

THE GOVERNING BODY OF PENTLAND INFANT AND NURSERY SCHOOL

Minutes of the meeting of the Annual Governing Body held at 5.15 pm at the school on Wednesday, 27 September 2023.

PRESENT

Mr A Mulla (Chair), Miss F Farooq (Head Teacher), Ms N Addison, Mrs O Khan, Mrs T Khatun, Ms A Tabassum.

In Attendance

Mr P Keeley (Minute Clerk)
Miss H Child (Deputy Head Teacher - Observer)
Mrs E De'Ath (Teacher - Observer)

1. ELECTION OF CHAIR

No Election was necessary as Mr A Mulla was elected Chair for two years at the meeting held on 29 June 2022, therefore expiring 28 June 2024.

2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

No apologies for absence were received and there were no declarations of interest.

The Head Teacher placed the following documents on the table for governors to draw reference to:

- Model code of conduct for maintained school governing bodies August 2023.
- Kirklees Model Complaints Procedure for Maintained Schools September 2023.
- Guidance on Governors' School Visits.

2.1 Approval of the Governors' Code of Conduct

Q: Have any changes to the model from the last version been highlighted?

A: Yes, any amendments have been highlighted.

RESOLVED: That the Governors agreed to the adoption of the KMC model Code of Conduct.

2.2 Declaration of Business Interests

Following a brief discussion, it was confirmed that two Governors had not yet completed the relevant form. The form was available via a link sent by KBS and had previously been forwarded to Governors.

ACTION: That the remaining Governors will complete the form and publish on the school website, as soon as possible.

2.3 Get Information About Schools.

It was confirmed that the school has responsibility to ensure this is up to date.

ACTION: That the Head Teacher will discuss GIAS with the School Business Manager and ensure this is the case.

3. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

The following matters would be raised under Any Other Business:

- (a) Chair to raise the issue of parent concerns relating to the School Open Door policy.
- (b) Head Teacher to raise the issue of Guidance on School Visits by Governors.

4. REPRESENTATION

4.1 The note the following matters of representation:

<u>Appointments</u>		
<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs E Yazdani	Parent	26/05/2023
Mrs O Khan	Co-opted	16/09/2023

4.2 The Governors noted the four co-opted seats vacancies.

Governors noted that resignations had been received from Mrs E Yazdani and Mrs F Akhtar whom had also left the school. These had been forwarded to the Governor Clerking Service to be processed. It was further noted that there would be a vacant Parent seat and a vacant Staff seat given the recent resignations.

The Governors expressed their thanks and gratitude for the work carried out on behalf of the school.

It was reported that three parents had expressed an interest in becoming Parent Governors.

ACTION: That the Head Teacher and Chair will maintain contact with those parents who expressed an interest.

A discussion took place on the skills gaps on the Governing Board and the need to attract independent people with the right skills, such as local business people who would strengthen the Board.

Q: Could we approach local schools to ask their Governors to join us?

A: Might be possible but there may be some sensitivity from the other schools and concern that it might negatively impact on their own Governance.

Q: Could we create a Governor job profile to help clarify what we are looking for?

A: It was agreed this might help. We don't necessarily need new Governors to be from the immediate community, we might become more insular and don't want to become heavily represented by parents and staff.

ACTION: That the Head Teacher and Chair will discuss and develop a suitable job profile document for Governors.

Q: What skills do we need to strengthen?

A: Due to our resignations we are a little weaker in academia and in data analysis and interpretation. We may also benefit from more knowledge on health and safety and on safeguarding. We remain strong on finance. The review of the skills matrix will help to clarify.

Q: If we can't attract independent people could we recruit more parents and/or staff?

A: We might be able to elect Co-opted Governors for shorter terms by way of using this to help us in the short term only.

RESOLVED: That the gaps in the Governor skills matrix would be used as the primary instrument to select/elect the Parent Governor and Co-opted Governors.

RESOLVED: That all Governors actively seek suitable candidates within the community who might be interested in becoming Co-opted Governors.

5. ELECTION OF VICE-CHAIR (PREVIOUS MINUTE 50 REFERS)

No Election was necessary as Mrs O Khan and Mrs A Tabassum were elected Co-Vice Chair's for 2 years at the meeting held on 29 June 2022, therefore expiring 28 June 2024.

6. REVIEW OF COMMITTEES

6.1 Committee Membership

RESOLVED: That the membership of the Resources Committee be as follows:

- Head Teacher
- Mrs O Khan
- Mrs T Khatun (Chair)
- Mr A Mulla

RESOLVED: That the membership of the Standards and Effectiveness Committee be as follows:

- Mrs N Addison (Chair)
- Head Teacher
- Mrs O Khan
- Mrs A Tabassum

RESOLVED: That the Committee Chairs be deferred until the next respective Committee meetings.

RESOLVED: That further additions may be made to those Committees at a later date, from new Governors subject to recruitment and their skill sets.

For the Essential Panels:

- Staff Dismissal
- Dismissal Appeals
- Complaints
- Pay (must meet to agree pay awards by 31st October)
- Appeals
- Pupil Discipline.

ACTION: That arrangements for the Essential Panels will be discussed at the next Full Governors' meeting.

6.2 Head Teacher's Performance Management

RESOLVED: That the Head Teacher review panel would consist of:

- Chair of Governors
- Chair of the Resources Committee
- Chair of the Standards and Effectiveness Committee
- LA representative (if different to the current Chair).

ACTION: That the Chair will agree dates for the Head Teacher appraisal before 31 December 2023 and will agree a date for the mid-term review.

6.3 Terms of Reference

RESOLVED: That the Kirklees Model Terms of Reference shall be adopted for all Committees.

7. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES

A discussion took place relating to the Governor responsibility for SEND and for Safeguarding being together or split.

RESOLVED: That different Governors be responsible for SEND and Safeguarding.

RESOLVED: That Governors with Specific Responsibilities be as follows:

- | | |
|--|-------------------------------|
| • SEND Governor | - Mrs A Tabassum |
| • Governor Training Contact | - Mrs N Addison |
| • Governor for Children Looked After | - Mrs T Khatun |
| • Child Protection Governor | - Mrs T Khatun |
| • EYFS (Early Years Foundation Stage) | - Mrs O Khan |
| • Safeguarding Governor | - Mrs T Khatun |
| • Wellbeing Governor | - Mrs O Khan / Staff Governor |
| • Equality Governor (Optional) | - Head Teacher to update |
| • Pupil / Sports Premium Link Governor | - Head Teacher |
| • Attendance Governor | - Mr A Mulla |
| • Website Compliance Governor | - Mr A Mulla |

8. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER

RESOLVED: That the Governing Body delegates 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.

ACTION: That the Governing Body will discuss and document the financial limits of this delegated authority e.g. spending limits, budget at the next full governors' meeting.

9. MINUTES OF THE MEETING HELD ON WEDNESDAY 17 MAY 2023

RESOLVED: That the minutes of the meeting held on 17 May 2023 be approved and signed by the Chair as a correct record.

Due to time pressures and time constraints for some Governors, it was agreed that the agenda would be taken out of order and that the item of Any Other Business be brought forward to allow all Governors the opportunity to contribute.

[Mrs E De'Ath joined the meeting at 6.05 pm]

10. ANY OTHER BUSINESS

(a) School Open Door policy.

A discussion took place in relation to the present 'Open Door' policy being provided for parents, which allowed them access in particular to their class teachers during periods when children were being brought into school.

The Head Teacher confirmed that staff had discussed and agreed content of a communication sent to parents detailing the new process and this included when the new policy would be implemented. However, there had not been any form of dialogue with parents prior to the issuing of the new policy due to the urgency with regards to Safeguarding and Health & Safety.

It was confirmed that the school was taking a pro-active approach towards the feedback received from parents. By way of a specific example, the school gates were now being opened five minutes earlier to ease traffic flow and improve access for parents. This also allowed time should a parent want to directly engage with their child's class teacher.

The school had received three letters of complaint but unfortunately none of these letters had name or contact details which prevented the school from sending a formal response. Mrs O Khan had also been present at the school and a few negative comments had been raised by some parents.

The Head Teacher confirmed a number of positive responses had also been received from parents, one of these was read out at the meeting which mentioned their view that this new policy was a positive thing for parental engagement.

Governors expressed concern that the policy introduction may have had some negative impact on the relationship between staff and some parents. Governors also offered to support the Head Teacher and staff should they decide to hold any meetings with parents.

Governors also commented that the signage previously visible to parents indicating a zero tolerance to aggressive or threatening behaviour, was not there and this had been prompted by one instance of a parent using inappropriate language to a member of staff. The Head Teacher stated that the signage had never been there and this had not been actioned by previous leaders.

RESOLVED: That Governors and staff are fully aware that the KMC Complaints Policy was in place and needs to be followed for all complaints.

RESOLVED: That the Governing Board fully support the policy implemented.

RESOLVED: That the 'zero tolerance' signage be visible to parents in appropriate locations throughout the school.

ACTION: That the KMC Complaints Policy will be added to the school's website.

[Mrs O Khan left the meeting at 6.15 pm]

(b) Guidance on School Visits by Governors.

A discussion took place regarding protocols surrounding Governors' visits to school.

Staff had raised concerns with the Head Teacher that a number of unannounced Governors' visits had taken place with the most recent one being earlier this week. Staff had also raised concerns that the visits did not seem to have a specific purpose in some instances.

Governors were requested to inform the school in advance of their intention to visit the school and of the specific purpose of the visit. This would allow the school to make sure the relevant staff including those who lead on the area the visiting Governor leads on, to be on site and able to support the visit within the constraints of the normal school activity. That way, the meetings could be focused in such a way to add value to the process and the school. The school would also like to be able to advertise the date, time, and purpose of the visit to parents.

Governors were reminded that the school had staff assigned primary responsibility for well-being of staff and pupils, with the overall responsibility being held by the Head Teacher. Governors assured staff that the intention behind the visits was and would always be supportive.

Governors noted the request made by the school in respect of pre-arranged Governors' visits.

RESOLVED: That Governors would complete visit forms identifying issues and concerns raised on their future visits.

ACTION: That the Head Teacher will email the School Visits form to all Governors.

11. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher's report was circulated to Governors prior to the meeting and highlighted the following significant issues from the report:

Restructure

Miss H Child was appointed as permanent Deputy Head Teacher; Mrs K Constantinou was appointed as an EYFS/KS1 Lead as well as the PE Lead, and she is now responsible for the Sports Premium budget.

Pre-School Charges

Having consulted with six Early Years providers our pre-school charges are proposed to

increase to £12 per session from January 2024. This is either in line with or slightly below comparable local providers.

RESOLVED: That the new charges were approved by the Governing Board.

RESOLVED: That Governors email their questions arising from the report to the Head Teacher, who will compile responses to be added to the minutes of the next meeting.

Q: Would it be possible to run more afternoon sessions to make the whole out of school provision more cost effective?

A: We do not have the staff to make this a viable option. We have a new child starting from next week who has high needs, but we have not secured any funding for additional support staff. There is a child who has a physical disability and requires 1-1 adult support but has no funding attached to them because it is a physical disability. We currently have four EHCP's in school.

Q: Why do we not have funding in place for this new child?

A: The process takes time, and the child has just joined our nursery, there are several agencies involved, which will make the process more efficient, although the paperwork is extensive and will take time. An EHCP is not awarded for disability alone, other factors also come into the decision. Staff resource has had to be diverted for this child and another child with a disability, we will need to add a fixed term contract to cover the need.

RESOLVED: That whilst not guaranteeing an opportunity, the staff previously displaced and made redundant should be made aware of the impending vacancy.

Forrest Governance Review

Following recommendations from the final Round Table Meeting with the LA on 23 May 2023, the school had been liaising with Forrest Governance. The LA are contributing £500 towards a governance review. It was expected to cost approximately £1800 including VAT. This was a means to further invest in our governing body who are an integral part of the strategic leadership of our school.

12. DEFERRED MATTERS

RESOLVED: Due to time constraints, the following items were not discussed and deferred to the next Full Governors' meeting.

(a) Matters arising including: (*Agenda Item 10*)

- Committee Terms of Reference with Governors (Minute 54 refers)
- Newsletter to Governors (Minute 54 refers)
- Share availability via WhatsApp (Minute 54 refers)
- Planned Governor Drop in (Minute 54 refers)

- Sharing of the previous minutes (Minute 59 refers)
 - Proposed meeting dates (Minute 68 refer)
- (b) Minutes of the Extraordinary meeting held on Monday 19 June 2023. (*Agenda Item 11*)
- (c) Matters arising including: (*Agenda Item 12*)
- Staffing Restructure Plan (Minute 72 refers)
- (d) Reports from Committees. (*Agenda item 13*)
- Standards & Effectiveness: Friday 14 July 2023
- (e) Financial Management and Monitoring. (*Agenda item 15*)
- (f) School Development Plan: Priorities 2023/24 (*Standing item / Agenda item 16*)
- (g) Governing Body Development: Actions and Priorities 2023/24. (*Agenda Item 17*)
- (h) Safeguarding. (*Standing item / Agenda item 18*)
- (i) Policies for Review by the full Governing Body: (*Agenda Item 19*)
- Kirklees Model Appraisal Policy 2023
 - Kirklees Model Complaints Policy 2023
 - Whistleblowing Policy
- RESOLVED:** That the Safeguarding Policy was ratified.
- (j) Health and Safety. (*Standing item / Agenda item 20*)
- (k) Head Teacher Well-Being / Dedicated Headship Time. (*Standing item / Agenda item 21*)
- This item had been previously deferred (Minute 65 refers).
Governors asked how they could support the Headteacher and the school further following a request from the headteacher to provide more wellbeing check-ins for senior leaders (including the headteacher).
- (l) Governor Training and Governor Visits. (*Agenda item 22*)
- (m) Information items to be noted by the Governing Body as follows:
- Consultation on Admission Arrangements for 2025/26.
 - Teachers Pay and Conditions Proposals – September 2023/2024
 - DBS and Changes in Circumstances

13. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That due to the significant number of outstanding items, that the next meeting of the Full Governing Board be brought forward from December 2023 to November 2023. Governors' noted the new meeting date below:

All meetings would be held at Pentland Infant and Nursery School on:

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|-------|-------------------------------------|-------------------|
| (i) | Wednesday 8 November 2023 at 5.15pm | – Full Governors' |
| (ii) | Friday 26 January 2024 at 10.00 am | – Committee |
| (iii) | Wednesday 6 March 2024 at 5.15pm | – Full Governors' |
| (iv) | Wednesday 22 May 2024 at 5.15pm | – Full Governors' |
| (v) | Friday 9 July 2024 at 10.00 am | – Committee |

14. 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 7:15 pm.

ACTION LOG:

Number	Action	By Whom
1.	That the remaining Governors will complete the Declaration of Business Interests form and publish on the school website, as soon as possible (Minute 2.2 refers).	Governors'
2.	That the Head Teacher will discuss GIAS with the School Business Manager and ensure this is the case (Minute 2.3 refers).	Headteacher / SBM
3.	That the Head Teacher and Chair will maintain contact with those parents who expressed an interest (Minute 4.2 refers).	Headteacher / Chair
4.	That the Head Teacher and Chair will discuss and develop a suitable job profile document for Governors (Minute 4.2 refers).	Headteacher / Chair
5.	That arrangements for the Essential Panels will be discussed at the next Full Governors' meeting (Minute 6.1 refers).	Governors
6.	That the Chair will agree dates for the Head Teacher appraisal before 31 December 2023 and will agree a date for the mid-term review (Minute 6.2 refers).	Chair
7.	That the Governing Body will discuss and document the financial limits of this delegated authority e.g. spending limits, budget at the next full governors' meeting (Minute 8 refers).	Governors
8.	That the KMC Complaints Policy will be added to the school's website (Minute 10(a) refers).	Headteacher

9.	That the Head Teacher will email the School Visits form to all Governors (Minute 10(b) refers).	Headteacher
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