

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, 25 April 2016.

PRESENT

Mrs A E Stopher (Chair), Dr M Ali, Mrs S V Goler, Mrs J Hinchliffe, Mr J Morley, Mr S Saheed, Mrs E Walsh, Mrs M Whalley, Dr A Williams, Mrs D Z Wilson (Head Teacher).

In Attendance

Mr I Macdonald (Meeting Clerk).

The Chair opened the meeting at 6.30 pm.

1511. R.E. AND PSHCE LEARNING WALK.

Rebecca Stanger, Leader of Learning and Teaching for RE and PSHCE, explained to Governors what PSHCE included, and reminded Governors of the meaning of British Values.

Governors conducted a Learning Walk around the School, and completed tables of observations which they provided to the Leader.

Governors commented on the impressive quality of the displays around the School, which covered various topics and showed how similar topics were presented to the different year groups.

1512. PREVENT TRAINING.

Governors took part in the workshop "To Raise Awareness of Prevent" as presented by the LA, and completed the Awareness Feedback forms both before and after the workshop.

1513. APOLOGIES FOR ABSENCE AND CONSENT

Apologies for absence were received from Mrs S Naveed (consent) and Ms K Westeman (consent).

1514. DECLARATIONS OF INTEREST.

There were no declarations of interest.

Procedural

1515. MATTERS TO BE BROUGHT UNDER ANY OTHER BUSINESS.

The following items were notified to be brought under Any Other Business:

- Equality Act Questionnaire.
- Committee Membership.

1516. MINUTES OF THE MEETING HELD ON 7 MARCH 2016,

RESOLVED: That the minutes of the meeting held on 7 March 2016 be approved and signed by the Chair as a correct record.

1517. MATTERS ARISING.(a) Zebra Crossing (Minute 1499 refers)

Governors commented that there had still been no work done on the crossing.

(b) Supporting Pupils with Medical Conditions in School (Minute 1504 refers)

QUESTION: Governors asked if any further information had come from the LA.

ANSWER: The Head Teacher said that there had been no further information. However, the School Policy has been reviewed and updated based on previous guidance.

(c) Leading Parent Partnership Award (Minute 1509 (a) refers)

Governors were given an update on progress which had now reached the building of a portfolio stage.

ACTION POINT: Dr Williams would help with progress towards the award.

1518. DATES OF FUTURE MEETINGS

RESOLVED: That the next meeting of the Governing Body be held at 6.30 pm at the School on Monday, 11 July 2016, preceded by the Standards and Effectiveness Committee 5.30 pm to 6.00 pm and Parents' Transition meeting at 6.00 pm.

School Improvement1519. REPORTS FROM COMMITTEES(a) Resources Committee – 25 April 2016

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

(i) Security Policy

This had been reviewed following a break-in at the School.

(ii) School reported to Ofsted

As a result of an anonymous report made to Ofsted about Lunchtime Supervision the LA LADO contacted school. The Head Teacher supplied the LADO with all relevant information, policy, practice and procedures and the complaint was recorded as 'malicious'. Following this incident the Head Teacher undertook a full review of policy practices and procedures of Lunchtime supervision as a matter of course.

(iii) Health and Safety Walkround

This was conducted by John Morley (Governor) Leanne Stockman and Diana Wilson as a result of the Ofsted complaint. There were no significant areas for improvement and absolutely no issues or evidence to support the parental complaint to Ofsted.

(iv) Budget 2016-17

This would be discussed later in the meeting (Minute 1521 refers).

RESOLVED: That Governors accepted the verbal report.

(b) Standards and Effectiveness Committee – 18 April 2016

The minutes of the meeting were handed out to Governors and the Chair talked through the areas discussed:

(i) Parent Questionnaire

A review of parent's suggestions to identify useful ideas/initiatives to further improve the quality of existing provision.

(ii) SEF

This had been reviewed and updated.

ACTION POINT: All Governors were handed updated copies of the SEF and were to send any questions or amendments to the Head Teacher.

(iii) Assessments

The Committee reviewed the processes and noted that all pupils who were not predicted to be at an expected level at the end of the year had either an individual or group action plan to address their needs.

(iv) KS1 data

The Committee reviewed the data for each year group. Governors were handed data sheets and the Head Teacher talked through the pupil's progress and attainment data.

QUESTION: Governors noted that the "Other White" group of pupils were not expected to be at the expected level for their year group, and asked what was being done.

ANSWER: The Head Teacher confirmed that this group of pupils had specific problems, including English as a second language, late entrants, and attendance issues.

School data showed that around 80 pupils in each cohort did not spend their full time at the School. The School had data to show that those pupils who did join the School early (in Nursery or Reception) made better than expected progress.

RESOLVED: That the minutes be accepted.

1520. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher provided Governors with a written report prior to the meeting and discussed the following points:

- (a) Number on roll.
- (b) Leadership and Management.
- (c) School Improvement Plan.
- (d) Quality of Teaching, Learning and Assessment.

QUESTION: Governors asked what is meant by “non-negotiables”.

ANSWER: The Head Teacher said that there are certain skills that, once learned, pupils must be able to consistently apply to their work. These items are the non-negotiables e.g. in writing the use of full stops.

- (e) Personal Development, Behaviour and Welfare of Pupils.

- (f) Parents.

QUESTION: Governors asked what is “Little Learners”.

ANSWER: Little Learners is a play group for the 0-3's that runs on Tuesday mornings in the summer term when the School Nurse is on site. This allows school to have sight of children who will be attending the school in the future. It enables school staff and parents to identify and raise any concerns they may have about the development of a child.

1521. APPROVAL OF THE BUDGET FOR 2016-17.

The Finance Committee Chair reported that the Committee had carried out a review of the proposed budget, and that a balanced budget was able to be set before the carry forward was added in.

The Head Teacher said that the budget was very tight and there had been some adjustments made to working hours in order to set the budget.

The Committee Chair said that the Committee was therefore in a position to recommend that the Governing Body approve the budget for 2016-17.

- RESOLVED:** (i) That the Governing Body approved the budget for 2016-17.
- (ii) That the Governing Body acknowledged the work done in the School to produce a balanced budget.

1522. ATTENDANCE

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

- The leave of absence data for each class.
- The data on illness per class and the review to see any trend of “trivial” absence.
- The data on lates and the work being done with parents.
- The volume of unauthorised absence.
- The amount of absence due to Religious Observance.

- That the overall attendance level stood at 94.2%, but that with Religious Observance and unauthorised leave data added back in this figure was then over 96%.
- The action plans in place for the 76 pupils who were classed as persistent absentees.

1523. GOVERNOR VISITS AND DEVELOPMENT.

This item was detailed in the Head Teacher's Report (Minute 1520 refers).

1524. GOVERNING BODY SELF-EVALUATION.

Governors discussed the following questions:

- **How do we listen to and understand our pupils, parents and staff?**

Governors made visits to the School and talked to pupils and staff to gain their views. Parents were asked to complete regular surveys.

- **How do we report to our parents and local community regularly?**

Information for parents and the community would be placed on the School's website.

- **What benefit do we draw from collaboration with other schools and other sectors locally and nationally?**

The School worked well within the pyramid and introduced best practice from other schools. Several Governors sat on the Governing Bodies of other schools and attended network events.

1525. SCHOOL WEBSITE.

The Head Teacher asked Governors to keep looking at the website and emailing her with any omissions and amendments.

Governors noted the information on what should be on the School website provided by the LA.

Governing Body matters and statutory responsibilities.

1526. REPRESENTATION.

The following matter of representation was noted:

Appointment

| <u>Name</u> | <u>Category</u> | <u>With Effect From</u> |
|---------------|-----------------|-------------------------|
| Dr A Williams | Co-opted | 09.03.2016 |

1527. SCHOOLS FUTURE.

The Chair informed Governors that there was to be a meeting in May for Head Teachers and Chairs of Governors from within the Pyramid, to look at gathering information on the future status of schools.

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The Head Teacher said that it was important that the Governing Body had full information on ways forward, and that the School was able to set the agenda rather than being forced down a particular route.

1528. SCHOOLS FUNDING FORMULA.

The Head Teacher reported that responses to the initial period of consultation had been made and the outcome was awaited.

1529. CORRESPONDENCE.

There was no correspondence to report.

1530. ANY OTHER BUSINESS.

(a) Equality Act Questionnaire.

Governors completed their questionnaires.

(b) Committee Membership.

The Chair said that at the Resources Committee the Governor appointees to the Staff Disciplinary and Staff Appeals Committee had been discussed, and that the Governing Body were asked to give approval for the Chair of Governors to appoint members to the Committee.

RESOLVED: That the Chair of Governors be given the power to appoint Governors to these two Committees.

1531. 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 8.50 pm.