to be considered.</p> <p>The Head Teacher attended Fire Safety Training.</p> <p>Q: Is there a governor with specific responsibility who could go for a walk around the building? A: Governor's role is more strategic rather than operational, however longer term planning does fall within the remit.</p> <p>(d) <u>Wellbeing and Mental Health</u></p> <p>Information is emailed to staff to promote good wellbeing. Regular HR/Care First webinars on a range of issues are available for staff to attend.</p> <p>Parents have the opportunity to attend regular coffee mornings with our parent and community worker and 1:1 support sessions are also arranged where there is a need with some parents being targeted. Currently a 'family wellbeing course' is being run in school by a local community centre.</p> <p>A number of events including Anti-bullying Week, Health Week and Children's Mental Health Week have been planned to highlight and promote good health and wellbeing and the school nurse provides valuable support.</p> <p>(e) <u>Admissions and Attendance</u></p> <p>The report provides detailed information on the following areas:</p>	

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	<ul style="list-style-type: none"> • Number on Roll • Ethnicity • Historic Attendance vs Current Attendance • Persistent Absence (PA) • Extended Leave <p>To provide context finance is based on the October Census, at which time there were fewer children on roll. Nursery children are not included in these numbers.</p> <p>Some of the new arrivals since the census are children who are new to English and demand more support. This conflicts with a reduced budget and capacity is really stretched at times.</p> <p>Mr Laher mentioned for those new to the team, the reduction in Number on Roll is due to the changing demographics in the area.</p> <p>The Head Teacher also brought up the subject of having mixed age classes, and the challenges this brings. Further conversation on this subject would be required, possibly at the next meeting.</p> <p>PA continues to be monitored, with home visits and parent meetings where necessary. Referrals are made to the school nurse if attendance is linked to ongoing illness.</p> <p>Mr Laher mentioned the DfE website which provides up to date information of PA and attendance data.</p> <p>National attendance currently stands at 93.8% and PA is 19%, this includes Reception children who are more susceptible to picking up bugs.</p> <p>Extended leave is on the rise again, with some families taking leave on 2 or 3 occasions. The latest LA guidance says repeated offences could result in prosecution and this information is shared with parents.</p> <p>Attendance during Spring term has improved. During Autumn 2, sickness absence was very high. Attendance currently stands at 92%.</p> <p>There has been some success with children achieving 100% attendance and this is celebrated in assembly providing motivation for improvement.</p> <p>Q: Is there anything additional that governors can contribute? A: All is going well at the moment, the assemblies work, children receive trophies and can get quite competitive. During a parents' forum it was reported that celebrating 100% attendance for a half term as well as the full term is encouraging, as a term is a long time for some younger children to not pick up a bug. Children</p>	

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	<p>also receive a medal if they achieve 100% attendance for the whole year. Parents are bringing children in for registration then picking them up if an appointment has to be booked during the school day.</p> <p>(f) <u>School Development Plan</u></p> <p>The SDP has milestones set which are regularly reviewed and highlighted by the Head Teacher, school is achieving results against the priorities. The KLP would be visiting school to carry out monitoring with the Head Teacher.</p> <p>The School Priorities and Ofsted Priorities are being addressed through the SDP.</p> <p>(g) <u>Standards Overview</u></p> <p>This represents children expected to reach GLD. Reception shows a slight drop which is not a surprise. Children are targeted and interventions put in place. The target of 63% is aspirational. SEN represents a significant number of children in these figures.</p> <p>Mrs Badat has visited school recently and understands the support required for these children.</p> <p>Targets have been reviewed in Y1 and Y2 and interventions in place for some of the children within the reviewed targets.</p> <p>Q: Are the interventions working? A: It is working for some children; we are providing this from the National Tutoring Programme (NTP) but 40% has to come from our own budget. This would be reviewed considering current budget challenges.</p> <p>(h) <u>Monitoring</u></p> <p>To ensure consistency across classes, teachers have been planning together and observing each other. Joint lesson observations by the deputy head and subject leaders are currently taking place in core subjects. The headteacher and KLP would do some joint observations and monitoring this half-term to validate school judgements and ensure there is consistency and progression across school.</p> <p>(i) <u>Interventions</u></p> <p>Interventions in place include SULP, Speech and Language groups, specific gap/misconception teaching in reading, writing and maths as required, reading, phonics, nurture groups, drawing therapy, NELI (Nuffield Early Language Intervention), Learning Together. Four teaching assistants have completed the online National Tutoring Programme training and 16 children are in receipt of tutoring currently.</p>	

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	<p>The impact of these would be analysed and discussed with year groups and during pupil progress meetings to evaluate the impact and effectiveness.</p> <p>(j) <u>Pupil Premium / Early Years Premium</u></p> <p>The number has increased from 33 children at October census which is when budget is calculated to 46 children currently. Historically those on FSM received them free, however we now have to pay a contribution for FSM and milk. The cost this year is around £10K.</p> <p>Governors discussed how there needs to be more focus around how attendance and achievement varies between the disadvantaged and advantaged children and agreed to add this item to the next Standards Committee Meeting.</p> <p>ACTION: That the Governor Clerking Service will include this on the agenda at the next Standards Committee Meeting.</p> <p>(k) <u>Partnership Working</u></p> <p>All events in school are listed in the report including parental engagements. One area which has been cut back is the ‘stay and play’ as this was not proving financially viable with a reduction in staffing.</p> <p>School continues to work with BBEST hub and finds this beneficial, working on priorities and knowing what is happening in the community.</p> <p>(l) <u>Special Educational Needs (SEND)</u></p> <p>The Head Teacher provided a breakdown of what SEN looks like comparing autumn and spring figures to demonstrate how things are increasing. There is an increasing number of children presenting in Early Years and there are issues with funding due to the length of turnaround time for EHCP’s. Meanwhile the children still need the additional support. There are plans which were submitted last April which have not yet been approved. The LA say funding would be backdated to the 20 week framework.</p> <p>Mrs Gallivan attended the SENCO network last week and the Head of Service was saying they cannot meet the demand. She is currently working alongside two other local SENCO’s from I&N schools to see how we can be more creative in supporting these children. In some cases, children with significant needs require 1:1 support but it is unlikely that this can or should happen for all children as it hinders independence.</p> <p>Mr Laher confirmed this problem is not isolated to Kirklees.</p>	GCS

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	<p>Mrs Gallivan was congratulated and thanked for the great job she is doing to support the children.</p> <p>Governors thanked the Head Teacher for her comprehensive report.</p>	
49.	<p><u>BATLEY AND BIRSTALL PARTNERSHIP</u></p> <p>This item was covered in the Head Teacher’s report.</p>	
50.	<p><u>SAFEGUARDING</u></p> <p>This item was covered in the Head Teacher’s report.</p>	
51.	<p><u>HEAD TEACHER WELL-BEING/DEDICATED HEADSHIP TIME</u></p> <p>The Head Teacher confirmed that she does take time when needed and feels well supported by Mrs Gallivan and the School Business Manager.</p>	
52.	<p><u>SCHOOL UPDATE AND GOVERNOR’S QUESTIONS</u></p> <p>See Head Teacher Report (Item 48)</p>	
53.	<p><u>FINANCIAL MANAGEMENT AND MONITORING</u></p> <p>(a) <u>Complete and approve SFVS</u></p> <p>This item had been reviewed thoroughly at the Resources Meeting. The SBM shared the screen and explained the rationale for the document.</p> <p>The document is completed annually and comprises of 30 questions, in 6 resource management areas. The intention is for governors to be satisfied that systems and procedures in school are adequate.</p> <p>The 6 areas are:</p> <ul style="list-style-type: none"> • Governance • School Strategy • Setting the Annual Budget • Staffing • Value for Money • Protecting Public Money <p>Members of the Resource Committee were satisfied that all answers were thorough and accurate, and recommended this be approved at FGB meeting.</p>	

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	<p>RESOLVED: Governors approved the SFVS document for 2023 and agreed that this would be submitted to the LA on their behalf.</p> <p>(b) <u>Financial Benchmarking</u></p> <p>Governors were required to consider benchmarking information annually. The SBM had circulated a written report prior to the meeting and explained that the website could be accessed by anyone and allowed for comparison with both local and national schools. Trends over time could also be viewed Helping schools to make informed decisions about their spending. Data was also taken from the School Workforce Census so staffing structures could be compared to other schools of similar makeup. A number of graphs were included which showed trends over the last five years, to give a flavour of expenditure.</p> <p>Expenditure across all areas was on a downwards trajectory compared to 2020/21 and has now started to rise. This drop in expenditure correlated directly with the falling roll and the subsequent reduction in budget allocation. Now expenditure was on an upward trajectory as prices and costs were rising, some significantly. This would be reflected in the charts over the next few years.</p> <p>(c) <u>Financial Position to Date</u></p> <p>The budget profile showing expenditure to P10 was shared with governors prior to the meeting. This had been discussed at the resources committee meeting in detail.</p> <p>The following points were noted:</p> <ul style="list-style-type: none"> • Employee costs indicated an overspend of £38,984 mainly due to pay awards being higher than originally budgeted for. The budget had been set based on LA recommendations but unions had negotiated higher awards. • The overspend on water should adjust as latest bills had been issued on an estimated reading. • A overspend on Gas and electric was anticipated due to rising costs. <p>The SBM had commented to the unprecedented situation the school was in. The profile indicated overspends in many budget areas. The carry forward was predicted to be around £50K. This was much reduced in comparison to last year's carry forward of £108K. This would have a significant impact for budget setting in 23/24.</p> <p>(d) <u>Finalise next year's Budget.</u></p>	

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	<p>The budget allocation for 2023/24 was around £40K lower than 2022/23 mainly due to a drop in pupil numbers. The school was facing a difficult year due to rising costs across the board. Most notably in utilities and staffing costs as many teaches were now at the top of the scale.</p> <p>The draft budget indicated a shortfall of £80K to find before a balanced budget could be set. The school would need to look at staffing structures very carefully moving forward.</p> <p>Approximate pupil numbers for Reception in September 2023 were 50 against a PAN of 90. 70 x Y2 children would be leaving in July. Each child on roll brought in a budget of £3,394 so this reduction in numbers represented a significant loss.</p> <p>The current financial situation would be shared with staff at a briefing the following day. Plans, once finalised, would be shared with governors.</p> <p>Q: At some point will HR have to be involved. A: Yes, there have already been some conversations, there are other schools in similar situations.</p> <p>Q: Do we need to start looking at how we can be part of a Trust and would that make a difference? A: This is something that we always need to be thinking about, but I am not sure it would solve these problems we have at the moment.</p> <p>The Chair added that we always have to be mindful of Academisation as this is on the Government agenda, however whether it would bring the necessary funding, we are not sure about. The priority for governors is to support school in any way possible to reduce the impact on staff wellbeing and pupil progress.</p> <p>The Head Teacher asked for confidentiality from staff governors and the School Business Manager was thanked for the reports.</p>	
54.	<p><u>KLP AUTUMN TERM VISIT</u></p> <p>To discuss the outcome of the KLP visit and to share the report.</p> <p>The Chair had a copy of the report and confirmed the contents were reflective of information in the HT report.</p> <p>Governors were asked to contact the Head Teacher If they would like to see the report.</p> <p>Q: Who is the KLP? A: Previously it was Ms M Deb. We have a new KLP now, Ms D Wilson, who is the Head Teacher of a school in Huddersfield.</p>	

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	The Head Teacher had met with Ms D Wilson earlier that day to discuss monitoring visits and how she could support school going forward.	
55.	<p><u>POLICIES FOR REVIEW BY FULL GOVERNING BODY</u></p> <p>There were no policies for review.</p>	
56.	<p><u>WELLBEING AND MENTAL HEALTH</u></p> <p>This item had been covered in the Head Teacher Report.</p>	
57.	<p><u>CONSIDER THE IMPACT OF THE COST OF LIVING CRISIS</u></p> <p>Information from the LA was circulated to parents via the newsletter. Some parents had received support through signposting from the Head Teacher and Deputy Head.</p> <p>Q: Are we aware of any families who have been referred to a foodbank? A: Not a foodbank, but one parent has received support through Rainbows charity.</p> <p>Q: What about the uniform exchange? A: Yes, several families have been supported.</p> <p>Governors discussed the need to be mindful of asking parents for money. Historically parents would be charged to attend Nativity but this year there was no charge and some parents made voluntary contributions which actually resulted in more money being raised and this had been used to subsidise some of the trips.</p> <p>Q: Would it be an idea to have more fundraising events, possibly cake/bun sales as parents did like these? A: This can present more difficulties due to staffing and needs to be looked at holistically. Historically, we had more staff who used to help with these events. It is a subject that requires further discussion.</p> <p>Governors suggested that parents would be happy to help, but as this would be on a voluntary basis, it might be difficult to organise and gauge how many would be involved. In addition, supervision / support in school was also required.</p> <p>The Parents forum provided a good platform for open and honest conversations as relationships with parents are good.</p>	
58.	<p><u>UNDER YOUR SCHOOL'S PLANS FOR 2023 EXAMS</u></p> <p>Governors noted the following:</p> <ul style="list-style-type: none"> • SATS and phonics screening check. 	

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	<ul style="list-style-type: none"> • End of reception assessments. • Y1 phonics screening - teachers attending courses on 24th March. • Y2 SATs assessments. • The necessary information would be cascaded to staff. 	
59.	<p><u>MONITOR YOU SCHOOL'S EDUCATION RECOVERY PLAN</u></p> <p>This item had been covered in the Head teachers report.</p>	
60.	<p><u>MONITOR THE SCHOOL IMPROVEMENT PLAN</u></p> <p>It is good practice to review each of the headline objectives in your SIP at least Termly. This can be done at your full GB meeting or Committee.</p> <p>This item had been covered in the Head teachers report.</p>	
61.	<p><u>GOVERNOR TRAINING AND GOVERNOR VISITS</u></p> <p>Governor write ups of all visits (Minute 38 refers).</p> <p>Governors provided updates on recent visits:</p> <ul style="list-style-type: none"> • Equality and Diversity Training – attended by Mrs Vahed and Mrs Cassamoali. • The Chair, Mrs Cassamoali, Mrs Rafiq, and Mr Hussain had a visit to walk around school and discuss responsibilities within the governing body. They visited classrooms and saw phonics in practise noting the scheme is working really well. • School photograph day - all very well organised. • Single Central Record – with Mr Laher and Mr Hussain – had to be cancelled due to IT issues. • Mrs Badat completed the Reception Class visit and plans to complete the nursery visit next week. She reported positive feedback from staff. <p>Q: Are staff happy with governors visiting? A: Yes, they are absolutely fine.</p> <p>Mrs Vahed invited governors to Ramadan Assembly on 29 March 2023.</p> <p>ACTION: That the Head teacher will email dates for diaries and Governors are to confirm their availability with the Head teacher.</p>	<p>HT / Governor s</p>
62.	<p><u>ANY OTHER BUSINESS</u></p> <p>There were no items raised under any other business.</p>	

63.	<u>DATES OF FUTURE MEETINGS</u> RESOLVED: That the next Full Governing Body meeting would be held on Tuesday 16 May 2023 at 5:30 pm.	
64.	<u>AGENDA, MINUTES & RELATED PAPERS</u> RESOLVED: That no part of these minutes be excluded from the copy to be made available at the school, in accordance with the Freedom of Information Act.	

The meeting ended at 7.30 pm.

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