

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, 27 March 2017.

PRESENT

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

In Attendance

Mrs C E Woodcock (Meeting Clerk)

The Chair opened the meeting at 6.30 pm.

Procedural

1607. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Dr M Ali, Mr J Morley and Dr A Williams, all with consent.

There were no declarations of interest.

1608. NOTIFICATION OF MATTERS TO BE RAISED UNDER ANY OTHER BUSINESS

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

1609. MINUTES OF THE MEETING HELD ON 13 FEBRUARY 2017

RESOLVED: That the minutes of the meeting held on 13 February 2017 be approved and signed by the Chair as a correct record

1610. MATTERS ARISING

There were no matters arising.

School Improvement

1611. PAULA MANSER – SPORTS PREMIUM AND EXTENDED SCHOOL ACTIVITIES REPORT

Mrs Manser, Assistant Head Teacher, provided a presentation to governors on Sports Premium and Extended School Activities.

Mrs Manser outlined that the Government had given every primary school funding to develop Physical Education (PE) and competitive sport. In School, the funding had been used to work with Pennine Sports Partnership to:

- Increase the amount of competition sport in which children participated.
- Make links to other community sports providers.
- Develop additional clubs and activities for children outside the curriculum.
- Encourage children to improve their leadership skills through sport.

- Give extra support in PE to the most talented children and include those with special needs in sport.
- Bring PE and sports specialist teachers and coaches into School to work alongside class teachers in lessons.

In doing this, it was anticipated children would gain new skills and experiences and teachers would learn new techniques and knowledge to aid them in teaching sport and PE.

Mrs Manser highlighted that the long term aim was higher quality lessons and improved learning for all.

Currently, schools with 17 or more eligible pupils received £8,000 and an additional payment of £5 per pupil in PE and Sports Premium funding. However, there were proposals to increase the funding as part of the Government's drive to help children benefit from healthier, more active lifestyles. If the finances became available, this would enable the School to look in more depth at areas such as 'balance ability' (an accredited learn to cycle programme for children aged 2½ to 6 years old), which the children were currently participating in. The School would also like to continue the swimming programme that children had commenced; otherwise it was possible that some children would not have the opportunity to learn to swim until Year 4. It was noted that skills such as cycling and swimming were life skills and that the overarching aim of the scheme was to develop the fundamentals of these skills, whilst fostering a lifelong enjoyment of participating in exercise.

Mrs Manser also outlined the After School Activities available to children through the sports and games activity clubs in School. These included: swimming, gymnastics, skipping, running, multi-skills/fitness and scooters.

At the end of Spring 1, 89% of KS1 children were attending the clubs every week. This was a 2% increase on the Autumn Term. In Year 1, 91.2% of children were attending the clubs each week and in Year 2, 86% of children were attending on a weekly basis.

Q. What are the benefits of enrichment activities?

A. Children want to stay behind at School and their skill levels have progressed. They are having fun and experiencing the enjoyment of working together with their friends. They are building and sustaining their core strength and this is having an impact on their school work; in particular, their hand writing which is becoming less spidery. A long-term goal is that these things extend beyond the school gate, for example, cycling and swimming.

Governors thanked Mrs Manser for her presentation.

1612. REPORTS FROM COMITTEESS

(a) Standards and Effectiveness Committee, held on 6 February 2017

(i) Policies

The following policies were approved by the Committee, on behalf of the Governing Body:

- Teaching and Learning Policy
- Assessment Policy

(ii) School Evaluation Form

The School Evaluation Form (SEF) was reviewed by the Committee.

(iii) Schools National Funding Formula

Consultation on the National Funding Formula (NFF) were submitted by the school and the Chair of Governors on behalf of the Governors to the Department for Education (DfE) by 22 March 2017.

(iv) Membership

Mrs S Khan was invited to become a member of the Committee.

(b) Resources Committee including Budget Report

A meeting of the Resources Committee had been held prior to commencement of this meeting.

The following items of discussion were highlighted:

(i) School Budget

It was confirmed that the School budget was in a healthy position and that in period 11 there was currently an underspend of £33,000.

Savings had been made in a number of areas, including photocopying and a new telephone service. Additionally, a member of staff who had taken early retirement had not been replaced. Whilst one further pay period remained, it was anticipated that the School would carry forward this position and function on its allocated budget, without the need to go into contingency funds.

(ii) Health and Safety

A Health and Safety walk around had been completed by the Head Teacher and Business Manager. The main areas of note were around untidiness and ensuring that the plasma screen vents were not blocked off and remained clear at all times.

(iii) Children's Equality Questionnaire

A Children's Equality Questionnaire had been undertaken with pupils and the findings were tabled for discussion. It was agreed that the results provide a useful document for staff and that the feedback would be further analysed in terms of areas and activities that the children liked and wanted more of.

(iv) Equality Act Questionnaire

The Equality Act (2010) stipulated that all schools must find out what they could do to make their school more welcoming to all the people who use it. A questionnaire was circulated to governors for completion, regarding ways of making the School more welcoming, accessible and inclusive for everybody.

1613. HEAD TEACHER'S REPORT

The Head Teacher's report had been provided to governors prior to the meeting and copies were also tabled.

The following items were highlighted and discussed:

(a) Leadership and Management

The Head Teacher outlined that, as part of the School Improvement Plan (SIP) 2016/17, leadership skills within middle management roles would continue to be developed in School.

The Head Teacher had attended a meeting of the West Yorkshire Teaching Alliance (WYTA) and was considering applying to become a Local Leader of Education (LLE). The Head Teacher emphasised that this was to support the WYTA, which was working towards future sustainability, and to formalise the school to school support that the School already undertook. Governors offered their support to the Head Teacher in respect of her application to become a LLE.

(b) Schools National Funding Formula

The Head Teacher and Chair of Governors had responded to the NFF Stage 2 consultation, on behalf of the School.

(c) Early Years Funding

The School was currently asking parents who had enrolled for nursery in September 2017 for expressions of interest in the free funding of up to 30 hours of nursery provision, in order that the School could assess the level of interest and explain the terms of eligibility.

(d) Teacher Workload

Three reports had been released by the independent Teacher Workload Review Groups regarding the key areas of marking, planning and data management.

(e) Recruitment and Retention of Teachers

The report of the Education Select Committee in respect of the Recruitment and Retention of Teachers found that the teacher shortage was worsening and that retention was now of paramount importance.

(f) Teachers Working Longer Review

The Secretary of State had commissioned a review into the health and deployment implications of teachers working longer, as a result of the increase in the State Pension age (NPA) in the Teachers' Pension Scheme.

(g) Relationships and Sex Education

The Government had announced its intention to put relationships and sex education on a statutory footing, "so every child had access to age appropriate provision". The Head Teacher confirmed that this approach had been in place in School for some time.

(h) RAISE Online

From April 2017 there would be a replacement for RAISE online.

The Head Teacher was thanked for her report.

1614. ATTENDANCE

Attendance figures from September 2016 to current were presented.

The following areas were highlighted and discussed:

Children currently on referral to Attendance and Pupil Support	6
Children referred to Children Missing Education Team	25
Attendance meetings with parents in School	43
Families on Parent Contracts - Attendance and Pupil Support	3
Home visits made by Attendance and Pupil Support Officer	47
Children attendance currently being monitored	22 Reception, 9 Year 1, 10 Year 2
First day calling (per day on average)	6

Q. The number of children referred to the Missing Education Team is concerning. What happens after a child is reported to the Team?

A. Some children go abroad and the parents do not provide School with a date for their return. These cases have to be reported to the Missing Education Team. The child is removed from the School roll after this and, on occasion, some children are reported to Prevent. The School and the Missing Education Team always try to obtain a forwarding address in these circumstances.

Attendance Summary – National Average 96%	Whole School	KS1
Attendance	94.34 %	94.99%
Excluding Leave of Absence	95.41%	96.15%
Excluding Leave of Absence and Religious Observance	96.38%	97.15%

The Head Teacher noted that with Religious Observance and Leave of Absence data added back in, the attendance figure would be above the national average.

1615. SCHOOL WEBSITE

There was nothing to report on this standing agenda item.

1616. UPDATE – SCHOOL EVALUATION FORM AND SCHOOL IMPROVEMENT PLAN(a) School Evaluation Form (SEF)

The SEF had been provided to governors prior to the meeting and copies were also tabled.

The following items were highlighted and discussed:

(i) Leadership and Management

With regard to Leadership and Management, the Head Teacher advised that the quality of teaching, learning and assessment in School was 'at least good', with large pockets of 'outstanding' practice. Teaching and learning was improved through professional development and appraisal and focused on improving outcomes for all children. Staff training was directly linked to School Improvement Plan (SIP) priorities, or areas for development identified through monitoring or through appraisal.

(ii) Personal Development, Behaviour and Welfare

In terms of Personal Development, Behaviour and Welfare, the Head Teacher confirmed that the School community worked hard to maintain a positive culture and community spirit of 'Together We Can'. Everyone took pride in their work and most pupils were confident and self-assured, proud of their achievements and their school. Effort and progress were valued as highly as attainment. This was evidenced in the pupil's and their parents' pride and delight in Best Work assemblies.

(iii) Outcomes for Pupils and Learners

The Head Teacher highlighted that Outcomes for Pupils and Learners were 'at least good'. It was noted that children entered nursery significantly below age appropriate expectations; however, there was an upward trend for a 'good level of development' (GLD). The GLD was above the national figure (School 75.8%, national 69%) and a positive gap with the national figure had been maintained for the last three years.

(b) School Improvement Plan (SIP)

The SIP had been provided to governors prior to the meeting and copies were also tabled.

The following items were highlighted and discussed:

(i) Leadership Skills

The Head Teacher confirmed that leadership skills within middle management roles would continue to be developed in School; including the Administration Team, ICT Manager, ETAs and UPS holders, through appropriate appraisal and targets.

Collaboration would continue with WYTA and North Huddersfield Learning Community (NHLC) schools, including CPD, networks and ITT.

(ii) Quality of Teaching

The quality of teaching, learning and assessment would be monitored, to ensure more learning and teaching was 'good', with most being 'outstanding', especially in Maths.

(iii) Personal Development

In terms of the personal development, behaviour and welfare of pupils, there would be a focus on 'Health Living', including undertaking the Food for Life Award. Strategies would also be implemented and monitored to encourage desired learning behaviours.

(iv) Targets

The following targets for outcomes in July 2017 were reviewed:

- Reception: 78% of children to achieve GLD.
- Year 1: 75% of children to achieve 'Expected' in Reading, 70% of children to achieve 'Expected' in Writing, 70% of children to achieve 'Expected' in Maths and 80% of children to achieve 'Expected' in Phonics.
- Year 2: 80% of children to achieve 'Expected' in Reading, 80% of children to achieve 'Expected' in Writing, 80% of children to achieve 'Expected' in Maths.
- Year 2: 60% RWM combined.

1617. GOVERNING BODY SELF-EVALUATION, GOVERNOR VISITS AND DEVELOPMENT

(a) Governor Visits

The Chair had visited School for a meeting with the Head Teacher.

Mrs Westeman had visited School on 24 March 2017 to review the arrangements in place for Safeguarding and Looked After Children (LAC). Mrs Westeman advised that staff were fulfilling their roles excellently and that there were no issues of concern. The Single Central Record (SCR) had also been reviewed during Mrs Westeman's visit.

Mrs Westeman voiced her concerns regarding the impact on schools of the reduction in Local Authority (LA) Children's Services funding and highlighted that schools were now having to manage increasing volumes of safeguarding issues, as a result of changes in Social Worker personnel and the closure of Children's Centres.

Governors asked about the impact of the closure of Children's Centres. The Head Teacher confirmed that the School was to host a One Stop Shop, following the closure of Birkby Children's Centre. This would include 'Stay and Play' and a range of community activities. A Health Visitor would also hopefully be available to families during the sessions. It was also confirmed that a new Centre would probably open at the Zone, on Old Leeds Road.

Governors expressed concern that provision within schools was likely to be available to families during term time only and this would leave gaps in provision for vulnerable families during school holiday.

Governors requested that their concerns be placed on record regarding the loss of Children's Centre facilities, for the community as a whole.

Governing Body Matters and Statutory Responsibilities.

1618. CORRESPONDENCE

There were no items of correspondence.

1619. ANY OTHER BUSINESS

There were no items of any other business.

1620. DATES OF FUTURE MEETINGS

RESOLVED: That the next meetings of the Governing Body, Standards and Effectiveness Committee and Resources Committee be held at the School on:

Monday, 15 May 2017 at 5.30 pm – Standards and Effectiveness Committee

Monday 22 May 2017 at 6.30 pm – Governing Body, preceded by the Resources Committee at 5.30 pm

Monday, 3 July 2017 at 6.30 pm – Governing Body, preceded by a Committee (TBC) at 5.30 pm

1621. 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 8.35 pm.