

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, 9 October 2017.

PRESENT

Mrs A E Stopher (Chair), Dr M Ali, Mrs J Hinchliffe, Mrs S Khan, Mr S Saeed, Mrs E Walsh, Ms Westeman, Dr A Williams, Mrs D Wilson.

In Attendance

Mrs R Hoogland (Minute Clerk)

The Chair opened the meeting at 6.30 pm.

Procedural

1657. ELECTION OF CHAIR

No election was necessary because Mrs A E Stopher was elected Chair for two years in October 2016.

1658. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

- RESOLVED: (i) That the Governing Body would decide on whether to grant consent on an individual basis depending on the circumstances.
- (ii) That the Governing Body approved the Governors' Code of Conduct.

All those Governors present signed the NGA (approved by Kirklees) Governor Code of Conduct.

ACTION: Those Governors not present at the meeting are to sign the Governor Code of Conduct at the next meeting.

- (iii) That the Governing Body had updated and published their Declaration of Business Interest information on the school website to ensure compliance.
- (iv) That Governors present at the meeting completed the Register of Business Interest and returned them to the Head Teacher.

ACTION: Governors not present at the meeting and all staff were to complete the Register of Business Interest and return them to the Head Teacher.

Apologies for absence were received from Mrs S Goler (Consent), Mr J Morley (Consent) and Dr E M Whalley (Consent).

There were no declarations of interest.

1659. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

There were no items to be brought up under Any Other Business.

1660. ELECTION OF VICE-CHAIR

No election was necessary because Mrs S V Goler was elected Vice-Chair for two years in October 2016.

1661. REVIEW OF COMMITTEES(a) Membership of Committees

RESOLVED: That the membership of Committees be as follows:

Resources Committee

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

Standards and Effectiveness Committee

Dr M Ali
Mr J Morley
Mrs A Stopher
Ms K Westeman
Dr M Whalley
Dr A Williams
Mrs D Wilson

Pay and Teacher Appraisal

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

Head Teacher Appraisal Committee

Dr A Williams
Mrs A Stopher
Dr M Ali

Mrs A Stopher informed Governors that this would be her last year as an Appraisal Governor on the Pay and Teacher Appraisal Committee.

Staff Dismissal Committee

All non-staff Governors would be eligible for this Committee, 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 had sat on the Dismissal Committee would not be eligible to serve on the Appeals Committee for the same case.

Complaints Committee

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

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 point:

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 £50,000.
To authorise emergency maintenance work up to the limit of £20,000 and £10,000 per item.

1662. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES

RESOLVED: (i) That the Governors with specific responsibilities be confirmed as follows:

SEND and 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	Dr M Whalley
Key Stage 1 Governor	Dr M Ali
PE/SMSC Governor	Dr A Williams
Premium Link Governor	Dr A Williams
Online Safety Governor	Dr M Ali

(ii) That responsibility for Equality and Health and Safety be undertaken by the Full Governing Body. Mr J Morley to undertake audits.

1663. CHAIRS DELEGATED POWERS

The Governing Body reviewed the Chair's delegated powers.

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

- (i) Change the date of a scheduled meeting, for good reason.
- (ii) Grant retrospective consent to absence in the event that a Governor would have become disqualified if the matter had to wait for the next Governor's meeting.
- (iii) Determine in advance of a meeting whether any items of the agenda should be deleted from the copy to be made available at the school.

1664. 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 Local Authority's financial regulations and standing orders, and maintaining a sound system of internal controls.
- (iii) Ensuring that funding from the Local Authority and any other source is used only in accordance with the conditions attached to the funding.
- (iv) Providing such information as the Local Authority may reasonably require to satisfy the Local Authority that the financial management and organisation of the Governing Body are such as to enable it to fulfil the obligations specified for it.
- (v) That the virement between the heads of expenditure be £50,000.
- (vi) That the Resources and Finance Committee could authorise emergency maintenance work up to the limit of £20,000 or £10,000 per item.

1665. MINUTES OF THE MEETING HELD ON 3 JULY 2017

RESOLVED: That the minutes of the meeting held on 3 July 2017 be approved and signed by the Chair as a correct record.

1666. MATTERS ARISING

- (a) North Huddersfield Learning Community Meeting (Minute 1646 refers)

Q: Is there anything to report since the last meeting:

A: It is still under discussion. Julie Bowdidge was scheduled to be at the last NHLC meeting to explain how to set up a trust but this was cancelled because several Heads were going to be absent. NHLC is going to arrange for someone to come to the next meeting

- (b) Kirklees Learning Summit and Partnership Reference Group (Minute 1647 refers)

Q: The Governing Body previously supported the proposals put forward by the LA to form a partnership with schools to create and manage a self-contained Kirklees Education Service within the LA. Does this still reflect as being an option following discussion that have taken place within the community meetings?

A: As a result of the Partnership reference group work a Board of representatives from schools and the LA has been proposed which will be called The Kirklees Education and Learning Partnership. Its inaugural meeting will be on Wednesday 11th October.

A Governor had concerns that decisions may be made that could affect individual schools without the matter ever been brought to the Governors to discuss. The Head Teacher said that Governors would be kept informed through the briefing sessions.

School Improvement

1667. HEAD TEACHERS REPORT AND GOVERNORS QUESTIONS

A verbal report was provided by the Head Teacher.

(a) School Numbers

There were currently 507 children on roll.

There were 120 places available in nursery. For various reasons not all places had been filled, however the school anticipated this and staffing was appropriate for the number of children.

(b) Staffing

Damian Gomersall had returned to teach in Year 2 and Henrietta Martin had moved to Year 1. Helen Nicholls had moved to Nursery and Liz Walsh to Reception.

Three new ETAs had been employed in Year 2 and EYFS to cover maternity leave and provide extra support for children with SEN.

(c) SLT Training

The Deputy Head Teacher, Assistant Head Teachers and Middle Leaders had attended training and network meetings.

Pat Holderness was the Kirklees Learning Partner for the School and had visited.

The Head Teacher had attended networking meetings including the Huddersfield Commission Group and the Ofsted Briefing. She had also attended DSL Refresher training.

(d) Whole School Training

The following training and meetings took place for all staff:

- Reviewed Safeguarding Policies disseminated
- English Mastery
- Epi-pen and Asthma Refresher training;
- Refresher Safeguarding training-By DSL post
- DSL Refresher Training

PREVENT Training was to take place on 30 October 2017 and Governors were invited to attend.

(e) Governors

Dr Whalley had arranged a date to come into the school to meet with Clare Moscardini.

Mr Morley had been into school to sign a form e.g. Declaration of Interest.

(f) School Improvement Plan

The School Improvement Plan had been reviewed and the new priorities had been ascertained and would be shared with Governors at the next Standard and Effectiveness Committee.

Staff appraisals had begun.

(g) Finances

The Head Teacher gave a budget update following the internal finance meeting which was held on 29 September 2017.

Some budget lines were showing an underspend, however the overall budget up to Period 4 was showing a -£31,643 underspend against the year to date budget.

Q: During the budget update there were lots of overspending mentioned, but the final budget line is saying that the school still has an underspend. How is that possible?

A: Some budget lines e.g. Creative Arts are smaller parts of the whole Resource Budget. The school also has income to take into account, such as teacher insurance claims. The schools also has a contingency fund, which may be needed next year depending on the budget from the Government.

(h) Staff Welfare

One member of the teaching staff had requested and been given reduced hours.

The school had purchased some sound equipment for one teacher.

(i) Quality of Teaching, Learning and Assessment

The Head Teacher had undertaken drop-in monitoring of Maths and English for most classes in KS1. She had attended Guided Reading sessions for all classes in KS1 and found them to be of high quality.

The Head Teacher attended a Stay and Play session in Reception.

The week beginning 9 October 2017 the Senior Leadership Team were to undertake observations and monitoring as part of the appraisal process.

(j) Projects Supporting Learning

Parents evening took place on 2 and 3 October 2017. It was held earlier than usual so that teachers had the opportunity to get to know the parents as soon as possible and answer any questions they may have.

(k) PE and Sports Premium

New College held a cross-country event and children from Birkby came first and third.

Extended school activities began for all KS1 children week commencing 18 September 2017.

(l) Assemblies and PSHCE

Assembly themes had included: Best Work, Pupil Leaders, Together We Can, Rainbow Rules, Single Equalities Feedback, Queens Birthday, Attendance and Behaviour Rewards, PANTS and Consent.

A new policy for SRE would be brought out in September 2019. The Head Teacher felt the school were working well towards this remit.

(m) Personal Development, Behaviour and Welfare of Pupils

There were currently 24 children being monitored by the school as causing concern for various reasons.

(n) Policies

The Educational Visits Policy was to be reviewed.

All other safeguarding policies had been reviewed and amended as appropriate.

(o) SEN Analysis

As of 29 September 2017 the children SEN Analysis was as follows:

74x SSPs
2x EHCPs
7x MSPs
1x LAC

(p) Outcomes

The outcomes for EYFS, Year 1 and Year 2 were shared.

Overall outcomes for learners had been excellent considering the movement of children in Year 2. The school were pleased with the results but realise that they would have been much better if they had not been adversely affected by the movement of children in and out of the Year group.

As expected, Reading and Maths were strong. The school anticipated a lower result in Writing as the year before schools were unsure how to implement the interim assessments, which were not received until half way through the school year. Other schools, who Birkby moderated alongside, also had the same problem.

Assessment in Writing was now solid and the school were changing the way it taught English to ensure the children met the interim assessment requirements easily.

Science had thorough assessment procedures in place but the school could not identify enough evidence for each child to give a secure judgement of Expected. This was to be addressed in 2017-18.

Q: Was the school moderated at KS1?

A: Yes and the moderation went very well. The school had to gather further evidence in Writing for two children.

ACTION: The report from the Moderator is to be shared with Governors at the Standards and Effectiveness Committee.

(q) Attendance

Attendance currently stood at 97.22% for the whole school and 97.62% for KS1. There had been no religious observance so far this academic year.

It was noted that last week there was 100% attendance for all the Reception children each day.

1668. SAFEGUARDING

This was discussed earlier in the meeting within the Head Teacher's report.

1669. POLICIES FOR REVIEW BY FULL GOVERNING BODY

Governors reviewed a range of school policies which had been sent out prior to the meeting.

The Head Teacher explained that the Attendance Policy was now more rigorous in following up non-attendance immediately, in the interest of safeguarding any child who might be left vulnerable at home.

The Medical Needs Policy had been amended to state that 2x spare epi-pens and 2x salbutamol inhalers were now held in school. The Head Teacher explained why this had been altered and explained that the consent of parents was needed to use the spare medication rather than the child's own if the need arose.

RESOLVED: That the following policies were reviewed and approved by the full Governing Body:

- **Whistleblowing Policy**
- **Finance Policy**
- **Charging and Remissions Policy**
- **Behaviour Policy**
- **Safeguarding Policy**
- **Code of Conduct – Safer Working Practice for Schools Policy**
- **Dfe – Keeping Children Safe in Education**
- **Online Safety Policy**
- Staff Student and Volunteer Handbook
- Early Years Policy
- Pyramid Attendance Policy
- Intimate and Personal Care Policy
- SEN and Disability Policy
- **Looked After Children Policy**
- Health and Safety Policy
- Safer Practice in PE Policy
- Accessibility Planned Grids; A)Physical Environment, B)Pupil Participation and C)Communication
- Medical Needs Policy

Governors present at the meeting signed the policies highlighted in bold.

1670. BUDGET REPORT

The budget report was discussed earlier in the meeting within the Head Teacher's Report.

School Fund Audit Report

The School Fund Audit Report was shared with the Full Governing Body.

Q: What are sundries?

A: This includes things like water and fruit that would be bought for a school trip.

1671. ATTENDANCE

This was discussed earlier in the meeting within the Head Teacher's Report.

1672. SCHOOL WEBSITE

Pupil Premium Expenditure for 2017/18 was to be updated on the website.

Outcomes for 2016/17 were to be placed on the website. The Head Teacher was awaiting data from the NEW RAISE Online.

ACTION: Once the data is available the Head Teacher is to place the outcomes for 2016/17 on the school website.

Governing Body Matters and Statutory Responsibilities

1673. TEACHER APPRAISAL POLICY AND TEACHER PAY POLICY

The Kirklees Model Policies were currently being reviewed, once reviewed they would need to be consulted on prior to implementation.

RESOLVED: That the Teacher Appraisal Policy and Teacher Pay Policy be deferred to the next full Governing Body meeting.

The Governing Body had asked Pat Holderness to be the External Advisor for the Head Teacher Appraisal this year. She would also attend the review of the last one.

Dr Williams had been told that external advisors were not statutory for Head Teacher Appraisals, although schools could still have one if they wish. This was something that would be looked into for the following year.

Q: What is Pat's background?

A: She worked for the LA and now works externally for them. She specialises in Maths.

1674. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2019/20

RESOLVED: That the Consultation on Admission Arrangements be deferred to the next full Governing Body meeting.

ACTION: The School was to send out the relevant documents to Governors.

1675. GOVERNING BODY SELF EVALUATION, GOVERNOR VISITS AND DEVELOPMENT

This was covered earlier in the meeting in the Head Teacher's Report.

1676. ANY OTHER BUSINESS

Thank you

Liz Walsh was thanked by the Governors for her time on the Governing Body.

1677. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the following dates be agreed for the Standards and Effectiveness Committee, Resources Committee and full Governing Body meetings:

Monday, 20 November 2017	5.30pm	Standards & Effectiveness Committee
Monday, 27 November 2017	5.30pm	Resources Committee
	6.30pm	Full Governing Body
Monday, 5 February 2018	5.30pm	Standards & Effectiveness Committee
Monday, 12 February 2018	5.30pm	Resources Committee
	6.30pm	Full Governing Body
Monday, 19 March 2018	5.30pm	Resources Committee
	6.30pm	Full Governing Body
Monday, 14 May 2018	5.30pm	Standards & Effectiveness Committee
Monday, 21 May 2018	5.30pm	Resources Committee
	6.30pm	Full Governing Body
Monday, 2 July 2018	5.30pm	Standards & Effectiveness Committee
	6.30pm	Full Governing Body

1678. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no part of the agenda, minutes and related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.

The Chair closed the meeting at 8.15pm.