



MINUTES OF ROSEHILL INFANT AND NURSERY SCHOOL
FULL GOVERNING BOARD/RESOURCES COMMITTEE
HELD ON WEDNESDAY 23RD APRIL 2025 – 5.00 PM START
VIRTUAL MEETING

Present : Karen Clark, Andrea Hewitt, Maria Fowkes, Marinela Gjoni, Rahma Salah, Helen Kelk (Head Teacher), Asia Bibi (Deputy Head Teacher), Lisa Hopwell (SBM), Yasmin Akhtar (Clerk).

		Action
1.	<p><u>Apologies for Absence</u></p> <p>Apologies received from I Whitehead – 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:- Item 14 – Head teachers’ Report – Sickness Data – Governors were informed that the sickness data was not showing as accurate due to the data including staff appointments as well as sickness absence. LH will look into trying to exclude this information when reporting the data.</p> <p>The minutes were agreed and ratified.</p>	
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>KC and ST attended the course on Managing Allegations. LH is aware that all governors need to complete GDPR training and she will look into this and provide a link via Governor Hub. M Gjoni has now completed New Governor induction and will be sent the Skills matrix to complete.</p>	
	<p>RESOURCES COMMITTEE – I Whitehead – Chair of Committee</p>	
<p>6.</p>	<p><u>Policies:-</u></p> <p>The following policy was uploaded onto Hub prior to the meeting:</p> <p>Attendance and Absence Policy – Governors had read the policy – changes were highlighted yellow changes. DFE (2024) new legal framework for children missing education. Point 5 Absence Expectations if a parent has not contacted school with a reason for absence then school would text parent to ascertain where the child was and why they were absent. Point 10 Attendance Intervention – Speak to parents if noted that a pattern is emerging and also send messages via dojo. Outstanding attendance will be acknowledged with an end of term movie afternoon for children. Point 12 Persistent Absence – If a child is at risk, school will work with Social care/Early Help Team to support the pupil. Point 12 Penalty Notices and Legal Framework – if engagement strategies to improve attendance have not had the desired effect after one half term, the attendance officer will consider Attendance contract-signed by parents. If these measure are not effective the headteacher will issue a notice to improve as a final opportunity for parents to engage in support and improve attendance before a penalty notice is considered. Where a pupil reaches the national threshold the school will consider whether a penalty notice is appropriate. Each case will be considered individually. Attendance monitoring procedures – Parents asked to sign a parent contract- agreement to ensure their child attends school. If their child is absent parents agree to provide evidence/ proof that they have sought medical advice- If parent declines to sign they are issued with a letter explaining their refusal to sign contract and informed no further absences will be authorised unless evidence/proof is provided. If attendance begins to improve a letter is sent to parents informing them their child’s attendance is starting to improve. Governors agreed and ratified the policy.</p> <p>Best Value Statement – Governors had read the policy. The statement was agreed and ratified.</p> <p>Freedom of Information Policy – no changes - Governors had read the policy - it was agreed and ratified.</p> <p>Freedom of Information Publication Scheme – Governors had read the document. Document highlighted how to access school information and rights. It was agreed and ratified.</p>	

	<p>Information Security Policy - Changes highlighted in yellow – If staff need to use personal devices to access school work they will require permission from HK/LH. Policy was agreed and ratified.</p> <p>Records Management Policy – No change – LH asked if we could amend the review date from annual review to reviewing the policy every 2 years. Governors were in agreement. Policy agreed and ratified.</p> <p>Statement of Internal Control – Changes highlighted in yellow - It was recommended that the Head Teacher's performance review is presented to the Full Governing Board. Document agreed and ratified.</p> <p>Nursery Fees Policy – Changes highlighted in yellow – Changes to the DFE Framework. Parents will be charged for the care provided outside of the following entitlements to free childcare – working parents entitlement, Parents of two-year-olds receiving some additional forms of government support and Universal entitlement for three- and four-year-olds. The charges will be £16.60. Free provision eligibility for disadvantaged two-year-old – HK informed governors that the eligibility checks are done by H Ryder-Carrington - DCC. Payment Information – payments should be made by the SCOPAY App. The policy was agreed and ratified.</p> <p>Financial Procedures Manual – LH uploaded the manual onto Governor Hub for governors to refer to when necessary. This was agreed and ratified.</p> <p>All policies were agreed and ratified by governors.</p>	
7.	<p><u>Finance Update</u></p> <p>LH uploaded Finance information onto Governor Hub prior to the meeting.</p> <p><u>Finance monitoring</u></p> <p>LH reported that the carry forward at the last meeting was £62,000. At the beginning of April we predicted £85,955 which is a difference of £23,955</p> <p>LH highlighted the key points to governors with regards to finance monitoring:-</p> <p>£500 saved in Teachers supply</p> <p>£6142 saved in Midday supervisors</p> <p>£5906 saved in non-worked supply hours of permanent staff teaching assistants</p>	

<p>Overspent £8700 n supply teaching assistants</p> <p>£115 Savings in Occupational health</p> <p>£270 First Aid</p> <p>£2,500 saving in Gas</p> <p>£2,200 saving in water</p> <p>£2,000 saving in fixture & fitting</p> <p>£1,600 over spend in office (£3,000 of this Will not be spent as do not have time to source the new signing in system till next year, this expense has been added to new budget)</p> <p>£2,000 savings in learning resources (after RHS grant has been spent)</p> <p>£400 overspend in hygiene</p> <p>£7,400 over spend in IT – 16 laptops and docking station</p> <p>£2,000 saving on trips & Outings</p> <p>£1,500 saving on course fees</p> <p>£2,000 on catering – this is in the new budget</p> <p>£8,000 Over spend on teaching supply (£4,800 received back from insurance)</p> <p>£1,200 saving on bought in prof services</p> <p>£100 saving on agency T/A's</p> <p>Extra income</p> <p>£2,000 for RHS grant</p> <p>£2,000 taken out income not received from donations and vol funds</p> <p>£100 extra in parental contributions</p> <p>£5,552 extra from 2 years old funding</p> <p>Trip income £900</p> <p>£200 sale of adult meals</p> <p>£360 extra from out of hours income</p> <p>£1090 extra in SEN (including expected claw back)</p>	
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<p>£4,100 extra pupil premium grant</p> <p>£5,120 Income & Facilities (Elec & Gas charge back to STJJ)</p> <p>£4,800 staff absence claim</p> <p>LH informed governors that since writing this report the carry forward has come in for Rosehill at £156,763 which is a difference of £70,808, though this figure could still change as the ledger is not closed. LH said that she suspects some costs (in particular property services) have not come through but she needs to be able to go through this. Governors were informed that It is acceptable to submit the budget with the estimated carry forward.</p> <p>Governors were happy with the information provided.</p> <p><u>Contracts & Price comparisons</u></p> <p>LH reported on the following:-</p> <p><u>IT</u></p> <p>In order to get evidence of IT compliance LH asked Mercury to complete the tender document (see document on hub). LH has compared prices with link IT and Cannon, but Cannon as yet have not provided costings.</p> <p>KC asked if we are compliant with mercury? Governors were informed that the document completed by mercury suggests that we are compliant except for the response times. However the explanation as to why this is - is acceptable. Mercury have added a costing of £900 to meet the meetings in point 6.2. These can only be used if appropriate and may be a good idea to set annually for a governor for the cyber security audit. KC informed governors that as a GB we do need to monitor cyber security but felt that we only need to incorporate 1 meeting added instead of 3 – governors were agreed with this.</p> <p>See price comparison document for costings – Mercury is the preferred supplier to continue. However, the weekly technical support falls short of expectations. Mercury have sent a three year contract through. This fixes the cost for three years, would suggest staying with mercury for another year and monitor. LH asked governors if they were happy with decision or have any further questions?</p> <p>Governors were happy with the information provided and were happy to continue with Mercury for 1 year.</p> <p><u>Cleaning</u></p>	
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<p>LH reported that Marigolds cost has increased to £18,000 which is an increase of £2,400. However, we know that we would not recommend Minster from experience of Harrington’s use of this contract. Clean slate were £22,000 in 2021 and to employ our own it would cost £23,595. Governors were informed that not only are we happy with Marigolds but they are the most cost effective.</p> <p>LH asked governors if they were happy with this decision or have any further questions?</p> <p>Governors were happy with the information provided and were happy to continue with Marigolds for 1 year.</p> <p><u>Teaching Supply</u></p> <p>LH informed governors that costs from Teaching personnel are in but we are still awaiting costs from Aspire, Derbyshire education (formally known as Celsian) no longer provide this service. They do however, offer a recruitment service (which may be of use in the future)</p> <p>Claire’s School Solutions are current provider are not the cheapest but they are the preferred supplier.</p> <p>LH asked governors if they were happy with this decision or have any further questions?</p> <p>Governors were happy with the information provided and were happy to continue with Claire’s School Solutions for 1 year.</p> <p><u>Physical Education</u></p> <p>LH reported that Progressive sports are more expensive and we are currently happy with the service Derby county community trust provide.</p> <p>LH asked governors if they were happy with this decision or have any further questions?</p> <p>Governors were happy with the information provided and were happy to continue with Derby County Community Trust for 1 year</p> <p><u>Sold Services</u></p> <p>This was agreed at the last FGB meeting - See documents on Governor Hub</p> <p>All items on this document have been entered into the new budget.</p> <p>LH informed governors that Integris which is the main school system for pupil information is moving to Arbor. DCC no longer provide support and integris will cease at the end of April. It was reported that Derbyshire</p>	
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County Council will provide support and continue the integris licence until April 2026. Which will give us time to either switch over to Arbor or seek a different provider

The scheme of funding says the below:

For contracts below £10,000, schools are recommended to use existing relevant corporate contracts if there is one. If this is not used then three quotations should be obtained.

LH informed governors that she would go through Derbyshire County Council, which is cheaper than going directly. This constitutes as a corporate contract and they will have completed the procurement exercise. LH has contacted SIM's for prices and in the process to look at what they provide but have yet to hear back from them. LH asked if Governors are happy to proceed to move to Arbor? Governors were happy with the information provided and were happy to proceed with moving to Arbor.

LH informed governors that we currently use Flints for Legal advice we have requested 3 hours@£550 but have only used 1 ½ hours last year. **Governors were happy with the above and asked if we require additional hours we can do so if needed? LH said yes we can do this if required but it may be at a slightly higher rate.** Governors were happy to continue with Flints for 3 hours.

Contract register

LH informed governors that we are expected to hold a contract register. LH has included annual subscriptions, agreements and contracts for Governors and is information only.

Budget 2025/26

LH reported the following:-

Budget share – one million, one hundred and sixty three thousand and 37 pounds.

£1,163,037 – budget share

£86,000 – estimated carry forward

-£39,242 – adjustment in pupil numbers for nursery

Total - £1,209,795

The budget planner assumes teachers and support staff pay increase at 3% each year automatic increments for a teacher that is lower than main scale 6. Automatic increments for support staff until they are at

the top of their pay scale. Teacher's pension contributions will increase to 28.6% for the next 5 years and support staff pension contributions remain at 21.57% for the next 5 years

Employers national insurance will increase and is set at 15% along with the reduction in the threshold from £9,000 to £5,000

An offer of 3.2% for support staff has just been made and the unions are meeting on the 8th May to discuss this.

Proposed budget 1

To set a balanced and reasonable budget for years 2,3,4 & 5 we have increased the budget share by 4% **KC asked if this was a realistic amount LH informed governors that this year has seen a 12% increase and felt a 4% increase was realistic. Estimated costs have been increased by 3%.**

Using the estimated C/F of £86,000 for the financial year 2024/25 we are predicting a C/F of £11,000 for financial year 2025/26 and we can balance the budget for the following 4 years, though I expect this carry forward to be higher as nursery pupil numbers have been set low (35) in September.

Confirmation that the DFE will fund the rise in NI for schools has just been confirmed we have estimated this as £24,220.

We also need to be aware that this budget assumes HK continues to be out 1 day per week. To work that back in if necessary - we would need to reduce supply hours and not renew a temporary contract.

Please see scenario 1 for your information

This puts HK back in FT but does not renew supply hours for a BC worker, and does not renew a year's contract for a FT play worker/midday but reduces the hours to 10.

LH reported that we can however, still balance the Budget

The proposed budget includes the following:

T/A GB (Reception class) play worker 1 year contract

T/A GB (Reception class) high level T/A another year contract

SEND T/A RK change hours from 14 to 27.5 - supply only

SEND T/A AI 15HRS (supply)

Teacher KH to remain FT for another academic year

<p>AM continues with additional 5 HRS (total hours 18) until March 2026</p> <p>Teacher M3</p> <p>2 teachers to T1 already agreed at governors meeting</p> <p>Extra Midday supervisor 7.5 hours on supply</p> <p><u>Buildings</u></p> <p>Blue room £5,000</p> <p>Carpet (office) £500</p> <p>LB Classroom carpet £2,000</p> <p>Painting of fire doors £2,000</p> <p><u>Fixtures and fittings</u></p> <p>HS/LB new tables and chairs £5,000</p> <p><u>ICT</u></p> <p>Class lap tops £9,000 – in line with the SDP</p> <p><u>Resources</u></p> <p>Books £1,000</p> <p>Maths £500</p> <p>Science £500</p> <p>Art £2,000</p> <p>Early years £1,000</p> <p>LH uploaded the governors report budget summary onto Governor Hub. This shows an analysis of expenditure for year 1 and a clear pie chart showing percentages of costs</p> <p>Teaching costs 41% of budget</p> <p>Non-teaching 38% of budget</p> <p>LH asked if governors were happy to ratify proposed budget 1 or if they had any further questions?</p> <p>Governors said they understood the budget and the information provided showed clear clarification on the budget. They were all happy to ratify the budget.</p>	
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8.	<p><u>Buildings Update</u></p> <p>LH uploaded documents onto Governor Hub prior to the meeting.</p> <p>LH updated governors on the following key points:-</p> <ul style="list-style-type: none"> • HS Yr 2 classroom has been completed – Balance of capital for 2025/26 is £13,332 including 2025/26 allocation of £6005 • Fire doors have all been adjusted & risk assessed. Action now closed • General in house maintenance completed <p>It was reported that we are on the Proposed schools capital programme priority 2025/26 for:-</p> <ul style="list-style-type: none"> • Replacement of obsolete boilers and associated pumps – Not yet on the Building plan • Confirmation received – Cost £315,000. This has gone to council cabinet and was approved on Wednesday 9th April. <p>It was reported that it is not possible to have an air sourced heat pump due to the restricted space.</p> <p>Governors were happy with the update provided and were very pleased with the decision from DCC on the replacement boilers - no further questions from Governors.</p>	
9.	<p><u>Health and Safety Update</u></p> <p>LH reported the following:-</p> <p>Governors were informed that there are no reportable accidents or incidents.</p> <p>It was reported that we have 3 children (1 in nursery, 1 in reception and one in year 2) all attached to individual risk assessments. Governors were told that 2 of these have personal evacuation plans. LH informed governors that she has made a couple of amendments to the fire evacuation plan and that all staff involved have been informed and a practice took place on Tuesday before the Easter break. The changes improved the time of the evacuation for the marshals. It was reported that the children evacuated calmly and sensibly.</p> <p>Governors were happy with the health and safety update and had no further questions.</p>	
10.	<p><u>Headteachers' Performance Management</u></p>	

<p>Governors were informed that this meeting was cancelled a number of times due to illness and other unforeseen circumstances this is the reason why this has been delayed for a long time. KC informed governors that she has completed the interim monitoring and has also gone through last year's targets.</p> <p>Target 1 - Leadership – Executive Head Leadership at Harrington - HK continues to develop the Executive Head leadership at Harrington nursery school evidence was provided.</p> <p>2023/24 - Targets</p> <ul style="list-style-type: none"> • School is financially secure • Good staffing structure • Working in partnership with early excellence • Staff training is now compliant • Introduction of 2 year old provision • Development of an extension to the building <p>Target 2 to strengthen leadership at RHI</p> <p>HK felt KR has successfully taken over the role of EYFS Lead and LB is now in the role of SENCO - both are completing the appropriate training and also continuing to train other members of staff. Ofsted highlighted that the senior and middle leadership was effective.</p> <p>Target 3 – Develop EYFS Team</p> <p>Staffing structures are in place – EYFS consultant has been involved in mentoring the ECT member of staff. Assessment tracking has been developed and all staff have been training in a variety of areas. This needs to continue to be developed.</p> <p>2024/25 Targets</p> <p>Target 1 – HK to complete NPQE this starts in May over a period of 18 months to 2 years. This course will support and develop HK in her executive leadership skills.</p> <p>Target 2 – Metacognition/memory to boost attainment</p> <p>This was highlighted during the Ofsted visit. HK will develop a series of training scenarios and monitoring events to ensure all staff understand the processes and procedures</p> <p>Target 3 – Develop EYFS Team</p> <p>To ensure progress and attainment improves. Training will continue. Target 2 will support target 3. New tracking system revisited as the</p>	
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	<p>currently system is not appropriate and recording progress data in EYFS is proving difficult. This tracking system will be reviewed by EYFS and management.</p> <p>Governors were happy with the performance management information provided and the set targets.</p>	
11.	<p><u>Single Central Record</u></p> <p>Governors were informed that the Single Central Record is up to date –</p> <p>LH informed governors that there are 4 renewals for 2025 and these begin in June. There are approximately 24 due next year - hence £1197 allocation in the current budget.</p> <p>The document was signed off by the Head and Chair.</p>	
12.	<p><u>Relevant Changes and Updates</u></p> <p>Changes and updates were highlighted in Item 7 budget information. HK also informed governors that unfortunately a staff member - HLTA will be absent long term due to an accident during the Easter Break. This will affect a major part in the SEND provision at school. SLT has re-arranged timetables to ensure that children are getting the appropriate support.</p>	
	<p><u>FULL GOVERNING BOARD – K Clark – Chair</u></p>	
13.	<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 points in the report with governors:-</p> <p><u>Overview</u></p> <p>HK informed governors that since the last heads' report, we have prioritized enhancing our Literacy curriculum and celebrating World Book Day with enthusiasm and creativity. The week commenced on Monday with an inspiring visit from renowned author Billy Bob Button, who engaged children of all ages in hands-on workshops focused on storytelling techniques, character development, and creative writing.</p> <p>On Tuesday, children participated in dynamic drama workshops led by professionals from Derby Theatre, who brought the classic tale of "The Gingerbread Man" to life through interactive performances and role-playing activities.</p> <p>Wednesday offered a collaborative experience as parents were invited to join us in the classrooms, assisting their children in crafting colourful</p>	

<p>puppets. This activity allowed for a hands-on exploration of storytelling while strengthening the home-school connection.</p> <p>Thursday was a highlight of the week, featuring a school-wide dress-up day during which children showcased their favourite book characters, creating a vibrant atmosphere of imagination and fun.</p> <p>Finally, on Friday, we encouraged parents to visit the classrooms and share in the celebration of reading. Staff and children wore cosy pyjamas, creating a relaxed environment to emphasise the importance of bedtime stories. This event wrapped up a week filled with literary joy and discovery.</p> <p>The leadership team conducted a thorough assessment of teaching and learning throughout the school, which included detailed book reviews and learning walks from the nursery to Year 2. We are pleased to report that all findings were overwhelmingly positive, reflecting the dedication and quality of education provided in our classrooms.</p> <p>We conclude the term with Eid and Easter celebrations, featuring an Eid party and a visit from the Easter Bunny.</p> <p>Contextual Pupil Data: Supporting Narrative</p> <p>SEND UPDATE</p> <p>HK informed governors that we currently have two children with an Education, Health and Care Plan (EHCP) in place, with an additional two children recently at draft, following emergency EHCNA submitted, both requiring full time support. We have two at stage 2 of the EHCNA process and have recently submitted another application which is at stage 1 of the process. We are gathering evidence to submit a further four 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 six new Single Point of Access (SPOA) requests since then, 2 in the Autumn Term and four in the Spring term. Additionally, we continue to have Speech and Language Therapy (SaLT) services working with many children in our school.</p> <p>It was reported that we have 34 children on our current SEN register and a further 34 children on our monitoring register.</p> <p>Leadership and Management</p> <p>Safeguarding</p> <p><u>Autumn Term</u></p> <p>During this term, Jo Ward and Maxine Bull conducted an external safeguarding review. We effectively addressed all the actions identified in that evaluation, confidently revamping our induction process and introducing a comprehensive Safeguarding Handbook. The Deputy DSL</p>	
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<p>proactively sends regular safeguarding updates and conducts supervision meetings to ensure ongoing awareness and responsiveness.</p> <p>As a result of this review, we were exceptionally well-prepared for our recent Ofsted inspection. The HMI conducted a thorough evaluation, meticulously scrutinising the Single Central Record (SCR), safer recruitment practices, staff records, staff induction, children's records, and case studies. The inspector expressed notable satisfaction with our systems and procedures, confirming that we have gone above and beyond. During the inspection, every staff member demonstrated an impressive level of expertise and understanding regarding child safety protocols and best practices. This showcases 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 the necessary safeguarding and Prevent training.</p> <p><u>Spring Term</u></p> <p>The Chair of Governors successfully completed Level 4 training on managing allegations, which equips leaders with the skills to respond effectively to concerns regarding staff misconduct and safeguarding issues.</p> <p>Our Designated Deputy Safeguarding Lead (DDSL), ST, has proactively engaged with staff members to discuss various additional training opportunities they might be interested in pursuing to further enhance their knowledge and capabilities in safeguarding practices. This includes both specialised workshops and online courses available through the National College, which are aimed at promoting best practices in child protection. Furthermore, to ensure that all staff remain well-informed about current safeguarding issues, they receive weekly updates from NSPCC Learning and CASPAR (Child and Adult Safeguarding Practice Review), which provide them with the latest insights, resources, and guidance regarding child safety and welfare.</p> <p><u>Staffing</u></p> <p>HK informed governors that this year, we have significantly increased support hours for our students with Special Educational Needs (SEN) due to the substantial requirements of those with Special Educational Needs and Disabilities (SEND). This enhancement in support directly addresses the complex needs of these students, but it has also had a notable impact on the school budget since many children with high needs do not receive the additional funding required. To better support our children with high-level needs, we have appointed 2 one-on-one support staff</p>	
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<p>member. This role will be critical in providing personalised assistance tailored to the child’s specific requirements, ensuring they receive the attention necessary for their development.</p> <p>In addition, we have now successfully appointed a supply midday supervisor to help manage lunchtime activities and ensure a safe, nurturing environment for our children.</p> <p>One of our staff members, who was on extended bereavement leave, has returned to work. She is receiving strong support from the Early Years Foundation Stage (EYFS) lead, who is facilitating her reintegration into the school community and ensuring she feels comfortable in her role.</p> <p>It was reported that regrettably, a senior Higher Level Teaching Assistant (HLTA) suffered an accident during the half term, resulting in a broken ankle that required surgery. She is expected to be off work for approximately 6 to 8 weeks during her recovery. To maintain continuity in our support for children, we have implemented an internal plan to cover her interventions, reallocating duties to other HLTAs across the school. This strategy will help ensure that our children continue to receive the quality educational support they need in her absence.</p> <p><u>Behaviour and Attitude</u></p> <p>HK informed governors that 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. 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>	
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<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 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.</p> <p>The HMI feedback several notable strengths in our school’s approach:</p> <p>Pupil and Staff Surveys:</p> <p>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:</p> <p>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:</p> <p>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:</p> <p>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:</p> <p>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>Quality of Education:</p> <p>The Inspector noted that children in their early years are off to an excellent start in their education. The school has trained staff who focus</p>	
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	<p>on improving children's language development. While children engage in exciting activities, staff skilfully enhance their conversations. The classrooms create a calm and purposeful atmosphere that supports all areas of children's learning. For instance, children practice counting while playing hide and seek and board games, demonstrating an impressive understanding of numbers. They learn to solve problems, such as wrapping a large present to place under the tree, and they use teamwork to carry blocks to create a ramp.</p> <p>The report highlighted that our curriculum is both engaging and ambitious, reflecting the interests and needs of the students. It helps pupils understand their local area and learn about the places from which many of them have come. Learning to read is at the heart of the curriculum, with phonics being a top priority. However, attainment in phonics is not as high as it should be because many pupils arrive at the school with limited proficiency in English. Many children enter the school in Year 1 or 2 with no phonics knowledge and little practice outside of school. Despite this, the inspector felt the school effectively supports these pupils, as well as those who struggle with reading. As a result, children make tremendous progress in their phonics knowledge, which is also reflected in their writing.</p> <p>The Inspector commentated that the school has worked hard to improve the implementation of the curriculum. Teaching is adapted effectively for pupils with special educational needs and/or disabilities (SEND) and for those who are in the early stages of learning English.</p> <p>Maxine Bull conducted a phonics and reading audit with the senior team to continue developing our practice and outcomes.</p> <p>Governors were really happy with the report and thanked HK for the update.</p>	
14.	<p><u>Progress Reports</u></p> <p>AB uploaded the Year1 and Year 2 progress reports onto governor hub.</p> <p>AB went through the reports in details with governors.</p> <p><u>Termly Data Report – FS2</u></p> <p>AB verbally went through the data with governors.</p> <p><u>Maths</u></p> <p>35% ARE</p> <p>Mastery number programme is working really well – steering away from Power Maths. It has been agreed to carry on using the programme until mid-June. All children are making progress.</p>	

<p><u>Writing</u></p> <p>Writing is low in FS2 - the focus is on the application of Phonics with regards to writing.</p> <p><u>Speaking</u></p> <p>Speaking is low in FS2. AB informed governors that we will be looking at incorporating more language rich programmes.</p> <p><u>Termly Data Report – Year 1</u></p> <p><u>Outcomes and Actions</u></p> <p>Outcomes and actions for Spring 2</p> <p><u>Reading</u></p> <p>50% ARE - Additional sessions for phonics screening practise timetabled in.</p> <p><u>Writing</u></p> <p>46% ARE - Push on application of phonics in writing over Summer 1 and Summer 2</p> <p><u>Maths</u></p> <p>50% ARE - Maths Week focussing on cross curricular maths / shape, space and measure Focussed practise on place value, partitioning and practise application of written methods using a number line.</p> <p><u>Termly Data Report - Year 2</u></p> <p><u>Outcomes and Actions</u></p> <p><u>Reading</u></p> <p>29.4% ARE</p> <p>Class 1 – 45.8%</p> <p>Class 2 – 14.8%</p> <p>Timetable planned for revision/consolidation Past paper reading comprehensions Implemented new guided reading methods using rhino readers books.</p>	
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	<p><u>Writing</u></p> <p>27.5% ARE</p> <p>Class1 – 37%</p> <p>Class2 – 18.5%</p> <p>Timetable planned for revision/consolidation SPAG papers and writing practise More opportunities for creative writing – applying skills Daily stretch a sentence</p> <p><u>Maths</u></p> <p>30.2% ARE</p> <p>Class 1 – 42.3%</p> <p>Class 2 – 18.5%</p> <p>Timetable planned for revision/consolidation Past paper practises Focussed maths groups – looking at arithmetic and application of calculations/ correct written methods</p> <p>AB informed governors that she arranged maths workshops for parents which were well attended. MG asked what if parents are not able to attend due to work commitments etc.? AB said she will share the methods via dojo and on the school website. KC said it might be helpful if AB could upload a short video onto Dojo showing the methods. Governors felt this was a good idea.</p>	
15.	<p><u>Attendance/Tracker</u></p> <p>KC reported that the tracker covered all aspects of attendance. It was a great opportunity to monitor procedures and the document is uploaded onto governor hub. The Action plan was highlighted during the Ofsted Inspection as a clear document which monitored all aspects of attendance.</p>	
16.	<p><u>Well-Being Staff and Pupils</u></p> <p>HK informed governors that she will be sending out a well-being questionnaire for all staff and pupils to complete during this half term.</p>	

17.	<p><u>Governor Monitoring</u></p> <p>Nothing to report.</p> <p>KC informed governors that she will work on monitoring the key Ofsted focus areas this term. KC asked governors to arrange any up and coming monitoring visits due this term as a matter of priority.</p>	
18.	<p><u>Correspondence</u></p> <p>Nothing to report</p>	
19.	<p><u>Date of next Meeting</u></p> <p>Thursday 17th July 2025 – 5.30 pm – meeting at school.</p>	
20.	<p><u>Determination of Confidentiality of Business</u></p> <p>Staffing discussions – Confidential Minutes</p>	
21.	<p>What difference this meeting has made to our pupils:-</p> <ul style="list-style-type: none"> ● Attendance – policy and procedures tightened up to ensure improvement ● Tracker – governors can clearly monitor the attendance procedures. ● Clear actions for improvement on progress reports ● Parental partnerships continue to be excellent ● Support parents to support their children especially in maths ● FS2 Mastery Maths proves to be successful ● Cyber security fully met 	

Meeting concluded 7.00 pm