

THE GOVERNING BODY OF PENTLAND INFANT AND NURSERY SCHOOL

Minutes of the meeting of the Full Governing Body held at 5.15 pm at the school on Wednesday, 8 November 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 (Observer / Deputy Head Teacher)
Mrs K Constantinou (Subject Lead Presentation)
Mrs E De'Ath (Observer / Teacher)

15. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST.

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

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

- (a) Permission to Record the Meeting.
- (b) Sports Premium Presentation.

The agenda was taken out of order at this point.

17. ANY OTHER BUSINESS.

The following items were notified to be raised under Any Other Business:

(a) Permission to Record the Meeting

The Head Teacher sought approval from the attendees to record the meeting as an aid towards generating accurate meeting minutes. It was proposed that the recording would be deleted by the school after 120 days and the Minute Clerk would delete his copy upon completion of the draft minutes.

RESOLVED: That an audio recording of the meeting would be taken subject to the above security criteria being followed.

(b) Sports Premium Presentation

Mrs Constantinou circulated copies of a presentation detailing on what items the Sports Premium funding had been spent during the last academic year. It was agreed that this would form part of an on-going programme of Leader presentations at future FGB meetings.

ACTION: GCS to ensure that Subject Leader Presentation be an agenda item at

future FGB meetings after notifications to be brought up under any other business.

Sports Premium is provided to schools to improve physical health and well-being of children and enhance quality of the lasting PE and sports provision. The key deliverable for sports premium is sustainability, where the investment can provide benefit for years to come and enable children to make positive lifestyle choices.

How the funding is used each year is carefully planned to enhance the key areas we are trying to promote, not only while they are pupils at the school but that they are maintained well into the future.

Questions were invited at any point during the presentation.

Five key national indicators were highlighted, these consisting of:

- Increasing staff confidence, knowledge and skills in teaching PE and sport
- Increasing all pupils' regular activity in PE and sport
- Increasing profile of PE and sport across the school to support overall school improvement
- Offering a broader range of PE, sport and physical activity to all pupils
- Increasing participation in competitive sport.

For 2022/23 we received total funding allocated for this year was £16,840 comprising basic £16,000 plus £10 per eligible pupil. How this has been spent must be published on the school website no later than the end of July each year, our report is on the school website.

The funding was spent on the following:

- PE Coach half a day per week, cost £5,590
- Real PE Curriculum Licence, cost £890

Q: Is this an on-line licence?

A: Yes, staff are able to log in at any time. Demonstration videos are available so anyone who did not feel as confident in a particular skill could log in and watch a video showing how to teach it. Also, pupils can watch the screen and see other children demonstrating the skill.

- Sports day, cost £200.

Q: What was the £200 spent on?

A: Equipment, stickers, and other things such wrist bands for teams, medals, and on guidance from the sports coach to make sure the event was balanced. Some of the items are also available to re-use in future events.

Q: Better that we can re-use as much as possible.

A: Yes, and some items for such as sack race, egg and spoon race, some were for activities that we had not done before, and they become sustainable because we can do them again.

Q: Did Ofsted not look at how we celebrate sports and activity outside school?

A: Yes, so we try to draw more attention to it inside school and introduce more elements of competition to try to spark interest in outside clubs. Some of our children do excel in PE.

Not many of our children take part in competitive sport outside of school. Some swim but not competitive, some boys are involved in football but not many. So, we try to take opportunities to increase how often they take part inside school.

- PE Resources, cost £1,000
- Staff cover on after school clubs and lunchtime play leaders, cost £3,840. Children are expected to have an additional 30 minutes of activity per day on top of PE lessons so this can be facilitated better with this investment.

Q: What kind of take-up do we get from parents?

A: It is voluntary, but we do target some children for example if they struggle in PE and would benefit from this, some of the Pupil Premium children. I would say the take-up is quite good.

Q: How many sessions do we run?

A: Just the one, multi-skills group on a Monday. Last term it was only open to KS1 but this term we have opened it to all apart from nursery and pre-school. We also did a bush craft session last year.

Q: How many spaces available?

A: 20.

- Balance bikes, cost £600

Q: Did we do a campaign for these?

A: Yes, we did. Sometimes you can see them being used round the local area. Children quickly adapt from these onto stabilisers.

- Artificial grass for ball zones, cost £3,400

Q: Where did we put that?

A: In EYFS. It is being used a bit for football, and where activities are more vigorous.

- Scooters and scoot fit lessons, £1,000.

Initially we bought into Scoot Fit sessions then we bought scooters including an adult one, so staff can model and inspire children to take it up. The trainer James was able to quickly identify why children might be struggling and advised our staff what to look for, to help them make changes to make in their posture to improve.

- Gymnastics coach in school, £400

Upskilled staff in how to teach gymnastics.

Details of each point and the key performance indicators met were detailed in the presentation.

Consideration had also been made to how a similar amount of circa £16k, might be spent this academic year. This was outlined in the presentation.

A mention was made of Pennine Sports which could involve multiple schools in the area. Generally, this initiative is aimed towards older children.

ACTION: Sports Lead and Head Teacher to look further into this and see how an equivalent for smaller children can be developed.

Mrs Constantinou was thanked by the Chair for presenting and including clarity on how each section supported KPI's of the school. She was also thanked by the members of the Full Governing Body for the hard work and dedication including through the pandemic.

[Mrs K Constantinou left the meeting at 5.40pm]

18. REPORTS FROM COMMITTEES

(a) Standards and Effectiveness: 14 July 2023

(Deferred item, minute 12d refers)

This item was not discussed so will be deferred to the next FGB meeting, by which time the next meeting will have taken place.

(b) Resources Committee: 7 November 2023

A verbal update was provided by the Committee Chair as no minutes were available yet. The main points raised were as follows:

- Proposed Teacher pay progressions were approved
- Requested the structure for support staff to ensure everyone has had an appraisal and nobody had been missed
- Discussed the need to set the date for the Head Teacher appraisal which will be agreed at this FGB meeting.
- Discussed the school sufficiency report showing a decline in numbers of children in Dewsbury South, there will be significantly fewer school places taken up in the future
- That there is a 99% uptake in school places so there is no scope for this position to improve
- Reviewed the budget report, showing an annual budget of £862k, a year to date deficit of £32k and a projected full year deficit of £68k - which is likely to increase as 3 part time staff are likely to be needed in addition to existing staff due to SEND children coming into school since the restructure.

Q: Three staff?

A: Yes, part time in the mornings. The children concerned need one to one support. They will be fixed term though covering January to July. Last time we mentioned we had welcomed a child who had very high need and we have had to divert staff from elsewhere, so we are trying to backfill, we have a vacancy relating to that child. The second one would cover long term staff sickness. The third one covers an increase in nursery numbers from January, when we increase to 30 and don't have the cover needed for that number, based on a

1:13 ratio, so we need another adult in that area. I understand the reaction on hearing this, but it's important that not only are we communicating with staff but also Governors know exactly what is going on.

Q: How much will this cost?

A: Probable costs will be in the region of £25k to cover all three staff.

Q: Do we need one to cover sickness absence?

A: The reason for this is that teachers are insured but support staff are not. Support staff insurance providers are very few and it's very expensive, whereas for teachers there are a number so you can get competitive deals on insurance. In addition, you must have a teacher in a class but you don't necessarily need an ETA in a classroom. Unfortunately, when a support member of staff is off sick, we pay the staff member and also pay for the backfill - there's nothing you can do.

Q: Could we look at the last couple of years and see what number of teaching staff were on sick absence, we can work out what that cost us, then we can see if the cost of the insurance would be beneficial in a situation like this and the same for support staff.

ACTION: School Business Manager to generate report detailing costs versus likely benefits for both groups.

Q: It's clear we have reducing numbers which will impact the school, have we communicated this to the staff?

A: Throughout the restructure and afterwards, we have been very transparent with staff indicating that the restructuring might not end with the one we recently completed. The number of SEND staff we need is under constant review. It is a subject we cover in staff meetings and within meeting minutes, so staff are kept aware of our situation.

Q: With regard to the numbers going down, where does this information come from?

A: It comes from the school sufficiency report which covers the next five years, we know birth rates in the area are low, some local birthing units have been closed. As reported earlier, 99% of places in schools have been taken up, so there are literally no other children available to come to the school. It's not a question of publicising the school, there are hardly any opportunities for others to come. What we are doing though, is working closely with Happy Moments who now occupy the Sure Start building three days per week, and we get a lot of footfall because of this so we do come to peoples' attention constantly.

Q: Do we get any income from this building?

A: No, because we don't pay anything towards the building, it is an asset transfer owned by Kirklees and when they want the building back, they will take it back.

Q: Is the arrangement time limited, I thought after a few years we would incur costs?

A: We can check the documents to clarify. However, we can't charge an occupier for a building we don't pay for.

Q: So, who makes decisions about who can use the building?

A: At the moment the school makes those decisions, they are not referred to us from KMC. Happy Moments are keen to secure a base for their classes and they are talking to KMC about a possible asset transfer to them. We will then step back from it; we can't make any changes to it because it is not our building and it could get taken back by KMC at any time.

What we do have is an asset transfer to us of the old clinic, but it is dilapidated inside and needs a lot of work - but we have an organisation who are very interested in occupying it who are a registered charity so they might have access to funds to renovate the building. Before we can proceed though, we want written permission from KMC that we have been given the building. We also need to consider safeguarding for that building as one of the things the charity wants to do is run lots of classes and help women set up their own businesses, many of these could be out of school hours or at weekends.

If this goes ahead there is a lot of work to be done, for safeguarding reasons we might need to look at additional fencing, gates.

Q: We would have concerns, safeguarding of the children has to be our top priority, also car parking, which is already a problem for us, and was the biggest issue with Sure Start when they started. Also, who would take responsibility for maintaining the car park? If this were to go ahead some kind of formal agreement must be put in place. Last weekend we had a local event when some people just parked in front of the gates and blocked the entrance, so my concern is if that has happened outside of school hours and there is a fire, what would happen about access?

A: This is unacceptable, it also happens sometimes on a Thursday evening.

Q: If this building is taken over, would it affect Sure Start and our access for out of school activity?

A: We would have to look at this. However, KMC have responded to the enquiry by the charity and told them because they are unsure of future plans, they are not considering any asset transfers at the moment.

Q: Do we get any benefit from this?

A: Beneficial to us because it provides space for teachers to have office space to separate off and work in it provides space for the PTA to use. The biggest benefit though is the footfall from the Happy Moments, many of these didn't know there was a school here so it increased awareness and profile in the wider community. Sure Start doesn't create parking problems at the moment because they operate after drop-off and before home time.

The Headteacher continued updates from the meeting as follows:

- Data from the next three years confirms reducing child numbers for the school, leading to reduced funding
- Government miscalculation means funding increase intended to be 2.7% will now only be 1.9%
- Teachers pay awards of 6.5% may not be fully funded. We allowed for 4% when we prepared the budget.

Q: What is the forecasted deficit?

A: Was forecasted at £68k but the addition of part-time support staff would take this figure up to £78k from January to March, as we start a new financial year from April. On the plus side, funding of £1k secured from Kellogg's towards breakfast club and we will be submitting funding requests through support plans for the additional high needs children. These go to panel soon so we should find out the outcome shortly. There is a lot of work behind the scenes to try to improve the situation.

Q: Just confirming we are aware the teacher pay award has been confirmed at 6.5% so this would again be on top of the £68k deficit?

A: Government have said they will fund the award for this year unlike last year, but future years are going to come out of school budget so this will have an impact on us. For this year we forecasted a 4% increase and this was included within our budget. However, as reported earlier I have put forward increases for most teachers on main pay scales - two from M1 to M2, three from M6 to UPS1. The 4% budgeted will contribute towards that cost.

19. HEAD TEACHERS REPORT / DATA REPORT AND GOVERNORS' QUESTIONS

The Chair made reference to the Head Teacher's report circulated to Governors at the previous FGB meeting of 27th September.

Q: Can you include attendance and year on year comparisons within future Head Teacher's report please as this was something picked up by Ofsted?

A: Absolutely, yes.

ACTION: Head Teacher to include analysis of attendance in the next Head Teacher report, and on-going thereafter.

The Head Teacher asked the Governors if they wished to pick up anything in this report for discussion.

Q: I understand the provision for 2 year olds will go to 15 hours per week from April and 3 year olds will get 30 hours. How is that going to be delivered?

A: It is something that we need to explore further, it comes back to funding and at the moment we are unable to fund an afternoon nursery provision. It is looking highly unlikely we would be able to offer this provision. However, I'm not ruling it out.

Q: You might get more uptake once parents realise, they have 30 hours provided?

A: Funding would be provided if we did have an afternoon class, the only problem is we have found there isn't demand for it, 2 or 3 parents have said because of work they need wrap-round care but they are the exceptions. We do have more conversations to have before we have to commit.

Q: We discussed increasing the cost of provision has that been communicated to parents?

A: Any new parents calling in now are being given the new costs and new documentation.

Q: Is this from January? And pre-school?

A: Yes, from January, and pre-school.

Q: Is this competitive?

A: Yes, we have done local research and the new rate is still competitive.

Q: Any outcome on the building survey for RAAC?

A: They just left afterwards, and we have not heard anything back so given this is potentially a major thing I would have expected to hear back quickly if any problems existed.

Q: Did they survey the clinic as well? Would have been worth checking this before we made any future commitments with it.

A: As far as I know it wasn't done. There were also parts of the main building they could not access to the level he would have liked - however, he did say there wasn't anything obvious that gave him cause for concern. I have not received the report yet, though.

[Mrs O Khan left the meeting at 6.20pm]

Q: Is the CPD part of the appraisal process and this includes correction programmes involving necessary training? So individual support is there when needed.

A: This year we have very much had CPD in mind when setting targets for staff so they could be really personalised.

Q: Does the training include on-line options?

A: We can seek out specific on-line training that we can bring back and cascade to staff. Kirklees training offer has changed, we used to buy a package that entitled you to attend various networking sessions but now they have changed it, you have to pay to attend individual courses.

The Head Teacher confirmed she had checked in with every member of staff who in turn, had the opportunity to discuss CPD - some had an interest in specific courses others wanted to go to other schools and job shadow, to see how others structured their lessons.

Q: Parent workshop this morning we had 6 people. One parent was unhappy with the time of the session but when asked, could not suggest any other times that would work better? After school would not be fair on the children who would be tired, and if parent evening was to follow this just isn't right. Could we vary the times?

A: This has been discussed, because a number of parents work, we think there would be even less who turn up in the afternoon. Different people have different school runs as well. We could have a Governors' drop in corner at parents' evenings, these could be at different times so parents could not say 'we didn't get the opportunity to speak with you'. There were things identified that would attract parents in numbers, including performances and fayres and when food is included. We advised a parent today that we would consider other types of performance such as 'show and tell' or re-enacting a story they have read.

RESOLVED: That some events or performances would be set up in the 5pm to 7pm slot, which would also coincide with Madrasah.

Q: Could we organise a parent and child trip? Such as we did before to the Railway Museum.

A: We have organised trips to Ponderosa or Tropical World they are in the current newsletter. However, if we are organising any kind of event then we would be responsible for insurance etc.

20. REPRESENTATION

The following matters of representation were noted:

20.1 Resignations

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Ms Fozila Akhtar	Staff	26/09/2023
Ms Elnaz Yazdani	Parent	26/09/2023

20.2 Governors noted the current vacancies on the Governing Board:

4 Co-opted Seats
1 Parent Seat
1 Staff Seat

It was confirmed that a Staff Election had been held and Mrs E De'Ath would be welcomed onto the Governing Body with effect from 8 November 2023.

A letter had been sent to parents asking for expressions of interest in joining the Governing Body, and two parents had responded positively. This will need to go through an election process for the one place available, so we need to confirm they are happy for their profiles to be circulated. One in particular has submitted a formal application which includes some skills that the Governing Body would welcome.

ACTION: Head Teacher to share formal application with the Governors

The Head Teacher updated the position with regard to Co-opted Governor vacancies. Feelers had been put out and one person living locally is interested in becoming a co-opted Governor. She is in the teaching profession so could be an asset to the Board.

ACTION: Head Teacher to contact the interested person, and secure a profile for review and discussion at the next FGB meeting.

20.3 Reconstitution

ACTION: That this item be deferred to the next meeting.

The agenda reverted to the set order at this point.

21. FINANCIAL MANAGEMENT AND MONITORING

It was agreed that this had been adequately covered during the Resources Committee report under section 33(b).

22. SCHOOL DEVELOPMENT PLAN: PRIORITIES 2023/24

The Head Teacher explained that Governor Voice would be required on this item. Current priority areas being proposed are oracy, writing, and the outdoor activities particularly for KS1.

ACTION: Head Teacher to share current proposal with Governors for review with the intention of signing it off at the next FGB meeting.

Q: Do we have to upload the plan onto the website?

A: It is regarded as a working document; however, the current document has not been uploaded yet.

23. GOVERNING BODY DEVELOPMENT: ACTIONS AND PRIORITIES 2023/24

It was confirmed that a meeting to discuss this had been arranged to take place on 14 November 2023.

24. SAFEGUARDING

RESOLVED: That the Safeguarding Policy was approved.

25. POLICIES FOR REVIEW BY THE FULL GOVERNING BODY

RESOLVED: That the Kirklees Model Complaints Policy 2023 was approved.

RESOLVED: That the Kirklees Model Appraisal Policy 2023 will be circulated and approved by Governors.

RESOLVED: That the Whistleblowing Policy was approved.

Q: Can you please make sure that documents tabled at future meetings are declared so the fact they were presented in the meeting can be referred to in the minutes correctly?

A: Yes

Q: Would it be possible to email the documents tabled last time round to the Governors?

A: Yes.

ACTION: Head Teacher to email documents to Governors including:

- Governor visits guidance
- Keeping Children Safe in Education 2023
- Kirklees Model Complaints Policy 2023
- Maintained Governance Role Descriptors 2020
- Model Safeguarding and Child Protection Policy for Schools 2023
- NGA Code of Conduct for Maintained Schools 2023
- Kirklees Model Pay Policy 2023

26. HEALTH AND SAFETY

A discussion took place relating to an area of the playground that has become high risk. There have been a number of accidents in this area mainly falls. The area has been jet washed and a section cordoned off. It is near the trim trail which is well beyond its warranty. It has been judged as unsafe and needs replacing.

Q: Can we fund this from the Sports Premium?

A: Previously you could but the rules have been changed so it is no longer eligible - but we can use some of the DFC funding, we have raised about £2k from other events, and there would be some other fund raising events we can arrange.

Q: How much will it cost?

A: We think at least £15k. It is part of our core offer so is high priority. We can't keep manning it the way we do to keep children safe.

Q: How much do we get from DFC?

A: We have around £16k banked we normally receive about £6k per year.

Q: Any grants available?

A: There might be, we will be exploring other funding options.

RESOLVED: That securing other funding streams and grants would be desirable to fund the replacement, however if none were secured funding the replacement from the sources discussed would be acceptable.

It was noted that a Geography project would be suitable as a vehicle to involve children in some of the design work for the new facilities and staff would facilitate this to support delivery of the school's key priorities. It is also responding to School Council's requests, as they have said they would like a better quality playground in recent meetings.

27. HEAD TEACHER WELL-BEING / DEDICATED HEADSHIP TIME

The Head Teacher confirmed she is trying to make sure dedicated headship time is built into her schedule; however, this can be hit and miss week to week. This was an improvement nevertheless on last year as this just hadn't been achieved then. Leaders have been making sure that teachers get their PPA time.

It was confirmed that SLT were building in a half day per week or a full day every other week to work from home, with at least one senior leader on site at all times. It was generally on a day when the DHT is not in class.

Q: You can't get quality time when on site?

A: It just proves impossible to get quality time because you are distracted by urgent matters which are usually operational, phone calls or a parent calls in to discuss something, which can't happen if you aren't in the building.

Q: So, what support do you need from Governors?

A: I would say more of what has been happening in recent weeks.

The Chair raised a recent social media post which had been critical of the school, this had been strongly condemned by the Governors. The Chair reinforced the role of all Governors as being to protect the school and the senior leaders. The critical post

prompted responses from other users and approaches to the Chair in person, which were overwhelmingly positive and supportive of the school and its staff.

It was commented at times leaders have to make really tough decisions and it is inevitable that some people are not going to like it. The Chair had been approached outside of the school by an unhappy parent who was told to follow the complaints procedure if they had a concern.

SLT recorded their thanks to the Chair for the response to the critical post, and confirmed they were heartened and felt supported by the Governors on this occasion.

28. GOVERNOR TRAINING AND GOVERNOR VISITS

RESOLVED: That the Governor review on the 14th will take priority, and a follow-up meeting to discuss training and Governor Visits will take place early in 2024.

29. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2025/26

RESOLVED: That the Head Teacher will feed back any pertinent comments to the Governors should any arise. There was nothing to report at this stage.

30. TEACHERS PAY AND CONDITIONS PROPOSALS - SEPTEMBER 2023/24

It was agreed this had been adequately covered earlier in the meeting.

31. DBS AND CHANGES IN CIRCUMSTANCES

No changes were declared. It was noted that any new Governors would require DBS checks carried out as part of the joining process.

It was suggested that two Governors may have not had DBS checks in the past three years.

ACTION: Head Teacher to ask School Business Manager to check all Governors and make sure their DBS checks are in date.

32. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

It was noted that as part of the Governance review, Mr C Forrest requested to join a future FGB meeting.

RESOLVED: That to space the meetings more evenly, the next meeting of the Full Governing Body be brought forward. Governors to note the new meeting date below.

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

- (i) Friday, 26 January 2024 at 10.00 am – S&E Committee
- (ii) Tuesday, 30 January 2024 at 9.15 am – Resources Committee
- (iii) Wednesday, 7 February 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 – S&E Committee

A discussion took place regarding suitable dates for the Head Teacher appraisal, three dates were confirmed by the Chair as being suitable for him and these would be reserved in his diary pending confirmation of the agreed date.

The Head Teacher appraisal date with Heads of the two Committees and the external person, was confirmed to take place on 4 December at 9.30am at the school.

The process itself was discussed and is likely to last at least a couple of hours. The precise format of the appraisal and timings for each participant was to be confirmed.

The agenda was taken out of order at this point.

33. MINUTES OF THE ANNUAL MEETING HELD ON 27 SEPTEMBER 2023

ACTION: That the minutes of the meeting held on 27 September 2023 be approved subject to the following amendments at the next Full Governors meeting:

Page 3 (Minute 6.1 refers)

Resources Committee, Miss F Farooq should read Head Teacher.

Page 3 (Minute 6.1 refers)

Resources Committee, add Chair to Mrs T Khatun.

Page 4 (Minute 6.1 refers)

Standards & Effectiveness Committee, add Chair to Mrs N Addison.

Page 4 (Minute 6.1 refers)

Standards & Effectiveness Committee, Miss F Farooq should read Head Teacher.

Page 4 (Minute 7 refers)

Governors with Specific Responsibilities be amended as follows:

- SEND Governor, Mrs A Tabassum
- Governor for Children Looked After, should read Mrs T Khatun
- Child Protection Governor, should read Mrs T Khatun'
- Safeguarding Governor, should read Mrs T Khatun
- Attendance Governor, replace Chair of Governors with Mr A Mulla
- Website Compliance Governor, replace Chair of Governors with Mr A Mulla

RESOLVED: That the Deputy Head Teacher would be expected at future committee meetings if the Head Teacher was not available.

34. DEFERRED MATTERS

It was highlighted that agenda items 4, 5, 6 and 8 had not been covered during the meeting.

RESOLVED: That a list of outstanding items relating to the previous meetings with advice from KBS, together with guidance, would be drawn together for the Governing Body to close out. Outstanding items from the agenda included:

(a) Matters arising from the Minutes of the meeting held on 17 May 2023 including:
(*Deferred item, Minute 12(a) refers / Agenda Item 4*)

- Committee Terms of Reference with 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 refers*)

(b) Minutes of the Extraordinary meeting held on 19 June 2023.
(*Deferred item, Minute 12(b) refers / Agenda Item 5*)

(c) Matters arising including: (*Deferred item, Minute 12(c) refers / Agenda Item 6*)

- Staffing Restructure Plan (*Minute 72 refers*)

(d) Matters arising as detailed on the Action Log including (*Agenda Item 8*):

- (1) Declaration of Business Interests (*Minute 2.2 refers*)
- (2) GIAS (*Minute 2.3 refers*)
- (3) Expressed interest from Parents (*Minute 4.2 refers*)
- (4) Develop Job Profile Document (*Minute 4.2 refers*)
- (5) Review of Committees for Essential Panel (*Minute 6.1 refers*)
- (6) Head Teacher Appraisal Dates (*Minute 6.2 refers*)
- (7) Delegation of Financial Powers to Head Teacher (*Minute 8 refers*)
- (8) KMC Complaints Policy (*Minute 10(a) refers*)
- (9) School Visits Form (*Minute 10(b) refers*)

RESOLVED: That the review and update items in the action log at the bottom of the minutes, be included as a standing item from the next meeting onwards.

35. 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 was closed at 7:10 pm.

ACTION LOG:

Minute Reference	Action	By Whom	Status
54	Committee Terms of Reference with Governors.	Chair	Open from 17/05/2023
54	Share availability via WhatsApp for the staff Governor to give feedback.	Staff Governor	Open from 17/05/2023 Completed
54	E-mail to be sent to staff regarding planned Governor drop-ins	Chair	Open from 17/05/2023 Completed

59	Past minutes identifying that the budget was signed off by Governors, to be circulated to Full Governing Body	Head Teacher	Open from 17/05/2023 Completed – email sent to the Governing Body 18/05/2023, which referred to Minutes 29/06/2022
68	Agreed meeting dates for future meetings to be shared with the Full Governing Body	Chair / Head Teacher	Item closed
72	Distribute the final restructure proposals to the Full Governing Body	Head teacher	Open from 19/06/2023 Completed and sent via email.
2.2	Remaining Governors to complete the Declaration of Business Interests form and publish on the school website, as soon as possible	Governors	Open from 27/09/2023
2.3	School has responsibility to ensure website is up to date with Get Information About Schools	Head Teacher	Item closed. Completed in early November
4.2	Maintain contact with those parents who expressed an interest in joining the Board of Governors	Head Teacher / Chair	Open from 27/09/2023 Completed – new parent governor elected December 2023
4.2	Develop suitable job profile for Governors	Head Teacher / Chair	Item closed. Skills audit form provided by KBS.
6.1	Discuss members of essential panel members at the Full Governing Body meeting	Full Governing Body	Open from 27/09/2023
6.2	Agree dates for Head Teacher appraisal (before 31st December 2023) and date for the mid-term review	Chair Head Teacher	Item closed. Date of 4 December 2023 agreed.
8	Discuss and document the financial limits of this delegated authority e.g. spending limits, budget	Full Governing Body	Open from 27/09/2023
10(a)	The KMC Complaints Policy will be added to the school's website.	Head Teacher	Item closed. Policy on the website.
10(b)	Email the School Visits form to all Governors	Head Teacher	Item closed. Form sent to all Governors.
17(b)	GCS to ensure that Subject Leader Presentation be an agenda item at future FGB meetings after notifications to be brought up under any other business.	GCS	New Item Completed February 2024.

17(b)	Look into Pennine Sport or equivalents to see if there are options suitable for smaller children.	Sports Lead / Head Teacher	New Item Completed by PE Leader December 2023
18(b)	School Business Manager to generate report detailing costs versus likely benefits for both groups.	SBM	New Item
19	Include analysis of attendance in the next Head Teacher report, and on-going thereafter.	Head Teacher	New Item
20.2	Share formal application with the Governors	Head Teacher	New Item Completed – December 2023 sent via email to Governing Body
20.2	Contact the interested person and secure a profile for review and discussion at the next FGB meeting.	Head Teacher	New Item Completed – 13/12/2023 sent via email to Governing body
20.3	Defer Reconstitution to the next meeting.	GCS	New Item Completed February 2024.
22	Share current School Development Plan proposal with Governors for review with the intention of signing it off at the next FGB meeting.	Head Teacher	New Item Completed – 20/12/2023 sent via email to Governing body.
25	Email documents to Governors that were tabled at the last Governing Body meeting	Head Teacher	Item closed. Action completed.
31	School Business Manager to check all Governors and make sure their DBS checks are in date.	Head Teacher	New Item Completed – Governor GCS are responsible for Governor DBS checks.
33	That the minutes of the meeting held on 27 September 2023 be approved subject to the amendments at the next Full Governors meeting.	Chair	New Item