



MINUTES OF ROSEHILL INFANT AND NURSERY SCHOOL
FULL GOVERNING BOARD/RESOURCES COMMITTEE
HELD ON TUESDAY 28th JANUARY 2025 – 6.10 PM START
VIRTUAL MEETING

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

		Action
1.	<p><u>Apologies for Absence</u></p> <p>Apologies received from R Salah – apologies 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>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> <p>Item 6 – Attendance Policy – ST has created a leaflet for parents explaining the attendance process. Governors thanked ST and said it was clear and precise. KC asked if it was possible to get the leaflet translated into different community languages. HK informed governors that staff could translate into Asian languages and she would contact new communities to get translation for other languages.</p> <p>Item 8 – SFVS document – Item 9 on the agenda to be ratified and signed off.</p> <p>Item 17– Well-being – HK informed governors that Compass have not got back to her with regards to developing a well-being committee. HK will contact them again for more information.</p>	

	The minutes were agreed and ratified.	
4.	<p><u>Review of Membership</u></p> <p>The GB membership did not need reviewing as governor posts are complete.</p>	
5.	<p><u>Skills Audit</u></p> <p>The Chair asked Governors if they have anything to add to the Skills Audit – all happy nothing to add. KC informed governors that M Gjoni will complete the skills matrix document with her skills after she has attended the governor induction and any other relevant training courses.</p>	
	RESOURCES COMMITTEE – I Whitehead – Chair of Committee	
6.	<p><u>Policies:-</u></p> <p>The following policy was uploaded onto Hub prior to the meeting:</p> <p>Accessibility Plan – Governors had read the policy no changes - it was agreed and ratified.</p> <p>Behaviour for Learning Policy – Governors had read the policy- no changes - it was agreed and ratified.</p> <p>Early Years Intimate Care Policy – no changes – Governors had read the policy - it was agreed and ratified.</p> <p>Governors Allowance – Governors had read the policy – no changes – it was agreed and ratified.</p> <p>Health and Safety Policy - No change to the policy – Policy was agreed and ratified.</p> <p>Intimate Care Policy – HK informed governors that the policy for intimate care had been split for Early Years and the rest of the school. The policy was agreed and ratified.</p> <p>Online Safety Policy – Governors were informed that the policy is compliant with the DFE guidance. The policy is linked to KCSIE – it ensures the safety of pupils and staff. The policy is to ensure that staff understand their responsibility to filtering and monitoring processes in place at school. Establishing a procedure for reporting online safety incidents and inappropriate internet use, both by pupils and staff, and ensuring all members of the school community understand this procedure. Maintaining detailed, secure and accurate written records of reported online safety concerns as well as the decisions and whether or not referrals have been made. Early intervention to prevent abusive</p>	

	<p>behaviour and child on child abuse. Governors were happy with the policy. Policy agreed and ratified.</p> <p>Parent Code of Conduct – This policy is compliant with the DFE guidance and the Legal update. Governors were happy with the policy. Policy agreed and ratified.</p> <p>Premises Management Policy – Changes highlighted in yellow - Ensuring that any Personal Emergency Evacuation Plans (PEEPs) that are in place in the school are understood and implemented when needed, including knowing how to identify and liaise with the responsible person for implementing the PEEPs. Clear post incident and aftercare. Clear registration for asbestos and security lighting in place and staff to be aware of all issues. Policy read by Governors. Agreed and ratified.</p> <p>Pupils with Additional Health Needs Attendance Policy – Update linked to KCSIE. Parents to attend meetings to discuss how any school based support, including reintegration for their child should be planned. Policy read by Governors. Agreed and ratified.</p> <p>Social Media Policy – Update on governor’s roles and responsibilities clearly identified. Social media accounts can only be created if authorised by HK. Staff can only post on school accounts if authorised by HK. Staff can only post if it meets social media objectives. It is important staff use personal social media in an appropriate manner in accordance with the guidance in the policy. Parents are able to comment on or respond to information shared via social media sites, however, parents should do so in a way which does not damage the reputation of the school. Guidance on pupil use of social media and parents responsibilities. Blocked content ICT technicians retain the right to monitor staff and pupil access to websites using the schools network and on school owned devices. Policy read by Governors. Agreed and ratified.</p> <p>Staff and Volunteer Confidentiality Policy – Legal update - IW focused on confidentiality section of the policy. Policy read by Governors. Agreed and ratified.</p> <p>Suspension and Exclusion Policy – No Change Policy read by Governors. Agreed and ratified.</p> <p>Volunteer/Student Policy – Policy read by Governors. Agreed and ratified.</p>	
7.	<p><u>Finance Update</u></p> <p>A Finance report was uploaded onto Governor Hub prior to the meeting</p>	

<p>LH informed governors that now is the time for clearing the ledger and working towards the year end. She has been checking through the ledger with a fine tooth comb and found some anomalies that need correcting. LH informed governors that once this process is complete school is looking at a carry forward of approx. £62,000 and it was £67,653. MF asked what percentage was the carry forward? LH informed governors that it was 6%. LH has increased the supply teaching assistant budget by £4,500 as extra hours have been worked and this may increase further due to SEN in nursery until funding has been agreed.</p> <p>The electricity budget has also been increased to £34,000, but that there may be some savings at the end of the year for gas. LH informed governors that providing there are no unforeseen circumstances we can balance the budget for the next three years in line with SFVS.</p> <p>It was reported that the school census was completed on 20th January 2025. The key areas highlighted from the census were:-</p> <p>We have a record 69 FSM pupils this will equate to a drop of £2,884 in the UIFSM - Total of £38,456</p> <p>Pupil premium is based on the October census which was 65 FSM children which equate to a budget increase of pupil premium of £22,200</p> <p>Overall an increase to the budget of 2025/26 of £19,316</p> <p>Governors were happy with the information provided and had no further questions.</p> <p><u>SCOPAY</u></p> <p>LH informed governors that SCOPAY is now up and running and we went live on 13th January 2025. It was reported that 74 families have signed up for SCOPAY and we have collected a total of £541.35 - the majority of this is snack money. LH informed governors that the system is easy to use and the SCOPAY support team have been very good with their support. School is no longer accepting cash unless it is extreme circumstances. We have enquired about pay point cards but unfortunately this is quite onerous and not cost effective – (we only had one parent request an alternative to paying online). Governors were informed that all purchases for snack are carried out through Y Akhtar, who will order the items and pay on the school debit card with a member of staff present for segregation purposes. It was reported that all banking is intact. Governors were happy with the information provided and had no further questions.</p>	
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	<p><u>Benchmarking</u></p> <p>LH informed governors:-</p> <ul style="list-style-type: none"> • Link posted on Governors hub also see cost category breakdown main findings as per Gov.uk <p>LH informed governors of the following key information highlighted from the Benchmarking report :-</p> <p>Non- educational support</p> <ul style="list-style-type: none"> • This includes administrative and clerical staff, other staff costs and professional services. • Spending per pupil is 33.6% higher than the average. • High costs include SBM, admin, midday supervisors, play workers and non-curriculum professional services such as new communities, GDPR, health & Safety, FSM checks, SEND support, music hub and CPOMS. However, for the professional services (non-curriculum) the school is 30% below average • <u>Utilities</u> • 90% Higher percentage in all utilities gas, electrics and water • <u>Administrative supplies</u> • 80% higher percentage than similar schools <p>Governors had looked through the Benchmarking information and were happy with the information provided – no further questions.</p> <p><u>School fund audit</u></p> <p>LH reported that the total income including carry forward of £4156 = £7001.32 less expenditure of £6388.72. It was reported that we will move £462.65 (breakfast club and £1919.50 (nursery fees) over to the budget for 2025/26. LH informed governors that we will look to see how the new cashless system works and then consider closing the school fund in the next couple of years.</p> <p><u>Related party transactions UPLOAD</u></p> <p>LH reported that there are no transactions to report</p> <p>Governors were happy with the information provided and had no further questions. Governors thanked LH for her in depth report and finance information.</p>	
8.	<p><u>Sold Services</u></p> <p>LH uploaded information onto Governor Hub</p>	

	As per previous year the booking intent form was uploaded onto governor hub and prices have been requested.	
9.	<p><u>SFVS</u></p> <p>Document uploaded onto Governor Hub</p> <p>Document discussed at the last meeting - LH asked if governors if they had any questions or concerns or if they were happy to ratify the document. Governors had no questions or concerns and were happy to ratify the document. Document signed by Chair of Governors.</p>	
10.	<p><u>Health and Safety and Buildings Update</u></p> <p>The Fire risk assessment was uploaded onto Governor Hub. LH informed governors that there are 2 remedial actions.</p> <ul style="list-style-type: none"> • DCC to confirm compartmentation breaches within the roof space. • Fire exit door sign which has now been completed. <p><u>Buildings</u></p> <p>It was reported that the feasibility study has commenced on the boilers in the plant room. Rosehill is on the list for a boiler replacement (there are also 11 other schools on the list). LH informed governors that refurbishment work is to commence on HS classroom in the February half term.</p> <p>Governors were happy with the information provided by LH and had no further questions.</p>	
11.	<p><u>Inventory</u></p> <p>LH reported that we have removed a home corner from a classroom and added a new one to the working document. Document signed by Chair.</p>	
12.	<p><u>Single Central Record</u></p> <p>Governors were informed that the Single Central Record is up to date – document signed off by the Head and Chair.</p>	
13.	<p><u>Relevant Changes and Updates</u></p> <p>Nothing to report</p>	
	<u>FULL GOVERNING BOARD – K Clark – Chair</u>	

14.	<p><u>Head teachers' Report Including Safeguarding</u></p> <p>The report was uploaded onto Governor Hub prior to the meeting.</p> <p>HK reported in detail with regards to the Ofsted inspection. She felt she was kept well informed throughout the inspection. The Ofsted inspector listened really well to all staff and engaged in professional dialogue at all times. HK felt that the monitoring visit by Jo ward was very valuable as it scrutinised attendance and SEND and school was well prepared for Ofsted because of this. During the inspection, every staff member showcased an impressive level of expertise and understanding regarding child safety protocols and best practices. This reflects a strong collective commitment to ensuring that the well-being of children is a top priority for everyone at Rosehill. Each individual displayed an awareness of their responsibilities and actively contributed to creating a safe and nurturing environment.</p> <p>All staff training is currently up to date, and some of our governors have successfully integrated into the National College training portal, where they are assigned necessary safeguarding and Prevent training. The Chair of Governors completed Level 4 training on managing allegations in 2022 and is scheduled to take a renewal course later this year.</p> <p>HK informed governors that an Ofsted celebration event will be organised for Rosehill parents for their support during the inspection.</p> <p>SEND UPDATE</p> <p>We currently have two children with an Education, Health and Care Plan (EHCP) in place, with an additional three children at stage 2 of the EHCNA process - one of these applications will be urgent and requires immediate support.</p> <p>We also have one child at stage 1 of the process and we are currently gathering evidence to submit a further six EHCNA applications. .</p> <p>In Autumn term, we had an Educational Psychologist observe six children and conduct training for staff on writing SMART Multi-Eligibility Plans (MEPs), along with follow-up training. We have also submitted two new Single Point of Access (SPOA) requests this term. Additionally, we continue to have Speech and Language Therapy (SaLT) services working with many children in our school.</p> <p>Staffing Update</p> <p>This year, we have increased support hours for our students with Special Educational Needs (SEN) due to the significant needs of those with Special Educational Needs and Disabilities (SEND). This increase has impacted the school budget, as many children with high needs do not receive additional funding. We plan to advertise for an additional one-on-one support staff member to assist a nursery child with high-level</p>	
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<p>needs.</p> <p>We also advertised for midday supervisors but have been unsuccessful in finding qualified candidates. Therefore, we are exploring different options to fill these positions.</p> <p>Additionally, one of our staff members is on bereavement leave this half-term, and their responsibilities are currently being covered by a supply teacher who is familiar with our school.</p> <p>Maria asked about the support staff sickness data if this was correct?– LH said the data is imported from integris – she will look into this.</p> <p>Behaviour and Attitude:-</p> <p>Recent feedback from our Ofsted inspection has highlighted the exceptional support provided by our school to both children and their families. The Her Majesty's Inspector (HMI) noted that there were no further recommendations for improvement, affirming our dedication to behaviour and attitudes.</p> <p>The HMI conducted a thorough evaluation of our school's environment, focusing on how well our leaders and staff create a safe, calm, orderly, and positive atmosphere that significantly influences pupil behaviour and attitudes. The following key findings were noted:</p> <p>Consistent Routines:</p> <p>Our clearly established routines are effectively implemented school-wide, contributing to a structured and predictable learning environment.</p> <p>Attendance and Punctuality</p> <p>We maintain a strong focus on attendance and punctuality through effective policies that are applied fairly and consistently across all staff, ensuring that every child has the opportunity to succeed.</p> <p>Safe Environment</p> <p>We have fostered an environment where pupils feel genuinely safe and secure, promoting confidence in their ability to engage in learning.</p> <p>Positive Relationships</p> <p>The culture of our school is built upon positive and respectful relationships between teachers and pupils, creating a trusting and supportive atmosphere for learning.</p> <p>Zero-Tolerance Policy</p> <p>We uphold a strict zero-tolerance policy for bullying, peer-on-peer abuse, and discrimination, ensuring that all pupils feel respected and valued.</p> <p>Staff Preparedness:</p> <p>Our staff are well equipped to swiftly address any arising issues, effectively preventing escalations and maintaining a harmonious environment.</p> <p>During the inspection, the HMI engaged in meaningful discussions with</p>	<p>Action: Sickness Data</p>
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<p>both pupils and staff, observing the robust support systems in place. This includes support for supply staff, Early Career Teachers (ECTs), and support staff, who may be particularly affected. The effectiveness of our behaviour approach has been clearly communicated to staff, governors, and stakeholders, highlighting our focus on the diverse backgrounds and experiences of our pupils. The HMI feedback several notable strengths in our school's approach:</p> <p>Pupil and Staff Surveys: Insights from Ofsted surveys illuminated aspects of our practice concerning safeguarding, behaviour and discipline, bullying, and the overall perceptions of our school within the community.</p> <p>Multi-Agency Collaboration: Our effective partnership with a multi-agency team facilitates comprehensive support for pupils needing referrals, particularly for those with Special Educational Needs and Disabilities (SEND), looked-after children, or those experiencing medical or mental health issues.</p> <p>Safeguarding Documentation: A detailed account of referrals made to the designated safeguarding lead was provided, including thorough resolution records that ensure accountability and transparency.</p> <p>Children's Services Cases: An updated list of pupils with open cases in children's services/social care has been maintained, along with their multi-agency plans to provide holistic support.</p> <p>Attendance Analysis: We conduct an extensive analysis of attendance data across all pupil groups, ensuring that every child is supported in their learning journey. Our recent Ofsted inspection reaffirmed our commitment to providing a nurturing, inclusive, and enriching educational environment for all pupils. We remain dedicated to continuous improvement and excellence in all aspects of our school's operation, ensuring that we meet the needs of every learner and their families.</p> <p>Personal Development</p> <p>Rammie Little Movers has stated in reception delivered by DDC The Balanceability Team is delivering sessions every Tuesday morning</p> <p>Family Events and Sessions:- Parent Coffee Mornings This half term, we held two Parent Coffee Mornings, both of which were very well attended. One session was provided by the Compass Changing Lives Mental Health Support Team, and the other was delivered by</p>	
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	<p>James Thatcher and his team from Sustrans, who are working with the school as part of the Safe Haven project. This initiative encourages children to be more active, based on the belief that those who walk to school are happier, more alert, and better prepared to learn.</p> <p>ESOL Classes and playgroup still continue to run once a week.</p> <p>Afterschool Clubs:</p> <ul style="list-style-type: none"> - Football Club: Years 1 and 2 - Dance Club: Years 1 and 2 - Intervention Club: Physical Literacy <p>The Derby Community Trust provides afterschool clubs and extracurricular activities in several sports, including football, multi-sports, gymnastics, dodgeball, FUNdamentals, and more. All sessions engage students in physical activity after the school day in a safe and enjoyable environment where participants can improve their skills, have fun, and socialize with friends.</p> <p>We use our sports premium funding to cover the cost of these activities significantly and charge £1 per session.</p> <p>The Derby Community Trust is also promoting physical literacy</p> <p>Examples of activities that take place in school</p> <p>We put the rights of our children at the heart of everything, and School promotes tolerance and respect for all cultures, faiths and lifestyles through our purpose, values, motto and rules. These elements run through our curriculum and all that we do.</p> <p>Is there a school council or an equivalent forum? Yes</p> <p>Examples of activities that take place in school:-</p> <p>The school council is a formal group of children who represent their classmates. They discuss school issues with the headteacher, teachers, and other staff members. The children are elected to represent the views of all pupils and to improve their school. They meet with Mrs Shah to discuss how the school is run and take on projects that support the children’s learning and development. These projects include organizing charity events, representing the school at outside events, or ensuring the school is environmentally friendly.</p>	
15.	<p><u>Staffing Update</u></p> <p>Confidential discussions – reported in the Confidential minutes</p> <p>Parent/Staff Governor left the room during discussions</p>	
16.	<p><u>Attendance</u></p>	

	Ofsted felt that school was managing attendance as closely as possible and doing everything it can to work with parents to address attendance concerns - attendance is beginning to rise slowly. Governors do realise that unauthorised absences are high.	
17.	<u>Well-Being</u> Well-being Committee – discussed in actions	
18.	<u>Governor Training</u> M Gjoni is booked to attend the New Governor Induction Training. Training booklet is uploaded onto Governor Hub. Any governor wishing to attend training should contact Y Akhtar who will book this with J Hadfield.	
19.	<u>Governor Monitoring</u> All governors attended a Carousel Event – which entailed in depth discussions with all school teaching leads. Governor feedback was that they found the event extremely valuable.	
20.	<u>Correspondence</u> Nothing to report	
21.	<u>Date of next Meeting</u> Tuesday 18 th March 25 – 5.00 pm Virtual Meeting	
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 carousel evening gave the governors a deeper understanding of each curriculum area. This understanding supports governor monitoring. • New governor accessing training to ensure she understands her roles and responsibilities. • SEND children’s needs met through planning Educational Psychology Services • Child/staff safe due to excellent building management. • Staff know their children and can develop learning to meet the needs of all their children. • Well-being is good throughout the school. • Attendance is slowly improving which will drive progress. 	

	<ul style="list-style-type: none">• Partnerships with the wider community continue to flourish ensuring enrichment experience for all children and their parents.	
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Meeting concluded 7.20 pm