



MINUTES OF ROSEHILL INFANT AND NURSERY SCHOOL
FULL GOVERNING BOARD/RESOURCES COMMITTEE
HELD ON THURSDAY 2ND OCTOBER 2025 – 5.30 PM START
MEETING HELD AT ROSEHILL INFANT AND NURSERY SCHOOL

Present : Karen Clark, Marinela Gjoni, Andrea Hewitt, Sara Tennant, Helen Kelk (Head Teacher), Lisa Hopwell (SBM), Yasmin Akhtar (Clerk).

		Action
1.	<p><u>Apologies for Absence</u></p> <p>Apologies received from I Whitehead and M Fowkes accepted by the GB.</p>	
2.	<p><u>Declarations of Interests</u></p> <p>K Clark – Governor at St James’ Junior School</p>	
3.	<p><u>Appointment of Chair, Vice Chair and Chair of Resources Committee for 2025/26</u></p> <p>Governors were informed by the Clerk that no nominations were received prior to the meeting. Governors voted Chair – K Clark and this was seconded by M Gjoni Vice Chair – I Whitehead – seconded by K Clark Chair – Resources Committee – I Whitehead - seconded by A Hewitt Vice Chair – K Clark – seconded by M Gjoni</p>	
4.	<p><u>Review of Membership</u></p> <p>The chair discussed recruitment within the GB as RS who resigned from their parent governor post asked if there were any other vacancies within the GB. The Chair informed governors that there is currently a vacancy for a parent governor – the clerk will send out information to all parents including nursery parents with regards to this post but no other current vacancies.</p>	<p>Action: Clerk to send out correspondence Re: Parent Governor Vacancy</p>
5.	<p><u>Governors Paperwork</u></p> <p>The paperwork was uploaded onto Governor Hub prior to the meeting.</p>	

	<p>Register of Business Interests, Pecuniary Interests Eligibility to Serve as a Governor and the Disqualification Declaration Form. All Governors were asked to complete the paperwork and return this to the Clerk.</p> <p>KC asked the governors to complete the GB compliance section on Governor Hub i.e KCSIE section and to read the relevant forms and legally required policies.</p>	
6.	<p><u>Committee Terms of Reference 2025/26 - Governor Virtual Meeting Attendance</u></p> <p>Documents were uploaded onto Governor Hub prior to the meeting 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 2025/26 – document agreed and ratified by governors. Terms of reference – no change accepted by chair and governors.</p>	
7.	<p><u>Governing Board Standing Orders</u></p> <p>Document uploaded onto Governor Hub prior to the meeting. 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. 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"> • Training for cyber security has been uploaded onto governor hub and other relevant training has been forwarded to governors. Governors were informed that KC will be responsible for cyber security. • First aid policy – the relevant names have been placed against their key responsibilities on the policy. • SPAG sessions have been integrated into the School Development Plan. Governors were informed that KH will be 	<p>Actions – KH will be reporting on data at the next meeting</p>

	<p>attending the next meeting to feedback to governors regarding SPAG.</p> <ul style="list-style-type: none"> • KC informed governors with regards to the boy's data – M Bull will be completing the SEND audit with LB and the data will be analysed and reported back to governors at the next meeting • Governors were informed that the new governor's planner has been uploaded onto Governor Hub. <p>The minutes were agreed and ratified.</p>	<p>Action: SEND data to be reported at the next meeting.</p>
	<p>RESOURCES COMMITTEE – I Whitehead – Chair of Committee</p>	
<p>10.</p>	<p><u>Policies</u></p> <p>The following policies were uploaded onto Hub prior to the meeting: -</p> <p>School Admissions Code – The changes were highlighted in yellow – Governors read and agreed the policy. The policy was agreed and ratified.</p> <p>Child on Child Abuse Policy – Governors were informed that this policy matches the KCSIE 2025 - school to manage early help for vulnerable children. Policy agreed and ratified.</p> <p>Education Child protection/Safeguarding Policy – This policy remained the same. The information for on- and off-line remote education was highlighted. Earliest opportunity to identify harm and the role of designated lead was highlighted. Educational outcomes to working closely with children and social workers. Governor training to provide knowledge for robust challenge was highlighted. Ensure whole school approach is in place. Safer recruitment is in place. Highlighted specific vulnerable children black/PLAC and children in kinship care and children require mental health support. KC asked about kinship care? and ST explained kinship care was when a friend or family member looked after the child. Systems in place for children to voice concerns. Staff acting in the best interests of the child and to be supportive. School promotes trust relationships between learner and staff members and children feel confident to voice their concerns. KC said that having interviewed the school council she felt that the children are aware of where to go to get help and to voice any concerns. It highlighted that if children show a change in behaviour this needs to be followed up by staff. ST said our staff know their children well and would report this. It was also highlighted that if allegations are made it is not for school to decide if they are true but the role of the Local Authority. If staff members were doubtful sharing information about a child to other professionals they can speak to ST first who will seek advice from the DPO. Sharing information must not be allowed to stand in the way of the child's well-</p>	

	<p>being. Teachers should report any outside concerns to paint a whole picture.</p> <p>Equality Objectives/Action Plan – Governors read and agreed this document.</p> <p>Climate Action Plan – The action plan was presented and ratified and governors were informed that the link governor was M Fowkes.</p> <p>LAC Policy – This highlighted the definition of LAC and the roles. KC asked governors to carefully read through the roles and responsibilities in the LAC policy.</p> <p>Lone worker - Discussions took place with regards to attendance and that the ISO want schools to complete home visits. Governors agreed unanimously that the overriding outcome risk was too high and governors are not happy for any staff member to do this.</p> <p>Nursery admissions – Numbers were updated – agreed and ratified.</p> <p>Remit & terms of reference – agreed and ratified.</p> <p>Special Education Needs and Disabilities – Governors were informed that the policy contained legal updates and training updates for the SENCO and Head teacher role. Policy agreed and ratified.</p> <p>Supervision Policy – no change – Policy agreed and ratified.</p> <p>Staff Code of Conduct – This has been amended to incorporate KCSIE 2025. Agreed and ratified.</p> <p>Whistle Blowing Policy – Includes KCSIE updates. Agreed and ratified.</p> <p>Complaints Policy – The roles and responsibilities have been updated and the policy is compliant with the Data Protection Policy.</p> <p>Attendance Policy – Updated with KCSIE 2025 and highlights that any lateness must be recorded - ST stated that it is the parents that were late not the children. Stickers and rewards were offered to try and improve lateness and this has been reported to the LA. Parents are informed they could possibly be fined for lateness if it does not improve.</p> <p>Governors were informed that absences of more than 20 days are to be notified to the LA - MJ parent governor discussed the difficulty around visiting families abroad and that this was difficult during school holidays i.e cost and the length of time family visits can take. ST/Head agreed with this sentiment but said that it was not school but the LA that penalised parents.</p> <p>Staff protocol for AI was looked at and this was ratified. KC informed governors that this was a new area and it was significantly challenging. This will be discussed again by governors once training is completed on governor hub.</p> <p>All policies were agreed and ratified.</p>	
11.	<p><u>Finance Update</u></p> <p>LH uploaded the finance information onto Governor Hub prior to the meeting.</p> <p>LH reported the following key points: -</p>	

It was reported that the 4% teacher's pay award has been approved and paid in September. Support staff received their 3.2% August

LH informed governors that at the last monitoring the expected carry forward was £52,017 but it is now at £74,715 which is a difference of £22,698. The difference is as follows:-

- Increase in teacher's salary costs of £2743 due to a t/a stepping up to cover teacher absence
- Reduced Teacher supply claims £8,000
- Care staff salaries increased by £2554 due to possible back pay
- Teaching assistant reduced by £3029 due to difference in projected hours and T/A stepping up to teaching
- Midday supervisor increased by £1268
- Supply teaching assistant budget increased by £3,300 due to sickness/SEN cover
- Buildings reduced by £593
- Repair and Maintenance increased by £650
- Increased resources by £7,500
- Increased trip by £1000
- Course fees increased £350
- Agency teachers increased by £6000
- Universal FSM received less than expected £974
- Parental contribution £ 1536 (snack)
- Trip income increased £678
- University income increased by £1550
- SEN funding increased by £35,000
- Uniform sales £270
- Pupil premium increased by £4,495
- Clawback nursery numbers £6458

LH reported that the current year the C/F is £74,000 (6.3%) and in year 2 it is predicted at £27,181 (2.02%) and year 3 the prediction is £25,240 (2%).

This was as of 25th September when budgeting for 143 children in year 2. The school receives approx. £6,000 per pupil depending on any additional funding they may bring with them i.e. FSM.

Pupil numbers

LH informed governors that as of today, the census was completed and the pupil numbers are as follow:-

- Reception – 44 Pupils
- Year 1 – 48 Pupils
- Year 2 -53 Pupils

	<ul style="list-style-type: none"> • Nursery – 37 Pupils <p>LH informed governors that we are now entering into lower birth rate years and you can see from the school places bulletin (posted on the governor’s hub) that we will be looking at further decline. It was reported that city wide the pupil numbers peaked in 2020 and again in 2024 yet we have not seen significant waiting lists. The numbers would suggest that we will experience a further decline and need to be aware of staffing decisions and budgeting (hence the need to keep a 6% C/F). We are also up against a significant amount of SEN children which bring the need for extra provision.</p> <p>Governors thanked LH for the finance report and had no further questions.</p>	
12.	<p><u>GDPR</u></p> <p>LH asked Governors to please complete the training on Data Protection on Governor Hub which is AI focused and to also see the staff protocol on AI.</p> <p>LH updated governors on where we are at now with Cyber security and AI:-</p> <ul style="list-style-type: none"> • Policies ratified • Training for Governors provided • Training for staff (AI) - meeting attended by LH and HK for decision making on approved AI software for the school – Copiolet which is part of outlook is safe and free to use, Mercury have been notified that no other AI should be granted to get through the firewall without permission from HK/LH. Currently looking to provide a video which highlights the use of AI in education and teaching. • Staff protocol will be shared with existing staff when the training for GDPR & Cyber takes place this has been added to website and referred to in the staff induction pack <p>Governors were happy to complete the training provided on Governor Hub. They thanked LH for the continued work with regards to AI and updates provided.</p>	
13.	<p><u>Buildings Update</u></p> <p>LH updated governors on the following: -</p> <p><u>Insurance</u></p>	

	<p>LH informed governors that we have received an email from insurance from DCC saying that the school is not expected to obtain this independently and they will be looking at the market at this year's renewals and that cyber insurance is something they will be considering.</p> <p>The new boilers and water calorifier are now in situ. Contractors left site on 1st October 25. We are awaiting the connection to the fire alarm and commissioning. Water flow and hot water are currently being looked at. We would expect gas costs to fall due to the efficiency of the equipment which is now in place.</p> <p>Governors were informed that the kitchen contract is being chased by the Diocese as it has still not been finalised and signed. LH informed governors that she has asked for a couple of amendments to tighten up the percentage charges before this is finalised and agreed.</p> <p>Governors were happy with the buildings update and thanked LH for the information provided no further questions.</p>	
14.	<p><u>Health and Safety</u></p> <p>LH informed governors that we are updating the training and there are no accident/injuries to report.</p> <p>It was reported that one member of staff is to be risk assessed and has requested a further 6 weeks phased return.</p> <p>Governors were happy with the Health and Safety update provided – no further questions.</p>	
15.	<p><u>Relevant Changes and Updates</u></p> <p>Nothing to report</p>	
16..	<p><u>SIP</u></p> <p>The SIP was uploaded onto Governor Hub prior to the meeting.</p> <p>HK highlighted the targets and pointed out that these were the back bone and that 2 areas were being covered.</p> <p>Governors were informed that the whole plan was done collaboratively with staff members who were leading on the priority areas.</p> <p>KC asked if staff could in turn feedback to governors on their priority areas.</p>	<p>Action: staff to individually feedback on priority areas.</p>

17.	<p><u>Head teacher Report including Safeguarding</u></p> <p>The Head teacher Report was uploaded onto Governor Hub prior to the meeting.</p> <p>HK went through the report and pointed out she had updated the grading to outstanding for Behaviour and Attitudes and Leadership and Management.</p> <p>HK also informed governors that SLT has diligently completed the SDP which has been shared with M Bull – School Improvement Adviser who was happy with the document.</p> <p>HK reported on the following key areas: -</p> <ul style="list-style-type: none"> • SEND – there are 35 children on the register all with significant needs. Governors were informed that there has been a SEND Unit established providing essential support for students. Governors were informed that funding does not come through quickly enough to support resources and teaching. There are significant children in school with needs with no appropriate funding. The governors agreed to monitor this and to contact the LA when required. • It was reported there currently there are 43 pupils eligible for free school meals which represents 37.9% of the student population. This figure exceeds the national average for FSM eligibility which stands at 24.3%. • Currently we have 4 pupils with an EHCP. • It was reported that there are currently 77.9% of children who are EAL. This figure is substantially higher than the national average of 22.8% highlighting the school’s diverse linguistic environment. Such diversity enriches the learning experiences for all pupils and fosters a culture of inclusivity and understanding within the school community. <p>Governors had read the report and were happy with the document – no further questions.</p>	
18.	<p><u>Attendance with Action Plan</u></p> <p>The Chair informed governors that we will discuss this item at the next meeting.</p>	<p>Action: Attendance Action Plan +</p>
19.	<p><u>Governor Roles and Responsibilities</u></p> <p>Chair informed governors that the new roles of Climate and AI link governor will be put on the monitoring sheet and this will be uploaded onto Governor Hub.</p>	<p>Action: Update roles and upload document onto Governor Hub.</p>

20.	<u>Governor Monitoring</u> The monitoring schedule has been uploaded onto Governor Hub. Governors were informed that LH/KC and HK will put a link for the National College onto Governor Hub which will highlight training specifically for governors.	
21.	<u>Review of SWOT, Vision and Values</u> Document was uploaded onto Governor Hub The chair informed governors that we will review this at the next meeting.	Action: to be reviewed at the next meeting
22.	<u>Staff Well Being</u> This item was discussed in the Heads Report.	
23.	<u>Training for 25/26</u> A link for the national college will be uploaded onto Governor Hub where governors will be able to access relevant training courses.	Action: Upload link to National College onto Governor Hub
20.	<u>Correspondence</u> Governors were informed that we have received a letter from a member of staff asking for leave to attend a religious festival. The request did not meet the criteria in the leave of absence policy. KC will discuss this item in the confidential business	
21.	<u>Date of next Meeting</u> New Planner for 2025/2026 will be uploaded onto Governor Hub	Action: FGB meeting planner 2025/26
22.	<u>Determination of Confidentiality of Business</u> Staffing discussions – Confidential Minutes	
23.	What difference this meeting has made to our pupils:- <ul style="list-style-type: none"> • The SDP has clear focused priorities that matches the current needs of the school. This ensures Rosehill will continue to develop their provision to create opportunities and good outcomes for all children. • The school including the governors is developing a clear awareness of AI and it's uses and procedures. This will ensure data security for all. 	

	<ul style="list-style-type: none">• School is constantly adapting to meet the needs of the increasing number of children with SEND.• The climate action plan will educate all new children at Rosehill to help contribute to sustainability.• Excellent leadership creates consistency and stability.	
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Meeting concluded 7.15 pm