

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, 3 October 2016.

PRESENT

Mrs A Stopher (Chair), Dr M Ali, Mrs S Goler, Miss J Hinchcliffe, Mr J Morley, Mr S Saeed, Mrs E Walsh, Ms K Westeman, Mrs E Whalley, Mrs D Wilson.

In Attendance

Ms C Stephen (Minute Clerk)

Procedural

1551. ELECTION OF CHAIR

The Meeting Clerk took the Chair.

- RESOLVED: (i) That, in principal, the governors would accept nominations from members not at the meeting.
- (ii) That the term of office of the Chair would be until the first Meeting after the second anniversary of this AGM.
- (iii) A tie would be resolved by the toss of a coin.

Nominations for the office of Chair were called for.

Mrs Goler nominated Mrs Stopher; this was seconded by Ms Westeman. A vote was taken by a show of hands.

RESOLVED: That Mrs A Stopher be elected as Chair of Governors at Birkby Infant and Nursery School.

Mrs Stopher took the Chair.

1552. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Dr A Williams (Consent).

There were no declarations of interest.

- (a) RESOLVED: That governors would decide whether to grant consent on an individual basis, depending on the circumstances.
- (b) The school had its own Code of Conduct for governors. Governors acknowledged that they had read this and agreed to abide by it. They signed and dated a copy of this Code of Conduct as a record for the school.
- (c) The Governing Body filled in Declaration of Business Interest forms in order that the information on the school website could be updated. Nil returns were required.

- (d) Governors were given more detailed information about Edubase, downloaded from its website. Whilst they were happy that the information already in the public domain be made available to this database, they did not wish to share personal information which would be kept on record, even if it were not to be made public.

Action: Mrs Wilson to provide the information requested by Edubase which was already in the public domain; she would not be providing the second section of information requested, in accordance with governors' wishes.

1553. NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS

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

The following policies would be reviewed:

- Looked After Children
- Behaviour
- SEND
- Attendance
- Complaints

In addition, the following items were notified:

- Governor training opportunities
- Video games

1554. REPRESENTATION

The following matters of representation were noted:

End of Term of Office

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Miss J Hinchliffe	Staff	04.10.2016

RESOLVED: That Mrs J Hinchliffe be re-appointed as a Staff Governor.

Resignation

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs S Naveed	Parent	30.09.2016

Governors recorded their sincere thanks to Mrs Naveed who had served on the governing body for many years and had made a valuable contribution to the development and progress of the school.

1555. ELECTION OF VICE-CHAIR

RESOLVED: That the protocols listed for the election of the Chair also be applied to the office of Vice-Chair.

Mrs Stopher asked for nominations to be made known. Ms Westeman proposed that Mrs Goler be nominated. This was seconded by Mrs Hinchliffe and Mrs Goler was elected unanimously by a show of hands.

RESOLVED: That Mrs Goler be elected to the office of Vice-Chair.

1556. REVIEW OF COMMITTEES

(a) Membership of Committees

RESOLVED: That the make-up of the committees be as follows:

Resources Committee

Ms K Westeman
Mrs A Stopher
Mr S Saeed
Mrs S Goler
Miss J Hinchliffe
Mrs D Wilson

Standards and Effectiveness Committee

Dr M Ali
Dr A Williams
Ms K Westeman
Mrs A Stopher
Mrs E Walsh
Mrs M Whalley

Pay and Teacher Appraisal Committee

Dr A Williams
Mrs S Goler
Dr M Ali
Ms K Westeman
Mrs A Stopher

Staff Dismissal Committee

All non-staff governors would be eligible for these committees which would be called by the Chair when necessary. This could be at short notice and would depend on governors being available to attend. Those who have sat on the Dismissal Committee would not be eligible to serve on the Appeals Committee for the same case.

Complaints Committee

Mrs S Goler
Ms K Westeman
Mrs M Whalley
Mr J Morley

Pupil Discipline Committee

All non-staff governors would be eligible for this committee which would be called by the Chair when necessary, subject to governors' availability.

(b) Terms of Reference

RESOLVED: That the Terms of Reference found in Committee Matters be adopted for the above committees with the addition of the following points:

(i) Resources and Finance Committee

The following matters were delegated to the Resources and Finance Committee, if quorate:

The virement between the heads of expenditure be £50k.
To authorise emergency maintenance work up to the limit of £20k and £10k per item.

(c) Code of Conduct

The school's document detailing the Code of Conduct and mutual expectations of all members of the Governing Body was distributed and signed and returned to the school.

Action: Mrs Wilson to send the document to absent governors.

1557. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES

RESOLVED: That the following governors would have responsibility for the areas noted below:

Additional Needs Governor – Mrs S Goler
Governor Training Contact – Mrs A Stopher
Governor for Looked –After Children – Ms K Westeman
Safeguarding Governor – Ms K Westeman
Early Years Governor – Mrs M Whalley
Key Stage 1 Governor – Dr M Ali
PE/SMSC Governor – Dr Williams

RESOLVED: That responsibility for Equality and Health and Safety be undertaken by the Full Governing Body. Mr J Morley would support health and safety audits.

1558. CHAIR'S DELEGATED POWERS

RESOLVED: That the Governing Body delegates to the Chair the power to carry out the following delegated duties:

- (i) Change of date of a scheduled meeting, for good reason.
- (ii) Chair's powers to grant retrospective consent to absence in the event that a Governor would have become disqualified if the matter had to wait for the next Governors' Meeting.

- (iii) To determine in advance of a Meeting whether any items of agenda should be deleted from the copy too be made available at the School.

1559. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER

RESOLVED: That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:

- (i) Planning and conducting the affairs of the school to remain solvent.
- (ii) Establishing proper financial management arrangements and accounting procedures which comply with the Local Authority's financial regulations and standing orders, and maintaining a sound system of internal controls.
- (iii) Ensuring the funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.
- (iv) Providing such information as the LA may reasonably require to satisfy the LA that the financial management and organisation of the Governing Body are such as to enable it to fulfil the obligations specified for it.

RESOLVED: (i) That the virement between the heads of expenditure be £50k.

- (ii) That the Resources and Finance Committee could authorise emergency maintenance work up to the limit of £20k or £10k per single item.

1560. MINUTES OF THE MEETING HELD ON 11 July 2016

RESOLVED: That the minutes of the meeting held on 11 July 2016 be approved and signed by the Chair as a correct record, subject to the following amendment:

Present

The spelling of Mr Saeed's name be amended from "Saheed" to "Saeed".

1561. MATTERS ARISING

- (a) Matters Arising – Zebra Crossing (Minutes 1499 and 1536 (a) refers)

The zebra crossing had been repainted soon after the Highways Department had been contacted and was now easily visible.

- (b) Matters Arising – School's Future (Minutes 1527 and 1536 (a) refers)

Mrs Wilson was to attend a meeting on Tuesday, 4 October 2016 regarding the possible building of a new school which could provide a solution to the over-subscription of some schools and provide more stability regarding the numbers on roll in others. The Head would keep governors abreast of developments.

(c) Matters Arising – School's Funding Formula (Minutes 1528 and 1536 (c) refers)

The implementation of the National Funding Formula had been postponed until 2018 at the earliest. The introduction could possibly clash with the introduction of the Early Years' National Funding Formula. Mrs Wilson had returned the Consultation Document to the LA, highlighting possible concerns.

School Improvement1562. REPORTS FROM COMMITTEES**All staff governors left the meeting at this point.**Head Teacher's Performance Management

Minutes of the Pay and Teachers' Appraisal Committee were distributed. Mrs Stopher talked governors through the main points and noted that all members of SLT were now at the top of their pay scales. Governors were concerned about the possible budget implications of having so many experienced staff but recognised the excellence of their work.

RESOLVED: That the Pay and Teachers' Appraisal Committee would seek out other schools in a similar position in order to benchmark where Birkby Infant and Nursery School stood regarding this issue and to find possible solutions.

Governors accepted the recommendations of the Pay and Teachers' Appraisal Committee to adopt the following resolutions:

RESOLVED: That governors would adopt the latest Kirklees Model Pay Policy and the Teachers' Appraisal Policy.

Mrs Wilson's Performance Management had been completed by the relevant governors and Keith Massett from the LA.

RESOLVED: (i) That governors accepted the Performance Management governors' report that the Head Teacher's objectives had been met.

(ii) That governors agreed that Mrs Wilson should move up one point on the Leadership Scale from L23 to L24.

Governors had scrutinised evidence provided that those staff who would be moving up the pay scale were working at a level above and beyond that of their current scale.

RESOLVED: That governors would accept the Head Teacher's report on Teacher Performance Management and approve the relevant pay increases.

Staff governors re-joined the meeting at this point.1563. HEAD TEACHER'S VERBAL REPORT

Mrs Wilson distributed a written copy of her report and drew attention to the following points:

(a) Context

Some confusion existed between the LA and the school regarding the number of places still available; this was being addressed but had meant that parents had been told no place existed for their child when, in fact, room was available. At the time of the report, there were 514 on roll, a fall of 24 from July 2016.

All children were availing themselves of the universal free school meal.

(b) Leadership and Management/CPD/Training/Staff INSET Day

At the recent training day, the implementation of the Behaviour Policy had been addressed as there had been a lack of consistency across the school and, more importantly, within year groups; this was now improving. The Safeguarding Policy had been updated and staff were made aware of the changes. The Whistleblowing Policy had been examined and the importance of reporting any unseemly behaviour, even if it were later to be judged innocent, was emphasised. Staff had also been given a Staff Handbook and Code of Conduct which they were required to follow.

Lists of INSET and other training were given with special attention being drawn to Miss Hinchcliffe's work with the West Yorkshire Teaching Alliance where she had spoken of the Parents' Council and would be giving training on the topic in future. Mrs Wilson promised governors that they would experience the "Wake-up, Shake-up" exercise routine when Paula Mercer attended the next Governors' Meeting.

(c) SIP Targets

According to the trial of NFER Reception Baseline Data, 70% of children were at the Expected Level by the end of the assessment period.

Tapestry for Learning Journeys was being introduced across school, not just in EYFS. This was an inter-active resource that parents could access and add to.

The strategies being used to encourage the desired learning behaviours were felt to be very beneficial; effort, not merely outcome, was being rewarded and this had had a very positive response from children.

The promotion of British Values with a focus on tolerance and respect continued to be a target. Isolated issues had been tackled last year.

Year 2 had been set particularly ambitious targets.

(d) Resources

The report from Leanne Stockman was distributed to governors.

(e) Projects Supporting Learning

The Community Art Project led by Fabric Lenny was now displayed in the small hall.

Eight Reading Friends were helping children; Mrs Wilson asked governors to promote the Reading Friends scheme.

Harvest Festival was to take place on the 7th, not the 6th of October 2016; governors were invited to attend.

Stay and Play sessions would be held between 9.00 am - 9.45 am; this would help identify ways school could help parents to help their children develop.

(f) Assemblies and PSHCE/RE follow-ups

Induction Books had been made by children; these would help any pupils who arrived at a later date familiarise themselves with their class and the school.

(g) Personal Development, Behaviour and Welfare of Pupils

The assessor of the school's eligibility for the Leading Parent Partnership Award had commented that Miss Hinchcliffe's presentation on the topic was what he regarded a "perfect model".

Governors thanked Mrs Wilson for her report.

1564. BUDGET REPORT

The report was circulated to governors.

Mrs Wilson explained that the over-spend looked larger than they might expect because many items were paid for up-front and as this was a year-to-date report, it did not take account of this. The over-spend would reduce on a month by month basis and was down by approximately £20k since July.

The grant applied for to fund the gazebo outdoor reading space had not been successful, though the organisation had been willing to fund book-buying.

Significant savings had been made on photocopying charges. Staff were to be given PIN numbers and an allocation of how many copies could be printed over the course of a term which would further cut down costs.

The ICT manager was currently seconded to another school and this was bringing in some income.

Mrs Wilson reported her satisfaction with the current financial situation.

1565. ATTENDANCE

An Attendance Summary document was circulated, giving a break-down of the schools current attendance – KS1 = 90.67% (excluding Religious Observance and Leave of Absence = 98.9%). Religious Observance has had a significant effect on attendance this term. It was noted that currently, most parents were ringing up to give reasons for their child's absence therefore the amount of time spent on 'first day calling' had massively reduced.

1566. SAFEGUARDING, WHISTLEBLOWING AND FINANCE AND OTHER POLICIES

These policies had been reviewed and updated.

Mrs Wilson gave a PowerPoint presentation to governors highlighting the main points of the new Safeguarding Policy and governors were asked to sign and date a copy of the document to be kept as a central record. All teachers had been trained regarding this and ETAs would be brought up to date at a later date.

Mrs Wilson noted that the Single Assessment which replaced the Early Help Assessment and aimed to bring together multi-agency assistance for families had its social care element staffed by 50-60% Agency employees. This meant that these agency staff, who were far better paid than those on contract, were often brought in from other areas and had limited local knowledge and were able to drop cases if they felt their workload was too high. This was having a negative impact on children and parents/carers.

She also asked governors to be on the look-out for children being taken on "holiday" to places where FGM was practised and to raise any concerns they might have about a child's safety. Despite being outlawed in this country, no prosecution had ever been brought.

- RESOLVED: (i) That the latest version of the Safeguarding Policy and the Keeping Children Safe in Education Policy be adopted by the school.
- (ii) That the latest version of the Whistleblowing Policy be adopted by the school.
- (iii) That the Finance Policy and the Charges and Remissions Policy be adopted by the school.
- (iv) That the Equalities Policy be adopted by the school.

Governing Body Matters and Statutory Responsibilities

1567. TEACHER APPRAISAL AND TEACHER PAY POLICY

This was discussed earlier in the meeting (Minute 1562 refers).

1568. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2018/19

The PAN was set at 150 for 2017/18.

Mrs Wilson stated that she would prefer to have a lower but more reliable PAN in order to provide some stability of numbers, especially in light of the possible building of the new school in the area which would take the pressure off the over-subscribed schools with the consequence that there would be a lower demand for (temporary) places at Birkby.

The report on which the consultation hinged had not yet been published and further discussion would be needed.

RESOLVED: That this item to be added to the agenda of the next meeting of the Full Governing Body on 15 November 2016.

Information would be disseminated to governors as it became available.

1569. CORRESPONDENCE

None had been received.

1570. ANY OTHER BUSINESS(a) Looked After Children Policy

RESOLVED: That the amended Looked-After Children Policy be adopted by the school.

(b) Behaviour Policy

RESOLVED: That the amended Behaviour Policy be adopted by the school.

(c) SEND Policy

The Disability School Offer 2016/17 was detailed in this Policy. Governors were invited to address questions regarding this to Donna Todd.

RESOLVED: That the SEND Policy be adopted by the school.

(d) Attendance Policy

This was the North Huddersfield Learning Community's policy.

RESOLVED: That the amended Attendance Policy be adopted by the school.

(e) Complaints Policy

School was currently using the latest available version of the LA Model Policy which was being updated; when this was done, school would update to the new policy. A simplified version had been placed on the school website and noticeboards. Governors requested a copy of this.

Action: Miss Hinchliffe to email the simplified version of the Complaints Policy to governors.

RESOLVED: That the Complaints Policy be adopted by the school.

(f) Governor Training Opportunities

Mrs Stopher informed governors that the timetable of training opportunities was available for their consideration.

(g) Video games

Mrs Wilson warned governors to be aware of the dangers of some particularly violent and misogynistic video games, namely Grand Theft Auto and Call of Duty.

1571. DATES OF FUTURE MEETINGS

RESOLVED: That the next meetings of the Governing Body be held at the School as follows:

Standards and Effectiveness Committee at 5.30 pm:

Monday, 14 November 2016
 Monday, 6 February 2017
 Monday, 20 March 2017
 Monday, 15 May 2017

Resources Committee:

Monday, 21 November, 2016 at 6.00pm
Monday, 13 February, 2017 at 5.30pm
Monday, 27 March, 2017 at 5.30pm
Monday, 22 May, 2017 at 5.30pm.

Full Governing Body at 6.30 pm:

Monday, 21 November 2016
Monday, 13 February, 2017
Monday, 27 March, 2017
Monday, 22 May, 2017

Monday, 3 July, 2017 – Full Governing Body, preceded by one of the committee meetings, which one to be decided nearer the date.

1572. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That Minute 1562 be excluded as confidential under Regulation 15 (3) School Governance (Roles, Procedures and Allowances) Regulations 2013 from the copy to be made available to the staff governors and observers.

The meeting closed at 8.40 pm.