

## **THE GOVERNING BODY OF BIRKBY INFANT AND NURSERY SCHOOL**

Minutes of the Meeting of the Governing Body held at 6.30 pm at the School on Monday, 11 July 2016.

### **PRESENT**

Mrs A E Stopher (Chair), Mrs S V Goler, Mrs J Hinchliffe, Mr J Morley, Mrs S Naveed, Mr S Saeed, Mrs E Walsh, Ms K E Westeman, Mrs M Whalley, Mrs D Z Wilson (Head Teacher).

### **In Attendance**

Mrs C E Haydock (Meeting Clerk).

The Chair opened the meeting at 6.30 pm.

### **1532. APOLOGIES FOR ABSENCE AND CONSENT**

Apologies for absence were received from Dr M Ali (consent) and Dr A Williams (consent).

### **1533. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **Procedural**

### **1534. MATTERS TO BE RAISED UNDER ANY OTHER BUSINESS**

No items were notified to be brought under Any Other Business.

### **1535. MINUTES OF THE MEETING HELD ON 25 APRIL 2016**

RESOLVED: That the minutes of the meeting held on 25 April 2016 be approved and signed by the Chair as a correct record, subject to the following amendment:

#### **Minute 1518**

Meeting times for 11 July had been changed to enable Governors to attend the Parents' Transition meeting.

### **1536. MATTERS ARISING**

#### **(a) Zebra Crossing (Minute 1499 refers)**

Governors commented that there had still been no work done on the crossing. It was agreed that Kirklees Highways Department be contacted to ascertain a date for re-painting of the crossing.

**ACTION POINT: School office to contact Kirklees Highways Department.**

(b) Schools Future (Minute 1527 refers)

The Head Teacher informed Governors that a meeting had been held in May with Head Teachers and Chairs of Governors from within the Pyramid.

Further meetings were planned and the need to continue to work together was emphasised.

**Q: Governors asked whether the High Needs Block, currently retained by the LA for children with Special Educational Needs (SEN), would be delegated to schools.**

**A:** The Head Teacher reiterated that it was important to work collaboratively on all aspects of funding to develop more efficient means of working together and to achieve the best outcomes for children. The School continues to explore all options to enable it to build on its strengths and ethos.

(c) Schools Funding Formula (Minute 1528 refers)

The Head Teacher advised that further information in respect of the National Funding Formula may be available following the School Forum meeting, to be held on Friday, 15 July 2016.

1537. DATES OF FUTURE MEETINGS

RESOLVED: (i) That the next meetings of the Governing Body be held at 6.30 pm at the School on:

Monday, 3 October 2016. This will start with the Annual General Meeting.

Monday, 21 November 2016, preceded by the Resources Committee at 5.30 pm.

(ii) That the next meeting of the Standards and Effectiveness Committee be held at 5.30 pm at the School on Monday, 14 November 2016.

**School Improvement**1538. BUDGET 2016-17 CONFIRMATION INCLUDING CARRY FORWARD FROM 2015-16

The Head Teacher advised that the budget had been signed off by the Chair and that the carry forward amount was £28,000, which had gone into contingency planning.

Additional updates were as follows:

- Over-spend was currently £69,105. This was due to the year to date budget being split over 12 months and the number of buy backs that had already been taken.
- £16,464 had been deducted from the teaching budget due to the decrease in the numbers of children in nursery compared to last year - this was covered by the £28,000 in contingency.
- All income had been received from the Pyramid schools for Lisa Jagger's salary contribution.

- The larger buy backs had now been taken, such as cleaning, catering and asset management; therefore the over-spend should even out over the course of the year.

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- The School constantly strived to achieve the lowest price on goods and looked at alternative places for purchasing.
- A completion certificate for works carried out to the main office had been received; therefore there was nothing owed to the contractor.
- The Head Teacher further advised that the staffing in nursery would be re-visited due to the declining numbers of children attending.

#### 1539. REPORTS FROM COMMITTEES

##### (a) Standards and Effectiveness Committee - 11 July 2016

The Chair of the Committee reported on the areas discussed prior to this meeting:

- Writing Policy – approved
- Sex and Relationships Policy – approved
- Equality Questionnaire Results 2016
- Health and Safety walk around

The Health and Safety walk around concluded that the school was maintained to a high standard.

Areas for improvement included: tidying of art cupboards, plasma screens and classroom doors to be kept clear, excessive use of sellotape on walls and storage cupboard to be re-organised. It was also suggested that new matting be placed in the sand pit area.

RESOLVED: That the minutes be accepted.

#### 1540. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher provided Governors with a written report prior to the meeting.

##### (a) Leadership and Management

This was exceptionally strong and ways of increasing developmental opportunities for staff were continually being explored, within the constraints of the budget.

##### (b) School Improvement Plan

The School Improvement Plan (SIP) was currently being reviewed alongside end of year outcomes to ascertain areas for improvement in the next academic year.

Performance management end of year reviews had been completed.

##### (c) Report from School Improvement Partner Keith Massett

The purpose of the visit was to review recent progress and provide an external view of strengths and areas for development that would support the school in their drive towards an outstanding Ofsted judgement. There was a particular focus on reviewing the impact of leadership and management and, specifically,

the latest strategies to further improve guided reading, mathematics, physical education and EYFS.

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Governors were provided with a summary of the observations and discussions, along with recommendations that would help leaders strengthen practice and add to the academy monitoring and evaluation evidence base.

(d) Outcomes for learners

The end of year phonic outcome result for Year 1 was 81.5% and for Year 2 was 78.5% (2015 nationally 77% and 90% respectively).

(e) Leading Parent Partnership Award

Mrs Hinchliffe provided an update on the Leading Parent Partnership Award. It was noted that Monday, 18 July 2016 was the final day and that 8 out of 10 objectives were now complete. The website was being utilised to showcase the feedback from parents. Mrs Hinchliffe stated that there had been no negative feedback from parents and that the Induction Meeting had elicited further positive feedback. Mr Andrew Taylor would be attending the School on Monday to assess the evidence gathered and the process would take about 3 hours. Governors, parents, staff and children would need to be available to the assessor. Two governors volunteered to be present.

(f) Queen Elizabeth II Birthday Celebrations

A celebratory event, organised and supported by the Parent Partnership Group, was held to mark the Queen's birthday. This was a highly successful event and was enjoyed by all who attended.

1541. PREDICTED LEARNER OUTCOMES 2016

Overall outcomes for learners had been excellent, considering the changes to the KS1 curriculum, higher expectations and changes to assessment. The School was particularly pleased with its reading results which reflected the impact of several measures undertaken this year to improve reading outcomes for learners. These include, amongst other things, making improved attainment in reading a SIP priority, reading for enjoyment a part of all staffs' performance management, a focus on reading for homework and the reorganisation of support staff during guided reading sessions in KS1.

Writing had improved, but this may be part of the national picture. Maths had dipped slightly but, considering the higher expectations for the end of KS1, not as much as anticipated. KS1 test results more or less mirrored the teacher assessments.

1542. ATTENDANCE

Governors were provided with a data sheet on attendance and noted:

- The leave of absence data as at 8 July 2016.
- The volume of unauthorised absence.
- The amount of absence due to Religious Observance.
- That the overall attendance level stood at 93.61%, KS1 overall attendance 94.6% but that with Religious Observance and unauthorised leave data added back in this figure was then 97%

- The action plans in place for the 56 pupils who were classed as persistent absentees.

#### 1543. CODE OF CONDUCT FOR SAFE WORKING PRACTICE FOR THOSE WORKING WITH CHILDREN AND YOUNG PEOPLE

The Head Teacher outlined the purpose of the Code of Conduct and highlighted that the document sought to ensure that the responsibilities of those working with children were discharged by raising awareness of illegal, unsafe, unprofessional and unwise behaviour. The document, modelled on guidance from Kirklees, specifically prohibited contact via social media by staff or volunteers with parents or children. It was noted that the Code of Conduct would be a useful tool when working with volunteers.

RESOLVED: That the Code of Conduct for Safe Working Practice for those Working with Children and Young People be approved.

The Head Teacher advised that safeguarding training was taking place in School on Friday, 15 July 2016. It was agreed that 3 Governors would attend.

#### 1544. SCHOOL'S EMERGENCY PLAN

The Head Teacher explained that the School's Emergency Plan sets out the protocol for emergency scenarios; for example, the Lock Down Procedure, to be applied in the event of an intruder.

The Plan detailed the designated people to be contacted in each type of emergency. It was noted that there were some areas that required updating, e.g. contact details. The Head Teacher confirmed that all contact details had been updated and that an older version of the Plan had been printed in error. It was agreed that an updated version would be provided to the next meeting of the Resources Committee.

RESOLVED: That the School Emergency Plan be approved, subject to the updating of relevant contact details.

#### 1545. GOVERNOR VISITS AND DEVELOPMENT

Ms Westeman had undertaken a safeguarding and looked after children inspection in School. This had included the auditing of the Single Central Record.

Dr Ali, Mrs Stopher, Mrs Whalley and Dr Williams had attended a Governors' Briefing in June where the new Director of Education for Kirklees had set out her aims. Areas for discussion included the development of Integrated Early Help Hubs and the Pupil Referral Service. A Department for Education representative had also given a presentation on Academy schools.

The Head Teacher advised that Health and Safety training was taking place in School on Wednesday, 13 July 2016 and invited John Morley, Governor Health & Safety representative, to attend.

#### 1546. SCHOOL WEBSITE

Governors were requested to utilise and review the School website on a regular basis. It was also highlighted that the website contained useful links in relation to maths and literacy.

### **Governing Body matters and statutory responsibilities.**

#### 1547. SCHOOL'S FUTURE

This item was addressed earlier in the meeting (Minute 1536 (b) refers).

1548. CORRESPONDENCE

(a) Anonymous Letter

The Head Teacher had received an anonymous letter regarding the number of staff observed to be wearing high visibility jackets in the playground. The letter also drew attention to other issues, such as inappropriate parking by parents and inadequate use of child safety seats in cars. The Head Teacher confirmed that the safety aspects of the letter, concerning parking and use of child safety seats, had been reinforced to parents via letter, the school web-site and playground and entrance hall screens.

(b) Letter of Praise

A letter had been received which praised the friendliness of the School and highlighted both the art work on display and the general creativity of the School.

(c) Positive Feedback

The Head Teacher advised that she had received a great deal of positive feedback from the parents of children leaving Year 2.

1549. ANY OTHER BUSINESS

There were no items of any other business discussed.

1550. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no part of these minutes, agenda or related papers shall be omitted from the copy to be made available at the School under the Freedom of Information Act.

The Chair closed the meeting at 8.20 pm.