

**THE GOVERNING BODY OF PURLWELL INFANT AND NURSERY SCHOOL**

Minutes of the Governing Body held at 5:30 pm remotely via Zoom on Tuesday, 16 May 2023.

**PRESENT**

Mrs S Palmer (Chair), Mrs S Nazam (Head teacher), Mrs Z Badat, Mrs H Cassamoali, Miss L Hinchliffe, Dr F McGregor, Mrs K Vahed.

**In Attendance**

Mrs N West (Minute Clerk)  
Mrs S Gallivan (Deputy Head Teacher / DSL)  
Mrs A Houlker (School Business Manager)  
Mr A Patel (Observer)

<b>Minute</b>	<b>Discussion and Decisions</b>	<b>Action – who/by</b>
65.	<p><b><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></b></p> <p>Apologies for absence were received from Mr A Laher and Mrs T Rafiq (both with consent).</p> <p>The Chair welcomed everyone to the meeting and introductions were made for the benefit of Mr A Patel who joined the meeting due to expressing an interest in becoming a new Parent Governor.</p> <p>Mr Patel explained that he had a son in school and was currently a teacher at a school in Bradford. He would be moving back to work in a school within the local authority shortly.</p>	
66.	<p><b><u>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</u></b></p> <p><b>RESOLVED:</b> That the following items will be raised for discussion under Any Other Business:-</p> <ul style="list-style-type: none"> <li>• PAN</li> <li>• Academisation</li> </ul>	
67.	<p><b><u>REPRESENTATION</u></b></p> <p>There were no matters of representation to report.</p>	
69.	<p><b><u>MATTERS ARISING</u></b></p> <p>(a) <b><u>Expressions of interest received from parents (Minute 44 refers)</u></b></p>	

Minute	Discussion and Decisions	Action – who/by
	<p>It was noted that there had been no nominations from the parent election, however since then two parents had expressed an interest.</p> <p>Mr Patel was attending today's meeting as an observer. The other parent, Mrs Bismillah was unable to attend this evening and sent her apologies.</p> <p>(b) <u>Write a letter to Ms Shaw (Minute 44 refers)</u></p> <p>It was reported that a letter was sent by school and an email from the Chair of Governors.</p> <p>(c) <u>Dates for diaries (Minute 61 refers)</u></p> <p>The list of dates for events in school had been circulated to Governors by the Head.</p>	
70.	<p><u>REPORTS FROM COMMITTEES</u></p> <p><u>Resources Committee</u></p> <p>Minutes of the meeting had been circulated to Governors prior to the meeting.</p> <p>The items discussed were on the agenda for the meeting today.</p>	
71.	<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>2 ETA's would be leaving at the end of this half term and not replaced.</p> <p>ETA's with temporary additional hours had reverted to substantive hours at the beginning of the summer term.</p> <p>The Head Teacher reported that these reductions were due to the budget situation which would be discussed in more detail later in the meeting.</p> <p>The Head Teacher confirmed that the staffing structure for 2023/24 was being drafted at the moment and there would be some mixed age classes. ETA allocation and how ETA cover will work was being reviewed.</p> <p><b>Q: Are there plans for if Reception numbers are above 60?</b></p> <p><b>A:</b> There will be a mixed Nursery/Reception class.</p>	

Minute	Discussion and Decisions	Action – who/by
	<p>(b) <u>Safeguarding</u></p> <p>Safeguarding data was included in the report. Child Protection cases had increased from 2 to 5 and the number of pupils being monitored was 64.</p> <p><b>Q: Does this create a considerable workload?</b>  <b>A:</b> Yes, the Child Protection conferences last around 3 hours and the report writing and paperwork is extremely time-consuming.</p> <p>The Head Teacher reported that the Head and Deputy support each other and discussed cases. There was also early help support provided by the school nurse and Community Support Worker from the mental health team. This early support was valuable as it aimed to deal with issues at early stages before the situation escalated. The number of parents seeking help from the Community Support Worker had increased.</p> <p>The Head Teacher reported that Safeguarding processes were robust. The Head and Deputy carried out doorstep visits if vulnerable pupils were absent from school.</p> <p>Safeguarding was discussed regularly at staff meetings and staff recently attended an online seminar regarding child criminal exploitation and gang culture. Staff found the seminar very informative and reported that it was eye-opening and shocking in parts.</p> <p>(c) <u>Premises</u></p> <p>The Head Teacher reported that the final phase of the electric rewire would take place this summer. This would be paid for by the local authority with a contribution from the DFC.</p> <p>A fire safety inspection took place on 19 April 2023 and was carried out by an external company. No major concerns were raised and any recommendations will be considered once the written report is received.</p> <p>A practice evacuation took place in March 2023 and this was quick and efficient.</p> <p>There are a number of essential building repairs including windows and roof repairs. One classroom has water coming in through the window which has caused some damage. The local authority Asset Management Officer has confirmed today that the council will pay £3,000 for these repairs with a £500 contribution from school.</p>	

Minute	Discussion and Decisions	Action – who/by
	<p>The windows which are in a state of disrepair will need a survey due to the listed nature of the building. The local authority will raise a project in relation to the planning permission required for this.</p> <p>Other repairs include damage to the wooden boat in nursery which had a rotten deck. The School Business Manager reported that quotes for this had been much more than expected. New panels were also needed for the ball court as there were issues with the original panels. It was hoped that the company who installed it would pay all or some of the cost but this was unknown at the present time.</p> <p><i>Mrs Cassamoali joined the meeting at this point.</i></p> <p>(d) <u>Admissions and Attendance</u></p> <p>The Head Teacher noted how the historical data for numbers on roll showed the continuing decrease in pupil numbers since 2014.</p> <p>The report included a breakdown of attendance for each half-term. Current attendance was 93.36% compared to the national average of 93.89%. It was noted that attendance had improved in Spring 1 and 2 compared to Autumn 2. The report included attendance data with and without Eid absence.</p> <p>The Head Teacher reported that attendance letters were issued to parents as appropriate and parent meetings took place with the school nurse and Deputy Head. The Attendance Officer also met with some parents and this did make a positive difference.</p> <p>The number of children classed as persistent absentees was 42 which was 21.76% and was roughly in line with the national average.</p> <p>Extended leave continued to be an issue which impacts on attendance data. The Head Teacher met with parents about extended leave requests and reported that some parents did change their plans based on the meetings.</p> <p>Weekly attendance information went into the newsletter for parents.</p> <p>The Head Teacher reported that 12 fines had been issued in relation to absence.</p> <p>There were 83 children in Spring 2 with 100% attendance which was positive and 100% attendance continued to be</p>	

Minute	Discussion and Decisions	Action – who/by
	<p>rewarded with a certificate and small prize in a celebration assembly.</p> <p>(e) <u>School Development Plan</u></p> <p>The Head Teacher provided the following update on School Development Plan priorities.</p> <p>Priority 1 - To implement a DFE approved systematic synthetics programme across school – this was complete and implemented consistently across school.</p> <p>Priority 2 - To improve outcomes in maths so they were in line with all core subjects – there had been staff CPD and consistency of teaching had improved. The monitoring showed that better progress was being made. This was discussed in detail at the Standards Committee meeting and it was noted that the lowest 20% were making progress.</p> <p>Priority 3 - To continue to improve standards in all subjects across school. There would be dedicated time next half-term for subject leaders to carry out monitoring.</p> <p>Priority 4 - To embed a whole school improvement culture by addressing identified barriers. This was all ongoing with a particular focus on attendance.</p> <p>(f) <u>Standards overview</u></p> <p>The Head Teacher reported that a Standards Committee meeting was held on 4 May 2023 and the following was discussed:</p> <ul style="list-style-type: none"> <li>• End of year predictions.</li> <li>• Disadvantaged pupils (end of year targets comparison breakdown).</li> <li>• Progress against SDP Priority 2.</li> <li>• 2023/24 School Priorities.</li> </ul> <p>The Head Teacher noted that Governors had provided challenge about attendance and what was being done to address this.</p> <p>The Head Teacher reported that Year 2 SAT's were ongoing. There was a calm atmosphere and attendance had been good during this period.</p> <p>A data overview was included in the report. A high target of 63% to reach GLD in Reception was very aspirational and 53%-58% was now considered more realistic. This was a SEND heavy cohort with 30% SEND children.</p>	

Minute	Discussion and Decisions	Action – who/by
	<p>In terms of Pupil Premium, the Head Teacher reported that there were currently 46 children (23.83%) eligible for Pupil Premium funding and 12 eligible for Early Years Pupil Premium (20%). All teaching and support staff were aware of the Pupil Premium children they worked with. Provision and interventions for Pupil Premium children continued to be discussed during pupil progress meetings.</p> <p><b>Q: Is the eligibility the same for Pupil Premium and Early Years Pupil Premium?</b>  <b>A:</b> No, there are different criteria.</p> <p>(g) <u>SEND overview</u></p> <p>A breakdown of SEND pupils for each year group was included in the report. The Head Teacher reported that there may be 4 EHCP's in Reception but Nursery need was unknown.</p> <p><b>Q: Is it positive for the budget that only 1 pupil with an EHCP is leaving?</b>  <b>A:</b> Yes, there is also the possibility of SENDIF funding from the local authority.</p> <p><b>Q: How many of the new Reception intake for September are from Nursery?</b>  <b>A:</b> 40 from Nursery and 20 from other settings. The local authority will compile a list of children who have involvement with the SEND team. It is important that transition arrangements are carefully considered for SEND children.</p> <p>It was reported that waiting times for external agencies were long. The Speech and Language team had had staff members leaving and as a result were unable to honour the contract with school. The offer of a refund or delay to the autumn term had been offered. This was a valuable commission which unfortunately would now not be available in future.</p> <p>(h) <u>Partnership working</u></p> <p>The Head Teacher reported that there was continued work with the BBEST Hub. The opportunity to network and share good practice was beneficial for all.</p> <p>(i) <u>Staff wellbeing</u></p> <p>Although this was not included in the written report, the Head Teacher reported that the reduction in staff due to the challenging budget as well as the increase in safeguarding issues and SEND pupils would increase pressure on staff.</p>	

Minute	Discussion and Decisions	Action – who/by
	<p>The Head Teacher reported that there were procedures in place in relation to staff workloads and wellbeing and these would be key.</p> <p>The Chair thanked the Head Teacher for her comprehensive report.</p>	
72.	<p><u>BATLEY AND BIRSTALL PARTNERSHIP</u></p> <p>This item was covered in the Head Teacher's report.</p>	
73.	<p><u>SAFEGUARDING</u></p> <p>This item was covered in the Head Teacher's report.</p>	
74.	<p><u>HEAD TEACHER WELL-BEING/DEDICATED HEADSHIP TIME</u></p> <p>The Head Teacher confirmed that it had been a difficult period due to the budget challenges already discussed. The Chair came into school to talk to staff and reported that staff did understand the budget situation. Staff appreciated the honest and open conversations which had taken place and there was a supportive environment so staff could talk to each other and share concerns.</p>	
75.	<p><u>FINANCIAL MANAGEMENT AND MONITORING</u></p> <p>The School Business Manager shared the year-end budget information for 2022/23 and highlighted the following areas:-</p> <p>Teachers - £14,907 overspent due to salary increases. ETA's - £6,368 underspent due to the Nursery clawback being less than expected. Employee insurance - £6,196 overspent due to local authority clawback.</p> <p>The total staffing overspend is £14,416.</p> <p>Premises – Gas - £11,639 overspend – there was an increase from £9,000 to £30,639 in one year.</p> <p><b>Q: Is this due to price increases or increased usage?</b> <b>A:</b> This is wholly due to price increases. The heating has been switched off as much as possible to try and reduce costs.</p> <p>In terms of income, there was a surplus of £15,876 in relation to Sports Premium funding as this was unknown at the start of the year as well as £7,161 due to additional SENDIF funding.</p> <p>The final budget left a carry forward of £48,113, this compared to a carry forward last year of £108,000. This was a huge concern.</p> <p>The School Business Manager shared the budget information for</p>	

Minute	Discussion and Decisions	Action – who/by
	<p>2023/24 which was an allocation of £1,184,875 with the carry forward of £48,113 giving a total budget of £1,232,988.</p> <p>It was noted that the initial allocation of £1,184,875 is £43,000 less than last year.</p> <p><b>Q: Is the reduction in budget due to the reduction in pupil numbers?</b></p> <p><b>A:</b> Yes, this has had a big impact on the budget and this will be even worse next year.</p> <p>The School Business Manager reported that this had been the most challenging budget. Unfortunately, the budget meeting which was due to take place last week had to be postponed due to illness and only took place today.</p> <p>As well as the decrease in pupil numbers, there were the issues of high energy costs and staff pay awards which were still to be agreed.</p> <p>There had been some difficult decisions for senior leaders to make.</p> <p>The School Business Manager reported that the staffing budget had been reduced from £1,121,497 last year to £1,010,843 this year.</p> <p>The premises budget had increased from £117,074 to £142,366; this was mainly due to the increase in energy costs. The total allocation for energy was £63,000 compared to £45,000 last year and £18,000 the year before.</p> <p>The supplies and services budget had decreased from £161,000 to £140,500 which was due to the SALT contract and reduction in IT support.</p> <p><b>Q: Is Sports Premium funding included in the budget?</b></p> <p><b>A:</b> Yes.</p> <p>The Chair acknowledged the hard work and difficulties involved in producing a balanced budget and thanked staff involved.</p> <p>It was noted that Nursery clawback was not included in the budget and if numbers dropped compared to last year there would be a clawback.</p> <p><b>Q: Is there any update on parent donations and fundraising?</b></p> <p><b>A:</b> We are conscious that there is a cost-of-living crisis for parents. For the nativity we asked for donations rather than a set amount which meant that some parents did not pay anything if they could not afford and others paid more than usual. This resulted in more money being raised. Parent donations go into the School Fund to pay for activities.</p>	

Minute	Discussion and Decisions	Action – who/by
	<p>School trips continued to be subsidised.</p> <p><b>Q: Are parents informed of this?</b>  <b>A:</b> Yes, this is clearly outlined in the letters to parents.</p> <p><b>Q: Can we ask for donations for activities?</b>  <b>A:</b> We cannot ask for donations for curriculum activities.</p> <p><i>Mrs Badat left the meeting at this point.</i></p> <p><b>Q: Could Governors provide support in relation to fundraising?</b>  <b>A:</b> We have to consider the work involved in fundraising activities, especially with reduced staffing levels.</p> <p><b>ACTION:</b> It was agreed that Governors consider fundraising ideas and email any suggestions to the Chair.</p> <p><b>RESOLVED:</b> That Governors approve the budget for 2023/24.</p>	<b>All</b>
76.	<p><u>REVIEW AND APPROVE 2023/24 BUDGET</u></p> <p>This was covered under Minute 75.</p>	
77.	<p><u>KLP VISIT</u></p> <p>Governors were updated on the KLP visit which had a focus on Priority 2 from the School Development Plan which was ‘to improve outcomes in maths so they were in line with all core subjects.</p> <p>The visit took place in March 2023 and a written report had been provided. The Chair read the summary from the report which included the following positive comments:-</p> <ul style="list-style-type: none"> <li>• Overall, the quality of teaching was a high standard.</li> <li>• There was some excellent practice.</li> <li>• There was good lesson pace.</li> <li>• Maths mastery was under an extremely competent leader.</li> </ul> <p>The new KLP spent one half day in school and also commented that school was a warm, happy, and safe place to be.</p> <p>In relation to the Ofsted recommendation to target consistency, the KLP commented that there were high expectations and consistency across school.</p>	
78.	<p><u>POLICIES FOR REVIEW BY FULL GOVERNING BODY</u></p> <p>The Charging and Remissions Policy and Supporting Pupils at School with Medical Conditions Policy had been shared with Governors ahead of the meeting.</p>	

Minute	Discussion and Decisions	Action – who/by
	<p><b>RESOLVED:</b> That Governors approved the Charging and Remissions Policy and Supporting Pupils at School with Medical Conditions Policy.</p>	
79.	<p><u>GOVERNOR TRAINING AND GOVERNOR VISITS</u></p> <p>It was noted that the School Business Manager had circulated Governor training course information. Governors should contact the School Business Manager if they were interested in attending any courses.</p> <p>It was reported that Mrs Cassamoali and Mrs Vahed both attended Equalities training.</p> <p>Mrs Cassamoali and Mrs Palmer attended the Ramadan assembly in school.</p> <p>Governors were invited to contact school should they wish to arrange a Governor visit.</p>	
80.	<p><u>ANNUAL EVALUATION OF A GOVERNING BOARDS EFFECTIVENESS</u></p> <p>It was agreed that the evaluation toolkit would be reviewed but Governors agreed that it would be useful to wait for new Governors to be in place before a full evaluation was undertaken.</p>	
81.	<p><u>REGISTER OF BUSINESS INTERESTS</u></p> <p>Governors were asked to complete the Register of Business Interests as soon as possible and return to the School Business Manager.</p>	
82.	<p><u>ANY OTHER BUSINESS</u></p> <p>a) <u>PAN</u></p> <p>It was reported that the current PAN was 90 and due to decreasing pupil numbers there was a proposal to reduce the PAN to 60 from 2025/26.</p> <p>A PAN of 60 would enable more consistency and prevent the issues associated with mixed age classes.</p> <p>If Governors agreed to the proposal, this would be submitted to the local authority who had to establish that there were enough school places across the local authority.</p> <p><b>RESOLVED:</b> That Governors agree a decision in principle to reduce the PAN to 60 from 2025/26 pending consultation with the local authority.</p>	

	<p>b) <u>Academisation</u></p> <p>Governors discussed the possibility of academisation. It was acknowledged that there was a lot of questions about the process and further information was required. The Chair had been invited to a meeting on 14 June 2023 and it was felt that this would be an opportunity to ask some questions such as what happened to ownership of the building and who paid for significant building repairs. It was agreed that the Chair would feedback to Governors after this meeting.</p> <p>There was a discussion about inviting a local MAT such as Batley MAT to a Governors meeting to see whether there was capacity within the MAT and what their offer would be.</p> <p>It was agreed that dates would be circulated to Governors for an extraordinary meeting in June to further discuss the possibility of exploring academisation.</p> <p>It was agreed that this would be discussed at the next staff meeting to ensure that staff were aware of what was happening.</p>	
83.	<p><u>DATES OF FUTURE MEETINGS</u></p> <p>It was agreed that future meeting dates would be circulated to Governors.</p>	
84.	<p><u>AGENDA, MINUTES &amp; RELATED PAPERS</u></p> <p><b>RESOLVED:</b> 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.</p>	

The meeting ended at 7.30 pm.