

THE GOVERNING BOARD OF PURLWELL INFANT AND NURSERY SCHOOL

Minutes of the meeting of the full Governing Board held at 5:30 pm at the school on Wednesday, 20 November 2024.

PRESENT

Mrs S Palmer (Chair), Mrs S Nazam (Head Teacher), Mrs Z Badat, Mrs H Cassamoali, Miss L Hinchliffe, Ms A Khan, Dr F McGregor, Mr A Patel, Mrs T Rafique.

In Attendance

Mrs V Moore (Minute Clerk)
Mrs S Gallivan (Deputy Head Teacher)
Mrs Debbie Halloran (Observer)

23. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

There were no apologies for absence.
Mrs Cassamoali had advised that she would be arriving late.

There were no declarations of interest.

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

There were no items notified to be raised under Any Other Business:

25. REPRESENTATION

The following matters of representation were noted:

Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Dr Frances McGregor	Co-opted	08/12/2024

Miss Hinchliffe announced that she had decided to step down from the Governing Board due to other commitments. She was thanked by Governors for her contributions over the past four years.

Mrs Gallivan said staff had been asked if they wanted to join but they had not yet found anyone who was able to commit the time. She said she could join as Staff Governor as she attended meetings anyway in her capacity as Deputy Head but could step back if anyone else came forward.

RESOLVED: That Mrs Sue Gallivan be appointed Staff Governor.

School nurse Ms D Halloran had come to observe the meeting with a view to joining as a Co-opted governor.

Governors noted the remaining vacancies including LA Governor.

26. MINUTES OF THE ANNUAL MEETING HELD ON 25 SEPTEMBER 2024

RESOLVED: That the minutes of the meeting held on 25 September 2024 be approved and signed by the Chair as a correct record.

27. MATTERS ARISING

Most actions had been completed. The only matters arising were:

(a) Governors Responsibilities (Minute 7 refers)

ACTION: Governors with specific responsibilities to visit the NGA website to look at role profiles to help with their role. This was ongoing.

(b) Governor Training (Minute 19 refers)

This was due to be discussed later in the meeting, but it was noted that Mrs Rafique had attended safeguarding training at BMAT. All Governors were required to do safeguarding training. If they had done it in another role then appropriate certificates needed to be sent to the Head Teacher.

[Mrs Cassamoali joined the meeting at 5.45 pm]

Mrs Gallivan agreed to forward all Governors details of safeguarding training on the Key, which they should complete if they had gone done any yet. Details of any face-to-face safeguarding training would also be passed on when the school received it.

ACTION: (i) School to share online safeguarding training details with all Governors. Governors who had not done any safeguarding training should complete it.

It was suggested that quizzes that staff complete to check knowledge of safeguarding were sent to Governors, so they would be aware of what was being done.

ACTION: (ii) School to send safeguarding quizzes to Governors.

28. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher had circulated her report to Governors before the meeting. Discussion and questions included the following:

(a) Business Manager

School still did not have a business manager in post. Purlwell had joined with Hyrstmount to advertise for a joint staff member, but the first round of recruitment had not been successful, so the advert had gone out again. The role would be more strategic as some duties of the previous business manager would be taken by the Trust.

Q: Where was the role advertised?

A: Just Indeed last time but it should be going on the Kirklees website as well this time.

(b) Safeguarding audit

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

(c) Premises and health and safety

- A fire drill took place on 5 November. The building was vacated quickly and safely in 2 minutes.
- Fire door holders had been fitted across school so that doors close automatically when the fire alarm sounds.
- PAT testing took place in October.
- All electrical jobs on the snagging list were completed.
- BMAT had commissioned a building survey.

Q: Do you think if anything were found during the checks it would delay Purlwell joining the Trust?

A: No.

(d) Attendance

- The Head Teacher was really pleased with attendance this term as all groups were above 95%. The figures included reception, but not nursery.
- There had not much extended leave, though there had been several requests for December.
- There had been home visits for children in reception and that had helped with attendance and letters had been sent to parents for any children whose attendance had dropped below 90%.
- Mrs Halloran as the school nurse would also speak to parents. As she was able to access medical records and request tests from GPs etc. It helped to build a supportive relationship between school and home and they were particularly seeing the impact in KS1.
- Mr Patel mentioned the local MP was looking at extended leave as an issue at other schools in the area and would be pleased with Purlwell's figures.
- Parents had been told about the impact from extended leave. School was doing everything it could and it was working at the moment.
- On 12 November, 5 out of 6 classes achieved 100% attendance.

(e) Autumn Data

- In reception, 47% of pupils were expected to achieve GLD with QFT (quality first teaching, which is higher than the past few years. More would achieve it with targeted support. Half of the cohort were new to Purlwell, so staff were not sure what level they would be at. Some had not attended a nursery setting but settled in well.

Q: How many children are still in nappies?

A: None, which is positive. We do have issues with dummies and bottles though.

- KS1 disadvantaged children were achieving higher than non-disadvantaged in Y1 and Y2. Across both year groups, monitoring showed pupils were on track to achieve their targets in reading, writing and maths.

- All teacher performance management targets were reviewed in July and new targets linked to school priorities were set.
- Various interventions were in place including extra speech and language groups.

(f) Pupil Premium

- There were 41 children eligible for PP funding. The information was being updated and would be put on the school website before 31 December.

Q: Might there be pupils eligible for PP who have not applied because children get the universal school meals anyway?

A: We have tried to target any that we think could be, there could be more. Some families miss the threshold and can still be struggling. Sometimes we can identify families through home visits. Staff are good at reporting issues. It is a team effort.

- Let June charity had provided Asda vouchers that were being given to families who would benefit from them.

(g) SEND

- Numbers of children receiving SEND support in EYFS were low at the moment and more were expected to be added.
- Funding for EHCP children would now be delegated through the cluster, but it was not clear how it would be distributed. School expected to receive less funding than previously, so this was accounted for in the budget.
- Mrs Gallivan continued to attend BMAT SENCO networks and the newly formed cluster groups set up by the Local Authority.

(h) Events / Parent Feedback

- Diary dates were emailed out to governors with an overview of parental engagement activities.
- The activities were well attended.
- Y2 pupils joined the Big Sing with Musica and other schools at Dewsbury Town Hall and really enjoyed taking part.
- The parent survey provided overwhelmingly positive feedback.

(i) School Improvement Priorities Summary 2024:

To embed and where appropriate further develop improvement systems that had already been introduced.

Priority 1 – To continue to improve standards in identified areas across school

Priority 2 – To develop and improve the organisation and provision in reception in line with current need

Priority 3 – To embed a whole school improvement culture by addressing identified barriers.

Q: How were the priorities decided?

A: Much of it is what has been coming out of observations. Priority 1 is what we know needs doing through monitoring and feedback. Priority 2, we know that the

space needs to be used more effectively in line with the reduced numbers and classes, also the resources need updating. We have made a start, but it is a work in progress. Priority 3 is addressing the barriers that we have identified and making sure staff are deployed effectively in line with current school needs.

Q: Do the English and Maths leads contribute to the SEF?

A: Yes, English and Maths leads do input and overseen by senior leaders.

The Chair said it was important for the Governing Board to look at progress in all subjects so even though Maths and English would have priority, it was important to review the whole curriculum. She said Governors should evidence how staff were monitoring progress. It was suggested subject leads could attend future meetings, but also Governors could be given an area to review when they visited school. They could look at floor books and speaking to subject leaders.

29. FINANCIAL MANAGEMENT AND MONITORING

The Head Teacher reassured Governors that the Budget was okay and there was nothing to worry about. Temporary support was being provided by BMAT with the finances.

She reported that the Kirklees Insurance scheme had ended and school currently did not have any cover to pay for staff sickness. Governors expressed concern about potential risk, but the Head Teacher stated they had always paid more into the scheme than they had got back. It was an area to continue monitoring and looking into the possibility of buying into another scheme.

School had received a grant from the new Government which had helped.

30. SAFEGUARDING

This had already been covered under matters arising and in the Head Teacher's report.

31. STAFF WELLBEING

Governors expressed thanks to staff who had taken on extra work with the business manager role being vacant.

Q: What has the pressure been like on staff?

A: It has not impacted most staff much – we are having to look at different processes for things that the business manager would have done, it continues to be a work in progress. The most change was seen by the office staff and senior leaders.

One to one wellbeing meetings had been conducted with ETAs and feedback was positive.

Breaktimes had been aligned across school and areas of responsibility given to KS1 during this time.

32. POLICIES FOR REVIEW BY FULL GOVERNING BOARD

RESOLVED: Governors agreed to accept the following policies:

- Equality, Diversity, and Inclusion
- Attendance
- SEN Policy
- SEN Information Report

- Support for young people with medical conditions
- EYFS

33. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2026/27

School had already confirmed it would reduce its PAN (for reception, moving into KS1 class in the following years) from 2025.

34. TEACHERS PAY AND CONDITIONS PROPOSALS

RESOLVED: Governors approved the Pay Policy – option 2 that removed the link between performance and pay progression.

35. GOVERNOR TRAINING AND GOVERNOR VISITS

Mrs Badat visited Early Years on 11 November.

Three Governors attended Ofsted training – this included what Ofsted would want to know the Governing Board was monitoring including inclusion, progress (wider curriculum), SEN, PP, how staff were checking what pupils are learning etc.

36. REPORTS FROM COMMITTEES

The Pay Committee had met and confirmed the Pay Policy was being adhered to.

37. ANY OTHER BUSINESS

The following items were discussed under any other business:

(a) Academisation

A proposed date of 1 April 2025 had been sent for joining BMAT.

Governors asked if anything needed to be done as a Governing Board and the Head Teacher said she would let them know. It was suggested they might be able to support staff through the Tupe meeting.

Q: Could staff come to Governors in they have any concerns?

A: It would be good to reassure them and they are free to ask questions if they need to, but the Union should be their first port of contact.

Q: What happens with the transfer of Governorship? Does everything stay the same?

A: As far as I am aware the governance stays the same. If anything changes, I will ask someone to come to the next meeting.

ACTION: Head Teacher to find out if Academisation will impact on the Governing Board.

(b) Representation

Having observed the meeting, Mrs Halloran agreed to join the Governing Board.

RESOLVED: That Mrs D Halloran be invited to serve (for a period of office) as a Co-opted Governor.

38. DATES OF FUTURE MEETINGS

RESOLVED: That meetings of the Full Governing Board be held at 5:30 pm at the school on:

- (i) Monday, 12 February 2025
- (ii) Monday, 21 May 2025
- (iii) Monday, 2 July 2025

39. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no part of the agenda, minutes or related papers be excluded from the copy to be made available at the school, in accordance with the Freedom of Information Act.

The meeting closed at 7.11 pm.

ACTION LOG:

Number	Action	By Whom
27(a)	<u>Governor Responsibilities</u> Governors with Specific Responsibilities to visit the NGA website to look at role profiles to help with their role.	Governors with responsibilities
27(b)(i)	<u>Governor Training</u> School to share online safeguarding training details with all Governors. Governors who had not done any safeguarding training should complete it.	Mrs Gallivan / Governors
27(b)(ii)	<u>Governor Training</u> School to send safeguarding quizzes to Governors.	All Governors
37(a)	<u>Academisation</u> Head Teacher to find out if Academisation will impact on the Governing Board.	Head Teacher