

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

SCHOOL INSPECTION COPY

Minutes of the Meeting of the Governing Body held at 6.30 pm at the School on Monday, 7 March 2016.

PRESENT

Mrs A E Stopher (Chair), Mrs J Hinchliffe, Mr J Morley, Mrs S Naveed, Mrs E Walsh, Mrs M Whalley, Mrs D Z Wilson (Head Teacher).

In Attendance

Mr I Macdonald (Meeting Clerk)  
Mrs A Bhatti (Trainee Meeting Clerk)  
Danielle Laramée (Assistant Head Teacher)  
Claire Moscardini (Assistant Head Teacher)  
Paula Manser. (Assistant Head Teacher)

1494. APOLOGIES FOR ABSENCE AND CONSENT

There were apologies for absence from Dr M Ali (consent), Mrs S V Goler (consent), Ms K E Westeman (consent) and Dr A Williams (consent).

1495. DECLARATIONS OF INTEREST

There were no declarations of interest.

RESOLVED: That the following item be an additional agenda item.

1496. ASSESSMENT

(a) Early Years

Claire Moscardini gave a presentation to Governors covering the use of the Early Excellence Model for setting a baseline, and talked through how data was entered and the timescales involved.

When the data had been sent away and came back showing national data, staff had concerns that the model did not match the teacher assessments. This had been on a national basis and it was not clear if Early Excellence would be awarded the contract this year by the DfE.

The School did enter the data into the previously used Start Tracker, and this showed pupils making good progress from their entry levels.

Pupil Progress meetings had looked at the data for each pupil and put interventions in place as required, and also made use of outside agencies where appropriate. Data for different groups of pupils was also looked at, at the Pupil Progress meetings.

Governors were shown examples of actions that could be put into improvement plans, and how information on their children was provided to parents along with suggestions of work that could be done at home.

The data at this point suggested that 70% of the pupils had a Good Level of Development (GLD), with the national target being 66%. In future with the

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changes to assessment there would be no GLD data, but what would take its place was unclear.

**QUESTION: In noting the amount of assessment and testing that takes place, Governors asked if it was better to test early in the School year or at the end.**

**ANSWER:** The School always does a test early in the year to set a baseline so that progress can be measured. However, this is not done too early in the year as it is important that teachers get to know the pupils and that pupils feel comfortable.

(b) Year 1

Danielle Laramée presented Governors with data for Year 1, specifically on maths, saying that the change to the curriculum had brought forward a lot of teaching to Year 1 that would have previously been in Year 2. The change meant that pupils needed to have met all the emerging criteria and the expected development for them to be able to meet age related expectations.

It was clear that the way in which changes had been implemented had already led to an increase in progress and attainment. Work in maths could be seen across other subjects.

77% of the pupils were working at age related expectations in numeracy, where the target was 65%, so results were looking good so far. There was an 8 to 9% gap between FSM pupils and others, which had come down from 10%, and so the School was closing the gap.

Planning meetings took a look at emerging pupils to see what could be done to help them get to the age related expectations. Many of these pupils had made good progress to get to where they were.

The School was working on fluency, problem solving and reasoning by getting the pupils interested through the use of Superheroes.

Governors noted that the combined data stood at 77.8% compared to 69.8% on entry into the Year.

Governors noted that the data for Reading in Year 1 stood at 76.35% compared to 69.9% on entry to the Year.

Governors noted that in writing, 77% of pupils were on track.

(c) Year 2

Paula Manser gave Governors a presentation on data for Year 2, saying that the curriculum was more joined up between Year 1 and Year 2, and for those pupils that came into Year 2 with some gaps, staff were working hard to fill the gaps.

When Year 2 did their SATs, the data would go to the DfE, and it would only be after the DfE reviewed all the data that they would let schools know pass levels and if their pupils had passed. It was therefore difficult to know if the pupils would meet the required expectations.

Work was ongoing with the pupils to make sure that they understood how to do the SATs, and had the confidence to do the tests.

It was clear that the work done on reading was having an effect as pupils were selecting harder books to read.

**QUESTION: Governors asked if the pupils are rising to the challenge of SATs preparation.**

**ANSWER:** Yes. It is a case of drip feeding, with all pupils doing the same lessons and then staff redoing areas that some pupils might not have grasped.

**QUESTION: Governors asked how a pupil is worked with when they are seen to be falling behind.**

**ANSWER:** There is a positive approach used in areas of difficulty with teachers and ETAs working with individual pupils.

The data showed that there was a gap in maths between FSM and white others when compared to other pupils.

Books showed good progress and should Ofsted visit then this was probably the major area that they would look at.

Governors were shown an action plan for KS1, which showed how moderation takes place within the School and also within the Cluster Schools.

The Head Teacher informed Governors that all staff were working extremely hard to help the pupils get to the expectations, and it could be that the results this year would be the best achieved by the School. Comments from staff at other schools had been very complimentary about the performance of the pupils, and how the pupils wanted to learn.

**QUESTION: Governors asked how parents were advised on the progress of their children.**

**ANSWER:** Parents are given booklets of the actions that their children should be able to do.

**QUESTION: Governors asked if parents understood where their children should be.**

**ANSWER:** This can be difficult. Staff talk to parents and give explanations, and are making a series of short videos for parents.

**RESOLVED:** That Governors would ask the Year Leaders to thank their teams on behalf of the Governing Body for all their work in the School.

The Chair thanked Danielle Laramée, Claire Moscardini and Paula Manser for their presentations, and for their work in the School, as they left the meeting.

**ACTION POINT: Copies of the presentations were to be placed in the Governor Folder.**

## Procedural

### 1497. MATTERS TO BE BROUGHT UNDER ANY OTHER BUSINESS

The following items were notified to be raised under any other business:

- Leading Parent Partnership Award
- School's Future

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Matters to be raised under any other business continued:

- Buy Backs
- Prevent
- Performance Management Committee

1498. MINUTES OF THE MEETING HELD ON 7 DECEMBER 2015

RESOLVED: That the minutes of the meeting held on 7 December 2015 be approved and signed by the Chair as a correct record.

1499. MATTERS ARISING.

Zebra Crossing (Minute 1492 refers)

**QUESTION: Governors asked if the crossing had been repainted.**

ANSWER: The Head Teacher said that she was not aware if it had.

**ACTION POINT: The Head Teacher would contact Highways.**

1500. 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, 25 April 2016, preceded by the Resources Committee at 5.30 pm

Monday 11 July 2016, preceded by the Resources Committee at 5.00 pm and the Standards and Effectiveness Committee at 5.45 pm.

(ii) That the next Standards and Effectiveness Committee be held at 5.30 pm at the school on Monday, 18 April 2016.

**School Improvement**

1501. REPORTS FROM COMMITTEES

(a) Standards and Effectiveness

The Chair reported that the Committee had met on 29 February 2016 and had reviewed and approved a series of policies. Considerable discussion had been taken on the Homework Policy.

(b) Budget Report from the Resources Committee

(i) Draft Budget for 2016-17

The Head Teacher reported that the Committee had met immediately preceding this meeting, and had been able to set a draft budget for 2016-17, which could be finalised once the carry forward for 2015-16 was known.

The Committee had discussed the impact of the loss of around £80,000 of income due to the changes in IDACI, (which said that there was less deprivation in the area), reduction in Pupil Premium funding due to the

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effect of less people being eligible and a general reduction in claims because of Universal FSM, a reduction in Low prior attainment funding and a slight reduction in EAL funding. This coupled with increased add-on costs for staff due to increased employer NI contributions and pension provision meant that even with the carry forward the school would need to make cuts to many budget headings to be able to have a budget that would balance.

However, having looked at the draft budget, the Head Teacher reported that the School would have the funding to do what was required.

**ACTION POINT: Approval of the Budget for 2016-17 would be on the agenda of the meeting to be held on 25 April 2016.**

(ii) SFVS

The Chair reported that the Committee had reviewed the SFVS document, made some amendments to last year, answered additional questions that had been included, and was able to recommend that the full Governing Body approve the SFVS.

RESOLVED: That the SFVS be approved and be signed by the Chair.

(iii) Benchmarking

The Chair reported that the Committee had reviewed the Benchmarking data that compared the School with a selection of similar national school's data.

Overall, the School was towards the lower end of the spectrum and so could be said to be providing value for money. An area where the School was near the top of the range was on the costs of ETAs. This was an area that the School had decided was an area of well spent resources.

## 1502. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher provided a written report to Governors and talked to the report:

(a) Number on roll

The Head Teacher gave Governors information on the effect on the use of resources caused by a large number of pupils joining the School.

**QUESTION: Governors asked what was the total number of pupils that the School could take.**

**ANSWER:** The Head Teacher said that the PAN was 150, so the total including Nursery stood at 570.

(b) Leadership and Management

- SLT
- Governors
- School Improvement Plan.

(c) Quality of Teaching – Keith Massett, External Consultant

- General Observations
- The Impact of ETAs
- Guided Reading
- Discussions with School Leaders
- Appraisal and Performance Management
- Areas to consider for further improvement
- Feedback to Teachers and Support Staff

**QUESTION: Governors asked if the information provided was the comments of the External Consultant.**

**ANSWER:** The Head Teacher confirmed that they were, and talked through the major comments, highlighting the comments about the effectiveness of ETAs in the School with the delivery of the new curriculum.

- Projects to Support Learning
- Upcoming Activities
- Activities to Support Parents

1503. ATTENDANCE

Mrs Hinchliffe provided Governors with information on the breakdown of attendance data for the school year up to 4 March 2016.

In KS1 the overall attendance level stood at 95% against a target of 96%, which was up from 94% last year.

Mrs Hinchliffe provided Governors with data on persistent absenteeism 90% or less attendance with 107 action plans in place.

**QUESTION: Governors commented that the figure of 107 is high, and asked why it was so high.**

**ANSWER:** Sixty six children have taken or requested a Leave of Absence period plus trivial illness accounts for much absence which the school works very hard to reduce.

**QUESTION: Governors asked how many full-time children there are in the Nursery.**

**ANSWER:** 17.

**QUESTION: Governors noted the high level of leave of absences that stood at 66 or 12.3% of the School population, and asked what reasons are given by parents.**

**ANSWER:** The Head Teacher said that there are a variety of reasons given, some of which could be disputed, but some parents just take their children out of School. It is a major concern not just for the education of the children, but also for the view that Ofsted would take. The School makes major efforts to inform parents of the effect absence could have on their children.

**QUESTION: Governors asked if the number of leave of absences was going up.**

**ANSWER:** The Head Teacher confirmed the numbers were increasing and that the periods of absence were also getting longer.

**QUESTION: Governors asked if the School could do anymore.**

**ANSWER:** The Head Teacher said that all the School could do had been done. The Policy was being followed and penalties had been imposed.

Mrs Hinchliffe highlighted the number of School days lost due to trivial illness; said that School staff were putting in a lot of effort to try to reduce this number; and talked through the number of Parent Contracts, Parent Conferences, Trivial Illness Letters, Penalty Notices and Home visits that had taken place.

The Chair thanked Mrs Hinchliffe for her reports.

1504. SUPPORTING PUPILS IN SCHOOL WITH MEDICAL CONDITIONS – NEW GUIDANCE DECEMBER 2015.

The Head Teacher reported that since September 2014 the following actions had been taken to try to get the model policy from the LA:

- September 2014 – Statutory Guidance from the DfE.
- 5 September 2014 – receipt of an email from Ian Kirby re a review of the LA Policy.
- 12 January 2015 – The Head Teacher contacted Ian Kirby who said that the re-write would be completed by Easter 2015.
- 15 June 2015 – The Head Teacher emailed Ian Kirby for an update and received no response.
- 7 September 2015 – Head Teacher emailed Carolyn Carter (SENConet), and asked for the Policy to be raised at SENConet.
- 14 October 2015 – Head Teacher emailed Ian Kirby to be told he was off work and that the policy was still being updated.
- 2 February 2016 – Head Teacher requested advice from the School Nursing Team.
- 4 February 2016 – the issue was raised at SENConet, with the advice being that the policy was still under review due to some legal issues.
- The Head Teacher confirmed that the School's Policy was robust and had all the areas advised for inclusion as draft, but the school was still awaiting advice from the Local Authority.

1505. GOVERNING BODY SELF-EVALUATION, GOVERNOR VISITS AND DEVELOPMENT

**ACTION POINT:** This item was deferred to the next meeting.

1506. SCHOOL WEBSITE

**ACTION POINT:** This item was deferred to the next meeting.

**Governing Body Matters and Statutory Responsibilities.**1507. REPRESENTATION

The following matters of representation were noted:

Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr S Saheed	Parent	23.11.2015

Governor Designate

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Dr A Williams	Co-opted	Pending DBS

1508. CORRESPONDENCE

There was nothing to report.

1509. ANY OTHER BUSINESS(a) Leading Parent Partnership Award

Mrs Hinchliffe reported that the School was looking to gain this award which would help the school improve further its existing provision regarding engagement with parents. An audit of 9 objectives was taking place, to be followed by an action plan and then a portfolio of evidence would be built.

(b) School's Future

The Chair reminded Governors of a meeting taking place on Wednesday at NHTS where the potential options for the future of School Governance would be discussed, and asked as many Governors as possible attend as the Governing Body would need to look at the future of the School.

(c) Buy Backs

The Head Teacher reported that the School had purchased the Governor Service Clerking Service for 2016-17, which included training for Governors and asked Governors to look at the list of available training dates and to book on relevant courses.

(d) Prevent

The Head Teacher highlighted the contact details on the agenda papers that Governors needed to be aware of under Prevent, and the need for Governors to understand their duties. Training would be delivered at the beginning of the next Full Governing Body meeting.



(e) Performance Management Committee

The Chair reported that the Committee had met and had carried out a half-year review of targets and goals, and was able to report satisfaction at the progress towards goals and targets.

1510. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

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

  
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Chair

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Date

25/4/16

