



MINUTES OF ROSEHILL INFANT AND NURSERY SCHOOL

FULL GOVERNING BOARD/RESOURCES COMMITTEE

HELD ON WEDNESDAY 26th JUNE 2024 – 5.00 PM START

VIRTUAL MEETING

Present : Karen Clark, Ian Whitehead, Rahma Salah, Andrea Hewitt, Maria Fowkes, Helen Kelk (Head Teacher), Sara Tennant, Lisa Hopwell (SBM), Yasmin Akhtar (Clerk).

		Action
1.	<p><u>Apologies for Absence</u></p> <p>No apologies received</p>	
2.	<p><u>Declarations of Interests</u></p> <p>K Clark – Governor at St James’ Junior School</p>	
3.	<p><u>Minutes and Matters Arising from the last FGB Meeting</u></p> <p>The Minutes were uploaded onto Governor Hub prior to the meeting.</p> <p>The Chair went through the minutes with Governors page by page for any inaccuracies. None recorded.</p> <p><u>Resources Committee</u></p> <p>Action:-</p> <ul style="list-style-type: none"> • Review of Membership – Update in Item 4. • Clerk updated skills matrix • KC analysed the Reception data and will continue to monitor. • Attendance Update is on the agenda and will be discussed at this meeting. • KC completed a walk around school and completed a book scrutiny and monitored progression. <p>The minutes were agreed and ratified.</p>	
	RESOURCES COMMITTEE – I Whitehead – Chair of Committee	

4.	<p><u>Governor Membership</u></p> <p>Governors were informed that the Parent Governor voting process was now complete and M Gjoni has been appointed pending DBS/references. Governors asked If all the necessary checks are completed by the next meeting they would be happy to invite the new governor to the next FGB meeting.</p>	Action: Clerk to invite new governor subject to checks
5.	<p><u>Skills Matrix</u></p> <p>The skills audit has been uploaded onto Governor Hub</p> <p>Chair asked governors if there were any updates – nothing to add. The skills audit is up to date.</p>	
6.	<p><u>Policies:-</u></p> <p>The following policies were uploaded onto Hub prior to the meeting:</p> <p>Administering Medication Policy (DDC & Schools own) – IW went through the policy highlighting key points. KC asked were all staff trained with Epipens? HK informed governors that they were as this is mentioned in the first aid training courses that the majority of our school staff attend. KC asked how many of our staff are qualified to administer this? HK reported that the majority of staff are first aid trained but they also know that D Ravenhill is the school Paediatric first aider who they can approach if unsure about anything. KC asked if all MDS and external staff are aware of this? HK yes all staff are aware and also the named first aiders are included in the induction handbook - Policy agreed and ratified.</p> <p>Educational Visits Policy – This is a new policy - IW informed governors that there is clear definition in risk assessments - issues around missing children and the value of education. The site vetting of providers and parental consent. KC asked are risk assessments done for every trip? – HK reported that yes they are completed for every visit/trip. KC asked when are they completed? HK replied at that they are completed at least 2 weeks before. KC asked do staff check the day before the trip or on the day if there are any changes they need to know of at the venue? HK this is not normally the case as we wait for the venue to notify school of any change. KC asked if this could be an action for any future visits/trips.</p> <p>Information Security Protocol –IW said this protocol refers to polices and asked if these could be named? – LH informed governors that this protocol is from the data protection officer and there is only a requirement for governors to read the document and for this to be minuted. All Governors had read the protocol and understood the content – no further questions.</p> <p>Early Years Policy – IW informed governors that there were updates on the legal framework. Governors to focus on the significant safeguarding updates which relate to the GB. KC asked about the level of training for staff? HK informed governors that staff have level 3 and HK, ST, LH, AB have completed Level 4. Volunteers have basic level but they are never left alone with children they always have a level 3 member of staff with them. KC asked are PFA Certificates displayed anywhere around school? HK informed governors that there is one displayed in nursery but she will display the others in the staff room. Governors said the policy was clear and that it mentioned clear transition plans. KC asked was there a plan in place for transition? HK informed governors that yes there are school transition</p>	<p>Action: staff member to contact the venue prior to the visit/trip</p> <p>Action: Display PFA Certificates in the staffroom</p>

	<p>procedures in place for every stage when entering and leaving school. KC informed governors that she observed transition meetings between Year 2 and Year 3 teachers from SJJ and the process was completed in great depth. The teachers discussed every child individually and for the vulnerable children the inclusion team completed transition handover. ST met with A McCall at SJJ to discuss safeguarding issues and SEND children were given detailed transition plans. KC asked if staff to pupil ratios were correct in nursery in relation to 2 year olds and 3 year old ratios and the level of qualifications appropriate to Early years? HK informed governors that the ratios were accurate and that the level of staff qualifications was all correct.</p> <p>Equality and Diversity– DCC policy accepted by the GB</p> <p>First Aid Policy – Changes highlighted in yellow - Update on defibrillator and PFA certificate accepted. Policy ratified by governors.</p> <p>Infection Control Policy – Governors were informed that this is in line with the government framework. There is an Infection control chart in the school office which is followed by all staff.</p> <p>Invacuation, lockdown and Evacuation Policy – Changes highlighted in yellow - Governors were informed that this policy has been updated with roles and responsibilities and updated roles and the links to policies were clear. Policy agreed and ratified and to be shared with staff.</p> <p>Personal Social and Health Education Policy –Governors went through the policy. Policy agreed and Ratified</p> <p>Risk Assessment Policy Sharps Policy – Governors were informed that there are no changes. Policy agreed and ratified.</p> <p>Relationships and Health Education Policy – Governors were informed that there is an update on the legal framework and the roles and responsibilities. KC asked as it is statutory is it clearly timetabled? HK informed governors that it is clearly timetabled within the PSHE curriculum. KC asked are parents kept informed of the areas that are to be covered? HK informed governors that parents are informed via newsletter and with the more sensitive issues they would be notified in more detail. Originally parents were consulted about the RHE curriculum. KC asked how are the vulnerable children’s needs considered? HK informed governors that they would be supported by ST who would be involved in the lesson. KC asked have any staff had training? HK informed governors that CPD was given to all staff on PSHE matters and Derbyshire curriculum for a whole inset day – this will be reviewed in September. Policy agreed and ratified.</p> <p>Supporting Pupil with Medical Conditions – Governors were informed that there is a new form on appendix C – no other changes. KC informed governors that the links were clear and the medical plans were good. The Risk Assessment was in depth and covered everything. Procedures were very precise and this was a very detailed and efficient policy. Policy agreed and ratified.</p> <p>Data Protection Policy - Change to the DPO office address No other changes to the policy – Policy agreed and ratified.</p>	<p>Action: HK to review staff training in September 24</p>
7.	<p><u>Finance Update</u></p> <p>LH uploaded documents onto Governor Hub prior to the meeting</p> <p><u>Finance Update</u></p> <p>LH reported on the following:-</p>	

7. Finance update

Budgeted C/F £11,988 now £18,462 an increase of £6474

The changes were as follows:-

Teaching Assistants (60516) – Increase in spends of £1,274

High level T/A (G21) 22.5 hours recently employed finished earlier than budgeted for original budget was £6362 from April - August left in May spent £1499 – the position removed.

Budgeted a New HLTA (G25) 22 hours to start in May – position removed

New T/A position (E10) replaces HLTA 28 hours

New position of a lower level T/A (C5/6) full time

Budget adjustment

3 and 4 year old adjustments of £13,230

Property services

Invoice of £15,080 payment taken twice – awaiting journal

Overspend from property service 2023/4 £1760 budgeted £5,000 – No change as added the underspend to the kitchen budget as experiencing problems with the gas flow and expect this to be costly

Grant expected in previous year not posted to Rosehill until 2025 £10,000

We are still showing a balanced budget for the next 3 years

£18,000, £4,000 & £12,000

New contracts

New parent pay system – it is felt the time is right for our parents and removing cash from the office removes several risks including theft (banking cash and from the office)

Lisa looked at Parent Pay, Tucasi and School Comms

	Set up & training	Annual subscription thereafter	Percentage charge of income
Parent Pay	£1144.40	£494.40	1.275%
Schools comms	£886.80	£556.80	1.275%

	Tucasi	£698	£399	1.27%	
	<p>Governors were happy to agree that this is a good time to go onto the digital system for payments for parents and for school.</p> <p><u>Capital</u></p> <p>It was reported £10,727 and £5474 energy efficiency. Possible refurb of a classroom and possibly carpet LB and KH class.</p> <p>Governors were happy with the finance update and thanked LH for her report.</p>				
8.	<p><u>Health and Safety Update</u></p> <p>It was reported that the H&S audit took place but the report has not been produced as yet.</p> <p>This item will be discussed at the next FGB Meeting.</p>				Action: Agenda item for next FGB
9.	<p><u>Data Protection</u></p> <p>LH reported that the Data Protection report for governors had the following actions:-</p> <p>DPO address changed on policy</p> <p>Complete work place audits – already completed</p> <p>Governors were happy with the report and thanked LH for all of her hard work.</p>				
10.	<p><u>Buildings Update</u></p> <p>Document was uploaded onto Governor Hub prior to the meeting.</p> <p>LH reported that the sky lights/flat roof has been repaired the cost has been met by DCC.</p> <p>The ceiling tiles have also been replaced and an uplift painted.</p> <p>Rosehill is on the schools capital programme for repairs on the main roof. This has been accepted and the work will commence in the summer holidays. DCC funding is at a cost of £87,000.</p> <p>LH reported that she was concerned about the fire doors and it was suggested that we write a letter to the council. Governors agreed that this was a concern and needed addressing as a matter of urgency.</p> <p>KC asked about kitchen maintenance and was that working successfully? LH reported that currently the maintenance is working successfully however, there are some concerns over the age of equipment and the constant cost of repair. It</p>				<p>Action: KC letter to DCC</p> <p>Action: LH Fire doors concern write to DCC.</p>

	<p>was felt that investment is needed at a time when we all have budget constraints. The SBM of the Juniors has now left and there is some concern that the contract will need reviewing. There is also concern that the management of the kitchen staff will continue.</p> <p>Governors were happy with the buildings update and thanked LH for her report.</p>	
	<p><u>Single Central</u></p> <p>LH reported that IW DBS will need to be renewed as a matter of urgency as it is out of date. IW will bring in documents.</p> <p>A new volunteer was added to the register and a new staff member from DCCT (sports)</p>	Action: IW to renew DBS
	<p><u>Inventory</u></p> <p>LH reported that the annual check has been completed with a total value of £102.868.16.</p>	
11.	<p><u>Staffing Update</u></p> <p>It was reported that KH will be Full time for another year</p> <p>M M will be permanent from September</p> <p>A M will have an extra 6 hours for another academic year</p> <p>G will be made permanent from Sept (C5/6)</p> <p>A HLTA will be replaced by lower level TA for a year</p> <p>The TA advert will be closing on 30th June.</p>	
14.	<p><u>Pupil Premium</u></p> <p>This item will be discussed at the September meeting as by that time data will be analysed. IW governor for PP will monitor the data and an action plan will be produced.</p>	Action: PP to be discussed in Sept.
	<p><u>FULL GOVERNING BOARD – K Clark – Chair</u></p>	
12.	<p>Heads Report</p> <p>The report was uploaded onto Governor Hub prior to the meeting.</p> <p>HK went through the Key points from the report:-</p> <p>Rosehill Infant and Nursery School in Derby is a thriving educational institution that caters to the needs of young</p>	

	<p>children aged 3 to 7. With a total of 222 on roll 67 Nursery children 53 Reception children 50 year one children 53 year two children This is the first time our year groups have been at full capacity in several years. Our school provides a welcoming and inclusive environment where children can learn and grow</p> <p>Senior Leaders still class the school as good in all areas.</p> <p>The percentage of pupils with EAL 78.4% - LA average is 28.5% and the national average is 22.0%</p> <p>The percentage of FSM Pupils is 27.5% with the LA average is 24.8% and National average is 24.6%</p> <p>The percentage of SEN Support Pupils is 12.6% with the LA average is 14.6% and the national average</p> <p>We now have 4 children with an EHCP in place. An additional 2 children at draft stage of the EHCP process, 4 more children being applied for an EHCP this summer term 2024. Since September 2023, 18 children have been seen by SaLT, with 4 recent referrals. There have also been 19 SPOA applications.</p> <p>SEND is unrealistically low due to the fact it takes 18 months to process.</p> <p>Safeguarding – It was reported that the threshold is so high. All information is uploaded onto CPOMS to enable us to build a picture.</p> <ul style="list-style-type: none"> • Completed safeguarding audit and this longer needs to be submitted. • Low level concern policy • Mental Health Pathway Guidance needs to be adopted for Rosehill. • On-line safety audit work in hand with ICT and is compliant collaborative. <p>School Website – this is being re-done for September with a logo revamp.</p> <p>Attendance – Governors were informed that Lisa Flowers – Child Practitioner for attendance has now moved jobs and is no longer supporting the school and her role has not been replaced.</p> <p>Governors thanked HK for the report.</p>	
	<p>SEF</p> <p>HK worked in collaboration with M Bull and KC. The SEF is uploaded onto Governor Hub in draft form for governors to read and will be discussed again in September.</p>	<p>Action: to be discussed further in September.</p>

13.	<p><u>Attendance</u></p> <p>It was reported that the current position is that the persistent absences is a concern - 2023 46.01% to 2024 34.7% but there has been no improvement. ST stated that although the data was slightly better than 23 it still needed to be the main focus for next year SDP.</p> <p>ST updated the governors on the current position regarding support for DDC – Lisa Flowers has left the position and a new person will be appointed. The government have tightened up the legal procedure for fining parents. This comes into play from September 24.</p> <p>The action plan was evaluated. All the actions have been addressed. Where possible ST had face to face meeting with individual parents. The children were praised when entering school if they had been absent of late. This was felt to be more productive. On the other hand when the children were safely in class the parents were given a very clear message that lateness and absence was unacceptable. ST felt that by sharing with the parents the herringbone data which showed clearly the number of days their child had been absent. This had far more impact. She also explained to the parents exactly what learning they had missed.</p> <p>The class awards for attendance have been received well by the children and their parents. ST felt the individual awards were not really supporting the children with poor attendance even though they were improving. It has been decided to adapt the awards to ‘most improved’ to give every child the opportunity to achieve. Attendance is a prominent focus on the school newsletter and on the class dojo.</p> <p>All staff including governors are committed to support our children and their families to improve attendance.</p>	Action: Continue to monitor School Attendance
14.	<p><u>Well-Being</u></p> <p>HK informed governors that the staff and children’s well-being is good. Governors were informed that we will continue to monitor this and report back with any concerns.</p>	Action: HK to continue to monitor staff/children’s well-being.
15.	<p><u>Governor Monitoring Schedule</u></p> <p>Monitoring forms have been uploaded onto Governor Hub</p> <p>The new monitoring schedule will be uploaded in September.</p>	
16.	<p><u>Correspondence</u></p> <p>Nothing to report</p>	
17.	<p><u>Date of next Meeting</u></p> <p>The new yearly planner will be uploaded onto Governor Hub.</p>	

18.	<p><u>Determination of Confidentiality of Business</u></p> <p>No Items</p>	
19.	<p>What difference this meeting has made to our pupils:-</p> <ul style="list-style-type: none"> • Carefully executed risk assessments keep all our children safe when on school outings. • Safeguarding training ensures that all staff have the appropriate training to keep vulnerable children safe. • Robust transition ensures all children are confident to move on to their next class. Staff know about their new children and this makes sure there is minimal lost learning for all children. • RHE is on the curriculum and delivered in an appropriate way through PHSE. • Clear communication with parents re: RHE ensures they understand and support the schools delivery of RHE • Excellent financial management ensures our good value principles are adhered to. • School is meeting local needs regarding children coming into school. • Fabric of the school continues to improve because of excellent building management. • School focuses on an inclusive learning environment for all children. • Governors continue to take their responsibilities seriously regards safeguarding and Health and Safety. • Behaviour for learning is outstanding due to consistent good teaching and learning. • School is the heart of the community. 	

Meeting concluded 6.45 pm