

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, 29 November 2022.

Present

Mrs S Palmer, Mrs H Cassamoali, Ms L Hinchcliffe, Mr I Hussain Mr A Laher, Dr F McGregor (from item 32), Mrs S Nazam (Head Teacher), Mrs T Rafique and Ms N Shaw (from item 30)

In Attendance

Mrs S Gallivan (Deputy Head Teacher/DSL)
Miss A Walker (Minute Clerk)

Minute	Discussion and Decisions	Action – who/by						
26.	<p><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></p> <p>Apologies had been received from Mrs Z Badat, Dr F McGregor (who would be joining the meeting late) and Mrs K Vahad (consent).</p>							
27.	<p><u>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER 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"> Academisation 							
28.	<p><u>REPRESENTATION</u></p> <p>The following matters of representation were noted:</p> <p><u>Re-appointment</u></p> <table border="1"> <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>26/09/2022</td> </tr> </tbody> </table> <p><u>Vacancies</u></p> <p>Governors noted that there remained one parent governor vacancy, and the Head Teacher confirmed there had been no expressions of interest in the 4 October 2022 advert. She explained that the vacancy would be promoted at open parent meetings, and the advert would be reissued in the New Year.</p>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Mr Aejaz Laher	Co-opted	26/09/2022	
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29.	<p><u>MINUTES OF THE ANNUAL MEETING HELD ON TUESDAY 27 SEPTEMBER 2022</u></p> <p>RESOLVED: That the minutes of the meeting held on 27 September 2022 be agreed and adopted as a true record, with the exception of the following amendments:</p> <p>To retrospectively accept Mr Hussain’s apologies.</p> <p>Governors agreed to retrospectively accept Mr Hussain’s apologies at the 17 May 2022 meeting also.</p> <p>RESOLVED: That Mr Hussain’s apologies be accepted for the governing body meetings held 17 May 2022 and 27 September 2022.</p>					
30.	<p><u>MATTERS ARISING</u></p> <p>(a) <u>To Approve the Review of Committees for 2022/23 (Minute 6 refers)</u></p> <p>RESOLVED: That the following committee membership be approved:</p> <table border="1" data-bbox="309 983 1378 1615"> <tr> <td data-bbox="309 983 860 1352"> <p>Standards and Effectiveness</p> <p>Head Teacher Mrs A Houlker Mr A Laher Mrs K Vahed Dr F McGregor Mrs S Palmer Mrs H Cassamoali</p> </td> <td data-bbox="860 983 1378 1352"> <p>Resources / Finance</p> <p>Head Teacher Mrs A Houlker Mrs Sarah Palmer Mrs N Shaw Miss Hinchliffe Mr Idris Hussain Mrs Z Badat Mrs T Rafique</p> </td> </tr> <tr> <td data-bbox="309 1352 860 1615"> <p>Pay Committee</p> <p>Mr A Laher Mrs N Shaw Dr F McGregor Mrs S Palmer – (reserve)</p> </td> <td data-bbox="860 1352 1378 1615"> <p>Head Teacher’s Appraisal Committee</p> <p>Mrs N Shaw Mrs S Palmer Dr F McGregor Mrs Z Badat – (reserve)</p> </td> </tr> </table> <p>(b) <u>Approve Governors with Specific Responsibilities (Minute 7 refers)</u></p> <p>RESOLVED: That the following specific responsibilities be approved:</p> <p>SEN Governor – Mrs N Shaw Governor Training Contact – Mrs A Houlker Governor for Looked After Children – Mr A Laher and Mr I Hussian Children Protection Governor – Mr A Laher and Mr I Hussain Safeguarding Governor – Mr A Laher and Mr I Hussain Early Years Governor – Mrs Z Badat and Mrs H Cassamoali Equality Governor – Mrs K Vahed and Mrs H Cassamoali Pupil Premium Governor – Mrs K Vahed</p>	<p>Standards and Effectiveness</p> <p>Head Teacher Mrs A Houlker Mr A Laher Mrs K Vahed Dr F McGregor Mrs S Palmer Mrs H Cassamoali</p>	<p>Resources / Finance</p> <p>Head Teacher Mrs A Houlker Mrs Sarah Palmer Mrs N Shaw Miss Hinchliffe Mr Idris Hussain Mrs Z Badat Mrs T Rafique</p>	<p>Pay Committee</p> <p>Mr A Laher Mrs N Shaw Dr F McGregor Mrs S Palmer – (reserve)</p>	<p>Head Teacher’s Appraisal Committee</p> <p>Mrs N Shaw Mrs S Palmer Dr F McGregor Mrs Z Badat – (reserve)</p>	
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	<p>Wellbeing Governor – Dr F McGregor PHSE Governor – Dr F McGregor and Mrs T Rafique Early Reading Governor – Mrs S Palmer Attendance Governor – Miss L Hinchliffe and Mrs T Rafique Website Compliance - Mrs S Palmer and Mr A Laher</p>	
31.	<p><u>REPORTS FROM COMMITTEES</u></p> <p>(a) <u>Standards and Effectiveness 23 November 2022</u></p> <p>Minutes of the meeting had been circulated to Governors prior to the meeting. The main agenda items were highlighted.</p> <ul style="list-style-type: none"> • Emerging EYFS data - 61.5 per cent good level of development, with progress targets exceeded. Data was presented against the national position. • Phonics - 63.9 per cent pass. One of the actions from the last Ofsted inspection related to phonics outcomes, and a new phonics scheme had been put in place in line with Ofsted's recommendation. The Chair provided an update on her literacy visit where she spoke to the literacy lead. • Key stage 1 – full data breakdown was provided. • School Development Plan – the committee reviewed in full and acknowledged that this addressed the areas identified in last year's data and the challenges faced by the school. It also addressed outcomes of particular cohorts/groups, including disadvantaged. • Attendance – the committee asked if there was any further support governors could provide to the school to help increase attendance. <p>RESOLVED: That the minutes of the meeting held on 23 November 2022 be agreed as a true and accurate record by the Governing Body.</p> <p>RESOLVED: That the agenda be taken out of order at this point.</p>	
32.	<p><u>SCHOOL UPDATE AND GOVERNORS' QUESTIONS</u></p> <p>The report had been circulated to governance in advance of the meeting. The Head Teacher provided an overview of the main items:</p> <ul style="list-style-type: none"> • Staffing and recruitment. • Safeguarding, including an outline of the numbers of children in each category. The Head Teacher corrected detail in the report to confirm that there had been three formerly looked after children in school. A further verbal update was provided on the large volume of work being done in school at early help stage, often in partnership with the school nurse. Early help support included parent workshops, and additional social and emotional support. Parenting courses were being held and these would continue to be run to meet the high level of demand. • Premises update, including an update and photos on the work done in the school library. • Fire drill update was given. 	

- Admission and attendance update, including the impact of pupil numbers on the budget. Reference was made to the changing demographics of the school. Current attendance was 92.2 percent, which was in line with the national average. Detail was provided of the work being done to improve attendance, including home visits and referrals to the school nurse. Governors would be invited to future parental attendance meetings to reflect how seriously attendance was viewed by the school. The school was monitoring persistent absence carefully but was aware there had been a high number of illnesses in the last term.
- Kirklees Learning Partner visit.
- A progress update against the School Development Plan.
- Internal and external monitoring.
- Interventions update.
- Pupil Premium and SEN. The SEN updated prompted further discussion by governors about the significant work that was required to put in place a My Support Plan.
- Parental engagement activity, including phonics and maths meetings and open mornings.

Q. Do we know if the school has any lead drinking water pipes? If so, Yorkshire Water is running a project to replace these in public buildings.

A. I do not know, but this will be raised at the asset management meeting.

ACTION: The Head Teacher to liaise with the School Business Manager to raise lead drinking water pipes at the asset management meeting.

Q. The school is very supportive to families and work with them to ensure that children can attend the tutoring sessions. If families do not take these up, are these sessions allocated to other children?

A. Yes, the funding for tutoring is ring-fenced, and places that are not utilised are offered to other children. We do liaise with parents before reallocating a place.

Q. How many pupils in year 1 and 2 that are receiving SEN support are expected to move to a My Support Plan?

A. It is likely that none of them will. Normally, pupils requiring a My Support Plan would be identified in reception. Exceptions to this are when pupils join the school in older year groups.

A governor commented on their attendance at parents' evening and the positive feedback they had received from a parent in relation to how the school had supported a pupil who had an educational and health care plan. The Head Teacher welcomed this feedback and provided further detail to governors on the SEN support in place, including the commissioned speech and language specialist and the Nuffield Early Language Intervention (NELI) programme.

The Head Teacher provided a parental engagement update and commented on the good turnout at the recent phonics meeting. There

**Head
Teacher**

	<p>had also been successful open mornings and a maths meeting for parents. Governors had been in attendance at parental events and they commented on the good levels of engagement they had observed. A governor commented on the open mornings and how enjoyable they had been for both parents and children. There had been some feedback from parents about the timing of these open mornings, and the Head Teacher explained that due to the structure of the school day, it was only appropriate to hold these in the morning.</p> <p>Governors thanked the Head Teacher for the report.</p>	
33.	<p><u>BATLEY AND BIRSTALL PARTNERSHIP</u></p> <p>There was no update.</p>	
34.	<p><u>SAFEGUARDING</u></p> <p>Governors noted the update provided in the Head Teacher's report.</p>	
35.	<p><u>HEAD TEACHER WELL-BEING/DEDICATED HEADSHIP TIME</u></p> <p>There was no update.</p>	
36.	<p><u>FINANCIAL MANAGEMENT AND MONITORING</u></p> <p>The autumn finance report had been circulated in advance of the meeting. This outlined the impact of increased staffing costs; an update on premises costs; income, including confirmation of Sports Premium; and the overall finance position, including the significant increases in gas and electricity costs.</p>	
37.	<p><u>POLICIES FOR REVIEW BY FULL GOVERNING BODY</u></p> <p>Governors had received the following policies for review:</p> <ul style="list-style-type: none"> • EYFS • Online Safety • Health and Safety • SEND. <p>Governors also noted the Special Educational Needs & Disabilities Report that had been circulated in advance of the meeting.</p> <ul style="list-style-type: none"> • Teacher Appraisal • Teacher Pay. <p>RESOLVED: That the following policies be approved:</p> <ul style="list-style-type: none"> • EYFS • Online Safety • Health and Safety • SEND • Teacher Appraisal • Teacher Pay. 	

38.	<p><u>GOVERNOR TRAINING AND GOVERNOR VISITS</u></p> <p>Governors provided updates on recent visits:</p> <ul style="list-style-type: none"> • Mrs Palmer would attend the training for new chairs when this was next scheduled. She had attended the in person safeguarding training on 29 September 2022 and a phonics visit on 23 November 2023. • Mrs Cassamoali had attended the in person safeguarding training on 29 September 2022. She had been into school to support the parents' evening and had passed on to school some feedback and queries from this session. • Mrs T Rafique had been into school to support the parents' evening and she had passed on to school some feedback and queries from this session. • The Head Teacher performance management committee would be in school on 2 December 2022. • Ms Shaw would be doing an SEN visit on Friday 2 December 2022. • Mrs Badat had been into school for an EYFS visit and to meet the Head Teacher. <p>Governors were reminded to share a brief write up of their school visits.</p> <p>ACTION: Governors to share the write up of all visits with the school.</p>	All
39.	<p><u>ANY OTHER BUSINESS</u></p> <p><u>Academisation</u> The chair reminded governors that the school needed to continue to be aware of the future potential for academisation, and this was something the governing body would need to revisit in the future. They agreed there was no action required immediately. The Chair referred to recent articles on The Key, which were helpful resources for governors to refer to about academisation.</p> <p>Q. Has any trust tried to initiate discussions with the school about academisation?</p> <p>A. No. The governing body would be informed of any approaches made.</p>	
40.	<p><u>DATES OF FUTURE MEETINGS</u></p> <p>RESOLVED: That the next Full Governing Body meetings would be held on Tuesday 7 March and Tuesday 16 May 2023 at 5:30pm.</p>	
41.	<p><u>AGENDA, MINUTES & RELATED PAPERS</u></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>	

Ended at 18:47