

Kirklees Directorate for Children & Young People

DfE: 2067

THE GOVERNING BODY OF PURLWELL INFANT AND NURSERY SCHOOL

Minutes of the annual meeting of the Governing Body held remotely (via Zoom) at 5:30 pm on Tuesday, 27 September 2022.

Present

Mrs S Palmer, Mrs Z Badat, Mrs H Cassamoali, Mr Z Chothia, Ms L Hinchcliffe, Dr F McGregor, Mrs S Nazam (Head Teacher), Mrs T Rafique, Mrs K Vahad,

In Attendance

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

Minute	Discussion and Decisions	Action – who/by
1.	<p><u>ELECTION OF CHAIR</u></p> <p>The minute clerk took over the meeting. The governors were advised they must consider the following:</p> <ul style="list-style-type: none"> (a) Determine whether nominations would be accepted from governors not present at the meeting. (b) Specify the term of office of the Chair. (c) Determine or confirm how a tie would be resolved. <p>Nominations were requested from the governors. Dr McGregor nominated Mrs Palmer to take the role of Chair. This was seconded by Ms Hinchcliffe. Governors unanimously agreed.</p> <p>Governors agreed that the term of office would be one year.</p> <p>RESOLVED: That Mrs S Palmer will take on the role of Chair for a term of one year.</p>	
2.	<p><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></p> <p>Apologies for absence were received from Mrs N Shaw (consent).</p> <p>There were no declarations of interest at this meeting.</p> <p>Governors were asked to respond to the following:</p> <ul style="list-style-type: none"> (a) <u>Approve the Governors' Code of Conduct</u> <p>RESOLVED: That Governors approve and adopt the NGA Code of Conduct.</p>	

Minute	Discussion and Decisions	Action – who/by						
	<p>(b) <u>Declaration of Business Interest Information.</u></p> <p>All Governors had completed the declaration with the exception of Mr Chothia who agreed to complete this straight away and send it in to school.</p> <p>(c) <u>Annual Review of Governance Information</u></p> <p>The Head teacher confirmed the GIAS information was up to date.</p>	Mr Chothia						
3.	<p><u>ANY OTHER BUSINESS</u></p> <p>The following item was notified to be raised under Any Other Business:</p> <ul style="list-style-type: none"> • GDPR Compliance Audit 							
4.	<p><u>REPRESENTATION</u></p> <p>The following matters of representation were noted:</p> <p>4.1 <u>End of term of office</u></p> <table border="0" data-bbox="264 1048 847 1106"> <thead> <tr> <th><u>Name</u></th> <th><u>Category</u></th> <th><u>With effect from</u></th> </tr> </thead> <tbody> <tr> <td>Mr Aejaz Laher</td> <td>Co-opted</td> <td>25/09/2022</td> </tr> </tbody> </table> <p>4.2. <u>Appointment of Co-opted Governor</u></p> <p>Mr Laher agreed to serve a further term as a Co-opted Governor.</p> <p>RESOLVED: That Mr Laher be re-appointed as a Co-opted Governor.</p>	<u>Name</u>	<u>Category</u>	<u>With effect from</u>	Mr Aejaz Laher	Co-opted	25/09/2022	
<u>Name</u>	<u>Category</u>	<u>With effect from</u>						
Mr Aejaz Laher	Co-opted	25/09/2022						
5.	<p><u>ELECTION OF VICE CHAIR</u></p> <p>Mrs Palmer nominated Dr McGregor to continue in the role for one year. This was seconded by Mrs Cassamoali.</p> <p>Dr McGregor advised that she was happy to stay in the role for one further year and would be happy for someone else to take over after that.</p> <p>RESOLVED: That Dr McGregor will continue in the role of Vice-Chair of Governors for a term of one year.</p>							
6.	<p><u>REVIEW OF COMMITTEES</u></p> <p>Governors agreed that the Head teacher and Chair would meet by 7th October 2022 to review the committees and suggest membership. A draft would be sent out to Governors and a copy to Governing Body Services.</p> <p>This would then be ratified at the next meeting.</p>	Head and Chair						

7.	<p><u>TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES</u></p> <p>Governors agreed that the Head and Chair would meet by 7th October 2022 to review Governors with specific responsibilities. A draft would be sent out to Governors and a copy to Governing Body Services.</p> <p>This would then be ratified at the next meeting.</p>	Head and Chair
8.	<p><u>DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER</u></p> <p>RESOLVED: That the Governing Body delegates to the Head teacher the power to carry out on its behalf the following delegated duties:</p> <p>(a) Planning and conducting the affairs of the school to remain solvent.</p> <p>(b) 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.</p> <p>(c) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.</p> <p>(d) 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.</p> <p>RESOLVED: That the following financial limits of the delegated authority be put in place.</p> <ul style="list-style-type: none"> • Virement limits between budget headings is £10,000 • Budget spend is £10,000 	
9.	<p><u>MINUTES OF THE MEETING HELD ON 17 MAY 2022</u></p> <p>RESOLVED: That the minutes of the meeting held on 17 May 2022 be agreed and adopted as a true record.</p>	
10.	<p><u>MATTERS ARISING</u></p> <p>There were no matters arising.</p>	
11.	<p><u>REPORTS FROM COMMITTEES</u></p> <p>(a) <u>Standards and Effectiveness 14 July 2022</u></p> <p>Minutes of the meeting had been circulated to Governors prior to the meeting.</p>	

	<p>At the time of the meeting in the summer term the data was just emerging, at that time the school achievements were higher, or in line with, national data in Reading and Writing.</p> <p>The School Development Plan was being finalised and would be brought to the next Standards meeting.</p> <p>RESOLVED: That the minutes of the meeting held on 14 July 2022 be agreed as a true and accurate record by the Governing Body.</p> <p>(b) <u>Pay Committee 21 September 2022</u></p> <p>Performance management reviews had been completed for all teachers. Pay progression (for those eligible) had been approved.</p>	
12.	<p><u>HEADTEACHERS REPORT</u></p> <p>A verbal update was given by the Head Teacher giving highlights from the start of the new academic year.</p> <p>The following points were highlighted:</p> <ul style="list-style-type: none"> • Two inset days were scheduled for getting school ready following major building works over the summer. The Head Teacher wished to express many thanks to all staff who got the school ready in time for children to arrive. • It was reported that there had been a very calm start and children had settled in well. • Attendance had been good and was 95.3% to date. • Extended leave was still causing an issue as some pupils were yet to return for the start of the term. <p>The Head Teacher advised that data and other reporting would be delivered at the Standards and Effectiveness Committee meeting.</p>	
13.	<p><u>FINANCIAL MANAGEMENT AND MONITORING</u></p> <p>(a) <u>School Fund Audit 2021-22</u></p> <p>The summary of accounts for 2021-2022 had been circulated prior to the meeting and use of the School Fund was explained to new Governors.</p> <p>The following information was noted:</p> <ul style="list-style-type: none"> • The audit of the accounts had been completed by Mrs Hinchcliffe. • There was a big difference between the levels of income and expenditure for trips. Mrs Houker explained the cost of coaches had been significantly higher than in previous years. School continued to subsidise all visits to keep them at an affordable level for families. • Fundraising for worthy causes such as Children in Need, Red Nose Day had taken place. 	

RESOLVED: That Governors approve the audited accounts for 2021-2022.

(b) Budget Monitoring

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

Mrs Palmer gave an overview of the school budget for new Governors.

Mrs Houlker explained the profile was used to monitor the school budget and helped to determine if expenditure was on track. The following points were noted:

- In Teachers the profile indicated an overspend of £8,023 however, income had been received through the staff absence insurance scheme for a teacher returning to work on a phased return. This was listed separately under income. Teachers had also been paid for hours funded through the National Tutoring programme. This had been funded through a grant which again was shown as income. Mrs Houlker would be keeping a close eye on this cost area as the Teachers pay review indicated a 5% pay rise and the school had only budgeted for 2%.
- Teaching Assistant salaries were showing slightly overspent. This was not too much of a concern as the clawback in Nursery funding would not be as high as initially expected.
- £6,000 overspend in Employee Insurances. This was due to a chargeback from the LA to cover a shortfall in the council's sickness insurance scheme. This had not been budgeted for.
- Gas and Electric – the budget had been significantly increased to account for increases in costs. Mrs Houlker gave comparisons to the equivalent period last year. Costs this year were notably higher. This area would continue to be very closely monitored.
- More income than expected at this stage in the budget year, this was due to student teacher income insurance reimbursements.
- Overall, the budget profile (at month 5) indicated an underspend of £24,000.
- Falling roll (only 53 children in reception.) was a concern, the number on roll at the time of the October census informed the budget for the following year. This reduction in numbers would equate to a reduction in budget allocation of approximately £68,000 in the 2023/24 financial year.

Q. Do we need to look at mitigating the predicted deficit in funding next year?

A. We will need to look at it, this will include staffing, class ratios and be mindful that the financial year is different to the curriculum year.

Governors acknowledged that costs for all resources had increased and thanked Mrs Houlker for her vigilance.

	<p>(c) <u>Internal Audit June 2022</u></p> <p>A copy of the Audit Report had been circulated to Governors prior to the meeting.</p> <p>Mrs Houlker explained the process and the findings of the report as follows:</p> <ul style="list-style-type: none"> • Governor section on the website needed to be updated to state the Chairs of the committees. • Committee terms of reference need to be reviewed so that they reflect the number of meetings being held over the year. • £10,000 and above spend should be agreed by Governors. <p>Overall, the school had received a 'Substantial Assurance' rating.</p> <p><i>Mrs Houlker left the meeting at this point.</i></p>	
14.	<p><u>SCHOOL DEVELOPMENT PLAN. PRIORITIES 22/23</u></p> <p>The School Development Plan would be shared for Governor approval at the Standards & Effectiveness meeting.</p> <p>Feedback had been received from staff and governors in the summer term. The recent Ofsted report had driven the priorities.</p>	
15.	<p><u>GOVERNING BODY DEVELOPMENT ACTIONS AND PRIORITIES</u></p> <p>The Governing body review would be planned for autumn/spring term and be led by a KLP.</p>	
16.	<p><u>SAFEGUARDING</u></p> <p>Updated policies for 2023 had been produced and circulated to all staff. Most had read and acknowledged the policies. The Head Teacher would follow up with the members yet to do so.</p> <p>The Head teacher explained that Safeguarding was a standing item on the staff meeting agenda.</p> <p>Q. When is the next face to face safeguarding training? A. In 2 years. The details are logged on the single central record.</p>	Head
17.	<p><u>BATLEY AND BIRSTALL PARTNERSHIP</u></p> <p>The Head teacher advised that it was very useful being in the partnership.</p>	
18.	<p><u>HEADTEACHER WELLBEING</u></p> <p>The Head teacher confirmed that she had felt very supported by the staff team and Governors. Dedicated headship time was being taken as required.</p>	

19.	<p>CONSULTATIONS ON ADMISSION ARRANGEMENTS 2024/25</p> <p>Governors noted the arrangements and confirmed that the school PAN would remain at 90.</p>	
20.	<p><u>TEACHERS PAY AND CONDITIONS PROPOSALS</u></p> <p>Q. How are teachers feeling? A. Pay awards are very welcome however the budget is very stretched.</p> <p>Governors agreed to adopt the LA Teacher pay policy when this had been circulated.</p>	
21.	<p><u>POLICIES FOR REVIEW</u></p> <p>Governors had received the following policies prior to the meeting.</p> <ul style="list-style-type: none"> • Safeguarding And Child Protection • Behaviour • Whistleblowing <p>The Head teacher advised that some minor details would be changed to account for the change to the Chairs details.</p> <p>RESOLVED: That Governors adopt the three policies listed above .</p>	
22.	<p><u>GOVERNOR TRAINING AND GOVERNOR VISITS</u></p> <p>The following was reported:</p> <ul style="list-style-type: none"> • Mrs Palmer had come into school to look at transition arrangements in July 2022, she spoke to all teachers and lots of children, a lot of thought and organisation had been put into the visit. • Mrs Cassamoali had completed her Governor Induction training in June 2022. • Mrs Badat had visited the reception classes in July 2022. A report had been completed and sent to the school. • Mrs Rafique would book onto the Governor Induction training in December 2022/January 2023. • The Head teacher advised that a full list of Governor training opportunities would be sent out when it was available. Governors should contact Mrs Houlker to book. <p>A schedule for Governor visits would be looked at by Chair and Head Teacher.</p>	Head and Chair
23.	<p><u>ANY OTHER BUSINESS</u></p> <p><u>GDPR Compliance Audit</u></p> <p>The annual GDPR compliance audit had been carried out recently by the external DPO company, Veritau. A copy of the report had been circulated to governors prior to the meeting. An update was given, and the following points were noted:</p> <ul style="list-style-type: none"> • The meeting was held annually and was very thorough 	

	<ul style="list-style-type: none"> • A good report was received overall, with some minor actions to take forward • A retrospective DPIA was required for the CCTV • The school continued to progress towards its compliance and statutory duties. • Praise was given for the policies listed on the school website 	
24.	<p><u>DATES OF FUTURE MEETINGS</u></p> <p>Governors agreed that the full governing body meetings would be held virtually via Zoom.</p> <p>Committees would be blended based on the committee requirements. These requirements would be arranged at their first meetings.</p> <p>The Head teacher asked if the meetings could be moved from the Monday to the Tuesday 29th of November.</p> <p>RESOLVED: That the next Full Governing Body meeting would be held on Tuesday 29th November 2022</p> <p>Mr Laher was thanked for his knowledge, expertise, and the challenge that he had brought to the governing body over his time as chair.</p>	
25.	<p>Agenda, Minutes & Related Papers</p> <p>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.</p>	

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