



MINUTES OF ROSEHILL INFANT AND NURSERY SCHOOL

FULL GOVERNING BOARD/RESOURCES COMMITTEE

HELD ON TUESDAY 8th OCTOBER 2024 – 5.30 PM START

VIRTUAL MEETING

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

		Action
1.	<u>Apologies for Absence</u> No apologies received	
2.	<u>Declarations of Interests</u> K Clark – Governor at St James’ Junior School	
3.	<u>Appointment of Chair, Vice Chair and Chair of Resources Committee 2024/25</u> No nominations were received prior to meeting Governors voted Chair – K Clark and this was seconded by M Fowkes Vice Chair – I Whitehead – seconded by K Clark Chair – Resources Committee – I Whitehead – seconded by A Hewitt Vice Chair – K Clark – seconded by M Fowkes	
4.	<u>Review of Membership</u> The chair informed governors that we need to decide on the process for appointing Parent governors as there is conflicting information regarding references. We have a newly appointed parent governor who is struggling to acquire references as she is new to the country. We have received 1 reference but struggling for a second reference. The GB agreed that alongside the DBS check we would carry out a risk assessment and monitor the situation carefully – the appointment will be for 1 year initially. ST will complete a school induction with the Governor and KC will be the mentor.	Action: New Parent Governor to be invited to the next FGB/Resources Committee Meeting
5.	<u>Governors Paperwork</u> Uploaded onto Governor Hub prior to the meeting	

	<p>Register of Business Interests, Pecuniary Interests Eligibility to Serve as a Governor and the Disqualification Declaration Form. All Governors completed the all the paperwork</p>	
6.	<p><u>Committee Terms of Reference 2024/25 – Governor Virtual Meeting Attendance</u></p> <p>Documents were uploaded onto Governor Hub prior to the meeting</p> <p>The Chair went through the documents with Governors. Governors were happy to ratify the Governor Virtual Meeting Attendance Policy.</p> <p>Committee Terms of Reference 2024/25 – document agreed and ratified by governors.</p>	
7.	<p><u>Governing Board Standing Orders</u></p> <p>Document uploaded onto Governor Hub prior to the meeting.</p> <p>The Chair went through the document with governors. All governors were happy to agree and ratify the Governing Board Standing Orders document.</p>	
8.	<p><u>Governing Board Code of Conduct</u></p> <p>Document uploaded onto Governor Hub prior to the meeting.</p> <p>The Chair went through the document with governors. All governors were happy to agree and ratify the Governing Board Code of Conduct document.</p>	
9.	<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>Actions:-</p> <ul style="list-style-type: none"> • Point 4 – Governor Membership – discussed in item 4. • Item 8 – Health and Safety Audit - KC asked LH if we have had any further update on the audit report? LH informed governors that we are still awaiting the final report as the auditor is absent long term sick. We have been verbally reassured that the outcomes from the audit are outstanding. 	

	The minutes were agreed and ratified.	
	RESOURCES COMMITTEE – I Whitehead – Chair of Committee	
10.	<p><u>Policies:-</u></p> <p>The following policy was uploaded onto Hub prior to the meeting:</p> <p>Remit and Terms of Reference - Governors went through the document. Document agreed and ratified.</p> <p>Physical Intervention Policy – Governors went through the policy – policy agreed and ratified.</p> <p>Child protection/safeguarding – Changes highlighted – Governors went through the policy. The policy was agreed and ratified</p> <p>Supervision Policy – IW informed governors there is an update on volunteers and students. IW pointed out that the review date was incorrect. This will be corrected and the policy re-uploaded.</p> <p>SEND & Inclusion – Changes highlighted – Policy was agreed and ratified</p> <p>LAC Policy – Legal framework update with new safeguarding information. Policy agreed and ratified.</p> <p>Nursery admissions – Changes highlighted with regards to 2 year old places. Policy agreed and ratified.</p> <p>School admission code – HK informed governors that following the safeguarding review it was noted that the school admissions code was out of date. This will be brought back to the next FGB meeting.</p> <p>Equality Statement – This statement highlights Inclusivity, challenging bias, celebrating diversity and the importance of compliance with public sector quality duty. Statement agreed and ratified by governors</p> <p>Child on Child Abuse Policy – Governors were informed that this is a new policy and is closely linked to the safeguarding early help interventions review. Policy agreed and ratified.</p> <p>Whistleblowing Policy – Changes highlighted in the managing complaints section. Policy agreed and ratified.</p> <p>Disclosure and Barring – DCC Policy – agreed and ratified by governors</p> <p>Pupil Equality, Equity, Diversity and Inclusion Policy- Governors were informed that these were separate policies but have now been assembled into one. Governors agreed and ratified the policy.</p> <p>Staff code of conduct – No changes - agreed and ratified by governors.</p> <p>Attendance Policy – KC informed governors that this policy appeared late on Governor Hub and not everyone had the opportunity to read it. It was suggested that governors read the policy and agree this via Governor Hub.</p>	<p>Action: Amend review date on the Child Protection/Safeguarding Policy</p> <p>Action: School Admission Code – to be ratified at the next FGB meeting.</p>
11.	<p><u>Finance Update</u></p> <p>A Finance report was uploaded onto Governor Hub prior to the meeting</p>	

<p>LH reported the following:-</p> <p><u>Pupil numbers</u></p> <p>Reception – 44</p> <p>Year 1 – 53</p> <p>Year 2 – 52</p> <p>Total 149</p> <p>65 FSM</p> <p>School Places Bulletin:</p> <p>LH informed governors that city wide projections are more stable, and look set to continue to rise in the academic year up to 2026/2027. We are still unable to fill our reception class, but when we look at the predictions for the reception year it looks as though for the next two years there is a slight increase. Governors were informed that we have to be mindful though that this is city wide.</p> <p>LH reported that when looking to the future for budgeting 2027/28 to 2030 it looks to decline if this continues to be the projections and that we should only consider temporary posts from 2026.</p> <p><u>Finance</u></p> <p>LH reported that the carry forward reported at last meeting was £37,482 but it is now showing at £63,241 with a difference of £25,759</p> <p>The changes are as follows:-</p> <p>Core schools budget grant to support the teachers’ pay award at 5.5% has been granted and is £17,922. School has already budgeted 3.5% without a grant so the benefit to the actual budget is significant (£15,277). The pay grades in this forecast have been uplifted to the 5.5%</p> <p>.</p> <p>Some hours not worked in the teaching assistant budget is a saving of £2676</p> <p>Some hours not worked in midday supervisors saving of £1791</p> <p>Some minor differences in SUPN & Ni approx. £800</p> <p>Extra spends disposal of waste £200</p> <p>3 & 4 year old adjustment additional £4,288</p>	
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	<p>Extra training costs – governors £160</p> <p>Agency teaching supply budget increased by £1,000</p> <p>Extra funding UFSM £2,945</p> <p>Reduced contribution from school fund by £3,000</p> <p>Extra funding from the university £3020</p> <p>LH reported that the pay award for the support staff is out to ballot with the unions the forecast includes the offer of £1290.</p> <p>Governors were informed that the budget balances for the three years which is required for good sound financial management.</p> <p>LH reported that the Capital balance is £16,000. We are looking to get costs to refurb the toilets and a classroom.</p> <p>(There is some budget information in the Confidential Minutes)</p> <p>All governors felt the financial management was excellent which ensured that now the children were looking at extra resources and excellent support.</p> <p>Governors were happy with the report provided and had no further questions. Governors thanked LH for her in depth report and finance information.</p>	
11.a	<p><u>SFVS</u></p> <p>LH informed governors that there is one action remaining. LH reported that as all governors are aware we have now changed the imprest (petty cash) limit to £100 in line with DCC’s original policy. To be able to access the money the school originally held 2 debit cards one for Asia Bibi which has now been cancelled and a new one for Yasmin Akhtar as procurement and paying invoices is one of YA’s responsibility. School made the decision to hold this card in the safe. Governors were informed that when a member of staff requests a purchase and the correct paper work is completed and authorised by myself or HK then YA will order the goods with the member of staff present. Only two people YA & LH (has to be 2 in the case of absence) have access to the safe. As an added precaution we have ordered a new safe so we are able to change the code in the case of a breach of security and as a measure of continued security. It was felt that YA was at less risk keeping the card in the safe and also she does not want the responsibility of carrying the card with her. Governors were informed that Audit are quite insistent that ‘If debit cards are held in the school's safe there is a risk that they may be accessible to persons other than the named card holder. This</p>	

	<p>increases the risk of inappropriate use of the debit cards and may compromise the ability to investigate any misuse of debit cards, if it were to occur. We also recommend that the Schools debit cards are kept on the individual (named card)'. </p> <p>However, the delegated responsibilities are there. YA reconciles the account, LH signs it off and HK signs the annual statement to audit.</p> <p>Governors were in agreement that the debit card should be kept in the safe and not with YA as the risks are at an acceptable level. It was felt that the risk is higher to YA if kept on her person and also it is not fair to ask YA to keep the card with her and carry the responsibility alone.</p>	
12.	<p><u>Buildings Update</u></p> <p>The buildings report was uploaded onto Governor Hub prior to the meeting.</p> <p>LH reported on the key points in the report:-</p> <p>Replacement of the roof tiles, batons and flashing including priority areas of the pitched roof that is passed its design life has been carried out over the summer. It was also reported that we have had a new chimney cap and replacement of defective lead work. The vegetation on the flat roof by the staffroom has been cleared</p> <p>In house work carried out has been the general touch-up of painting and cleaning by Mark.</p> <p>Toilets have been added to the buildings plan.</p> <p>Governors thanked LH and were happy with the report provided.</p>	
13.	<p><u>Health and Safety Update</u></p> <p>LH referred governors to the site inspection record – this relates to the fire risk assessment. The following actions have been closed:-</p> <ul style="list-style-type: none"> ● Corridor protection doors – closed ● Boiler enclosure - complete ● Loose frame in wall – closed ● Door closer pin – completed ● Corridor protection door (photocopying area) Job Ordered ● Year 1 classroom breach in water tank boxing – to repair but not a fire risk ● Boiler enclosure – fire stopping complete ● Hall doors – gap to be closed if possible - then report back to the surveyor if not. 	

	<p>LH informed governors that the fire door was mentioned in the report – but DCC has now closed this. Most of the fire doors were compliant apart from the hall door which we are looking at either re-gassing or looking at an alternative method.</p> <p>Governors were happy with the information provided.</p>	
14.	<p><u>Relevant Changes and Updates</u></p> <p>Reported in other items on the agenda</p>	
15.	<p><u>Appraisal</u></p> <p>Performance management meetings are still on-going - this item will be revisited at the next meeting.</p> <p>Governors were informed that HK's performance management has been booked with an external consultant together with governors for the 17th October.</p>	Action: Performance Management update
	<p><u>FULL GOVERNING BOARD – K Clark – Chair</u></p>	
16.	<p><u>School Improvement Plan (SIP)</u></p> <p>Governors were informed that the priorities remain the same as in July based on the data analysis. Governors were informed that HK had a conversation with an external consultant regarding the development of a SIP - it was discussed that this document was a vital document to move the school forward. Ofsted would use this document as a spring board for their assessments. Because of this it was decided between HK and KC that they would re-visit the current SIP document and develop the outcome and impact section to include current data. This document will be discussed at the next GB.</p>	Action: Discuss SIP at the next meeting
17.	<p><u>Head teachers' Report Including Safeguarding</u></p> <p>The report was uploaded onto Governor Hub prior to the meeting.</p> <p>HK went through the key information on the report:-</p> <p>HK reported that she is inviting external agencies to support parents with SEND. Governors were informed that the SEND data is not an accurate reflection as there are children on roll who have been referred but because of the extensive timescale this is taking the percentages are inaccurate. We will be asking Julie Fearn to come in and support parents in school as there are courses available but parents are not attending. It was reported that the attendance has improved from last time although lateness was now worse because staff are adhering tightly to the new</p>	

	<p>policy. KC said the comparison data provided from the previous year was very useful.</p> <p>HK informed governors that the whole school external review for safeguarding was carried out which included attendance. The report will be uploaded onto Governor Hub. It was reported that the outcomes were good – there were only small adjustments which were needed. Governors were informed that the external reviewer stated that the SEND report on the website was very good.</p> <p>Governors were extremely pleased with the concise and informative report and thanked HK.</p>	
18.	<p><u>Attendance Action Plan</u></p> <p>The Action Plan was updated from last year containing. It now contains the new procedures and approaches to the reward system. The Dashboard data was clear and concise regarding attendance.</p>	
19.	<p><u>Pupil Premium Action Plan</u></p> <p>Governors were happy with the statement of content and were happy with the focus for Rosehill. Challenges were detailed and the success criteria was clear. The approaches have been evidenced and the financial allocation checked. The budgeting had been checked with LH.</p>	
20.	<p><u>SLT Leaders</u></p> <p>The action plans were uploaded onto Governor Hub prior to the meeting.</p> <p>Governors were asked to read the plans and they were not discussed. The plans were used as reference for monitoring and evaluation. HK suggested organising for governors to come into school to experience a carousel session where all governors talk to all teachers about their particular area of responsibility.</p>	Action: HK to organise Event for governors
21.	<p><u>Governor Roles and Responsibilities</u></p> <p>KC went through roles and responsibilities and asked governors if they were happy with the allocated roles – all happy with their areas of responsibility. The new monitoring schedule will be uploaded onto Governor Hub. HK suggested if governors were short on time that she was more than happy for monitoring to be completed via virtual meetings with subject leads. HK will provide governors with a new list of teachers and areas of responsibilities.</p>	Action: HK to provide a list of staff and their area of responsibility.

22.	<p><u>Governor Training</u></p> <p>KC mentioned that it is vital governors complete safeguarding and prevent training and any other training which is relevant to their role. HK also suggested that she would support governors with their role within school. Governors were informed that one of the actions of the external Safeguarding review was that there was no evidence to show governors had read KCSIE as this needs to be documented. KC asked if all governors could read the KCSIE document which was uploaded onto Governor Hub and then to confirm this by accessing the compliance section on their profile in Governor Hub. KC said there are other courses on Governor Hub which also need confirming as they are completed throughout the year. HK informed governors that she has a link to courses which can be completed through the National College – the link will be sent out to governors.</p>	Action: HK to send the National College link to governors
23.	<p><u>Review of SWOT, Vision and Values</u></p> <p>Document was uploaded onto Governor Hub prior to the meeting.</p> <p>The governors discussed the SWOT, Vision and values document analysis and were happy with the vision statement. Slight changes were made to the SWOT analysis and the updated document will be uploaded onto Governor Hub.</p>	Action: Amend document and uploaded onto Governor Hub
24.	<p><u>Staff Well Being</u></p> <p>HK informed governors that we need to set-up a well-being committee – governors were in agreement. This item will be re-visited at the next meeting for discussion.</p>	Action: Well-being Committee Discuss at the next meeting
25.	<p><u>Training for 24/25</u></p> <p>The new training booklet has been uploaded onto Governor Hub. Any training needs to be discussed with Chair/Clerk.</p>	
26.	<p><u>Correspondence</u></p> <p>Nothing to report</p>	
27.	<p><u>Date of next Meeting</u></p> <p>Tuesday, 3rd December – 5.30 pm</p>	

28.	<p><u>Determination of Confidentiality of Business</u></p> <p>Staffing discussions – Confidential Minutes</p>	
29.	<p>What difference this meeting has made to our pupils:-</p> <ul style="list-style-type: none"> • SIP which will take learning forward to improve outcomes. • Attendance Action Plan and Policy to increase attendance levels which in turn improves outcomes. • SLT Leaders Action Plans for Maths, English and Science to ensure all the needs of the children are met. • The Pupil Premium strategy clearly outlines the challenges and provides actions to address the needs of the disadvantaged children at Rosehill. • Excellent financial management and planning which allows growth. 	

Meeting concluded 7.20 pm