

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

Minutes of the Annual Meeting of the Governing Body held at 5:30 pm at the school on Wednesday, 25 September 2024.

PRESENT

Mrs S Palmer (Chair), Mrs S Nazam (Head Teacher), Miss L Hinchcliffe, Dr F McGregor, Mr A Patel, Mrs T Rafique.

In Attendance

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

1. ELECTION OF CHAIR

No election was necessary as Mrs S Palmer was elected Chair until 16 May 2025 at the annual meeting held on 27 September 2023.

2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies of absence were received from Mrs Z Badat (consent) and Mrs H Cassamoali (consent). There were no declarations of interest.

The Governing Body also confirmed the following:

(a) Approve the Governors' Code of Conduct

**RESOLVED:** That the Governors' Code of Conduct be approved.

(b) Declaration of Business Interest information

All Governors had submitted their business interest information.

(c) Get Information About Schools

**ACTION:** Head Teacher to update the information on GIAS for the Chair to check.

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

The following item was notified to be raised under Any Other Business:

- University placements

4. REPRESENTATION

The following matters of representation were noted:

(a) End of Term of Office  
NameCategoryWith Effect From

Miss Leanne Hinchcliffe

Staff

23/11/2024

Dr Frances McGregor

Co-opted

07/12/2024

(b) Staff Governor

It was agreed that staff would be invited to apply for the vacancy and Miss Hinchcliffe would consider whether she could continue in the role if there were no other candidates.

(c) Reappointment

**RESOLVED:** That Dr Frances McGregor be reappointed as a Co-opted Governor for a further term of four years with effect from 8 December 2024.

5. ELECTION OF VICE CHAIR

Before requesting nominations, it was agreed that the term of office of the vice chair would be one year. Nominations were sought.

**RESOLVED:** That Dr F McGregor be elected vice chair for a period of one year and Mrs T Rafique shadow the role with a view to continuity planning.

6. REVIEW OF COMMITTEES.(a) Membership of Committees

The Head Teacher recommended that the Full Governing Body discuss all matters in their meetings for 2024/25 instead of having committees.

Governors agreed this would help towards the transition to joining the MAT, as it would give them all broader knowledge of where the school was at.

**RESOLVED:** That no committees be appointed for 2024/25.

**RESOLVED:** That members be selected for any ad hoc panels from all Governors available as required.

(b) Head Teacher's Performance Management

**RESOLVED:** That membership of the Head Teacher's Performance Management Committee be as follows:

Mrs S Palmer  
Mrs Z Badat  
Mrs T Rafique  
Dr F McGregor (reserve)

(c) Terms of Reference of Committees

**RESOLVED:** That the Kirklees Model terms of reference be used for committees.

7. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES

**RESOLVED:** That the following specific responsibilities be agreed:

<u>Link Role</u>	–	<u>Named Governor</u>
SEND	–	Mrs T Rafique
Safeguarding:	–	Mrs S Palmer and Mr A Patel
<ul style="list-style-type: none"> <li>• Looked after Children</li> <li>• Child Protection</li> <li>• Cyber Security</li> <li>• Attendance</li> <li>• Wellbeing</li> </ul>		
Operations:	–	Mrs H Cassamoali and Mrs T Rafique
<ul style="list-style-type: none"> <li>• Health &amp; Safety</li> <li>• Site / Premises</li> </ul>		
Quality of Education:	–	Mr A Patel, Mrs L Hinchliffe and Mrs H Cassamoali
<ul style="list-style-type: none"> <li>• Curriculum</li> <li>• Teaching and Learning</li> <li>• Outcomes</li> <li>• Behaviour for Learning</li> </ul>		
EYFS	–	Mrs Z Badat
Reading / Phonics	–	Mrs A Khan and Miss L Hinchliffe
Pupil / Sports Premium	–	Dr F McGregor
Governor Training	–	Mrs S Nazam
Website Compliance	–	Dr F McGregor

**Class Governors**

Nursery (Mrs Boynton)	–	Miss L Hinchliffe and Asma Khan
Blossom (Miss Hinchliffe)	–	Mrs Z Badat
Conker (Mrs Hadaway)	–	Mrs S Palmer
Rowan (Miss Horner)	–	Mr A Patel
Holly (Mr Field)	–	Dr F McGregor
Willow (Mrs Taylor)	–	Mrs T Rafique
Sycamore (Miss Afsha)	–	Mrs H Cassamoali

**ACTION:** Governors to visit the NGA website to look at suggested responsibilities for their specific roles.

8. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER.

**RESOLVED:** That the Governing Body delegate to the Head Teacher the power to carry out on its behalf the following delegated duties:

- (i) Planning and conducting the affairs of the school to remain solvent.
- (ii) 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.
- (iii) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.
- (iv) 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.

**RESOLVED:** That the financial limit of the Headteacher's delegated authority be approved at £10,000.

#### 9. MINUTES OF THE MEETING HELD ON 22 MAY 2024

**RESOLVED:** That the minutes of the meeting held on 22 May 2024 be approved and signed by the Chair as a correct record.

#### 10. MATTERS ARISING

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

(a) Safeguarding (Minute 69(a) refers)

The virtual link for the Wrap training had not been available.

**ACTION:** Mrs Nazam to re-share the virtual link for Wrap with Governors who had not completed the training.

(b) Published Admission Numbers (PAN) (Minute 77 refers)

The PAN had been reduced from 90 to 60 and this would apply in Reception from September 2025.

(c) Governor Training/Development

The Chair had completed Cyber Security training and she commented that she thought it would be worth staff completing in a meeting.

#### 11. REPORTS FROM COMMITTEES

There were no reports from committees.

#### 12. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher gave a verbal report that included the following:

(a) School Return

- KS1 children had settled back into school life well.
- Some children in Nursery and Reception had needed support/adjustments, which was normal for this time of year.
- Around 50 per cent of children had come from private day nurseries. Sometimes differences over things like attitude to attendance needed aligning with everyone clear on expectations at the start of term.
- A coffee morning was held for the Reception parents to give them a chance to talk to staff informally.
- There were two staff off absent – one EHC referral was made and the other was expected back to work next week.
- The school had two new members of staff and one full year HLTA trainee, who had settled into school life well.
- Parental engagement would be a bigger focus this year, with 'stay and play' starting soon.
- The SEF and SDP were being updated.

**Q: How many Reception children are not toilet-trained?**

**A:** They all are. We do not have any children wearing nappies or pull-ups this year. The school nurse can refer any issues straight to the continence team if needed.

Governors discussed the benefits of having a paid-for school nurse. It meant she was able to do referrals for GP services etc and fast track through the system. Last year she had done fifteen referrals to the Child Development Practitioner. It also meant that the school did not need to make referrals via Early Help Kirklees.

**Q: How has the 'stay and play' been targeted to parents?**

**A:** We have given out leaflets, but we know that places will be in high demand.

(b) Attendance

- Attendance had been really good for the first three weeks of term, with overall totals of 97.32%, 97.23% and 97.08%. The overall total did not include Nursery, which had a slightly lower attendance.
- There had been three Children Missing in Education (CME) referrals.
- Absence was being followed up promptly to establish consistent expectations, particularly for families new to Purlwell.

(c) Safeguarding

- Most staff attended the face-to-face safeguarding training on 3 September 2024. Those who could not attend were joining a session at Hyrstmount in October.
- All staff had read Keeping Children Safe in Education Part One.
- There was a Safeguarding notice board in the staffroom, relevant LA safeguarding newsletters were shared and safeguarding was a standing item on the staff meeting agenda.
- There was one pupil under Child Protection, one Looked After Child and one previously LAC in school.
- Designated Safeguarding Leads continued to monitor children with historic intervention.
- School was accessing BMAT Safeguarding meetings and training for staff. Mrs Nazam said she would check if Governors could attend BMAT Governor safeguarding training.

**ACTION:** Head Teacher to check whether Governors could attend BMAT Governor safeguarding training and email governors.

(d) Data

The Head Teacher shared the Primary Data Collection Sheet 2024. She explained the figures had been coloured green if they were above the national average and red if they were below. Governors said it would be useful to see the numbers of children as well as the percentages, as one or two children could impact the percentage.

The Head Teacher said she was pleased with the figures as the results were higher than the predictions for ELGs and Y1 Phonics. Mrs Gallivan advised that SEN and disadvantaged children had all made progress, but this was not always evident from the figures if children did not achieve the expected level. She said the MAT was considering a better way of measuring and demonstrating progress.

Governors were pleased with the Phonics results as that had been highlighted by Ofsted as an area for improvement and had been a target for development.

One of the tables showed achievement by ethnicity and it was noted that the demographic of the school had changed as there were now more Pakistani children than Indian.

13. FINANCIAL MANAGEMENT AND MONITORING

Mrs Nazam reported that the school business manager role was currently vacant and staff had covered some of the duties between them including recording staff absence, overtime, employee healthcare referrals and other operational matters.

BMAT finance team had been helping with some aspects of the work on a regular basis.

Governors were satisfied that the school's financial position had not changed much since the previous update and that an update would be given at the next meeting.

They also expressed concern for staff wellbeing with the extra duties incurred. Mrs Nazam said staff were monitoring and supporting each other, relationships were strong in school.

The Head Teacher advised that the school could recruit a replacement business manager once it was clear which aspect of the role would be taken by the trust central team, so the role profile could be made more appropriate to the job required in school.

14. SCHOOL DEVELOPMENT PLAN: PRIORITIES 2024/25

The Head Teacher stated she was working on the SDP and would share when it was ready.

15. GOVERNING BOARD DEVELOPMENT: ACTIONS AND PRIORITIES 2023/24 AND 2024/25

Governors reviewed the priorities that they had set for the previous year and agreed to continue them for 2024/25.

**RESOLVED:** That the 2023/24 priorities for Governor development be continued for 2024/25.

16. SAFEGUARDING

This item was discussed as part of the Head Teacher's report.

17. STAFF WELLBEING

This item was discussed as part of the Head Teacher's report. Governors indicated that they would be happy to support, if there was anything further, they could do to help.

18. POLICIES FOR REVIEW BY FULL GOVERNING BODY

**RESOLVED:** That the following model Kirklees policies be approved and adopted:

- Complaints Policy
- Whistleblowing Policy
- Safeguarding and Child Protection Policy
- Child on Child Abuse Policy
- Behaviour Policy

The LA Appraisal Policy had not been received yet.

The Behaviour Policy had been adapted as the school had changed to the Dojo system.

19. GOVERNOR TRAINING AND GOVERNOR VISITS

**ACTION:** Head Teacher to send out details of available Governor training.

Mr Patel had visited school before the end of term and Mrs Palmer had also been in a couple of times, including looking into a complaint.

Governors were urged to arrange a visit to their allocated class – this could be done via Zoom if it was not possible to come in due to work commitments. The Head Teacher referenced a list of dates for events that Governors were welcome to attend.

**ACTION:** Governors to arrange school visits.

20. ANY OTHER BUSINESS(a) University placements

Dr McGregor reported that Huddersfield University had a shortage of school placements for student teachers and asked if school had taken a student before. Mrs Gallivan advised that the school had taken students on placement from Huddersfield University however she had not received information from them when asked to provide specific information before taking on students.

(b) Pupil Numbers

Miss Hinchliffe asked what plan there was for classes if more pupils joined the school. Mrs Nazam stated that she had been able to cover for the new pupils currently expected and she would review the situation if any more were enrolled.

(c) EHCP

**Q: How many children with an EHCP are on roll?**

**A:** There are currently six children on roll with an EHCP and there could be one more in Nursery as the application process had been started. There were none in Reception. Funding for EHCPs is expected to change but the details are not yet known.

21. DATES OF FUTURE MEETINGS

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

- (i) Monday, 20 November 2024
- (ii) Monday, 12 February 2025
- (iii) Monday, 21 May 2025
- (iv) Monday, 2 July 2025

22. 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 7.20pm.

**ACTION LOG:**

Minute Number	Action	By Whom
2(c)	<u>Get Information About Schools</u> Head Teacher to update the GIAS information for the Chair to check.	Head Teacher / Chair
7	<u>Appoint Governors to Specific Responsibilities</u> Governors to visit the NGA website to look at suggested responsibilities for their specific roles.	All Governors
10(a)	<u>Safeguarding (Minute 69(a) refers)</u> Re-share the virtual link for Wrap with Governors who had not completed the training.	Head Teacher
12(c)	<u>Head Teacher's Report: Safeguarding</u> Check whether Governors could attend BMAT Governor safeguarding training and email governors.	Head Teacher
19	<u>Governor Training and Governor Visits</u> Send out details of available Governor training.	Head Teacher
19	<u>Governor Training and Governor Visits</u> Arrange school visits.	All Governors