

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 November 2017.

PRESENT

Mrs A Stopher (Chair), Dr M Ali, Mrs S Khan, Mr J Morley, Mr S Saeed, Ms K Westerman, Mrs D Wilson.

In Attendance

Ms C Stephen (Minute Clerk), Miss R Stanger (Staff)

Procedural

1679. **STAFF PRESENTATION**

Miss Stanger gave a presentation about the teaching of PSHCE, SMSC, RE and British Values in the school, explaining that only RE and PSHCE were timetabled lessons and the other topics were presented as parts of other lessons and as a vital part of the ethos of the school; particularly evident in the Rainbow Rules which emphasized tolerance and respect of others, along with teaching the difference between right and wrong. Miss Stanger gave examples of how this was done and showed governors the evidence book compiled for PSCHE. The effect of the teaching was evidenced by the way children behaved in school, showing a willingness to participate, resolve conflicts and to welcome new pupils. The range of activities which helped children develop the relevant skills was shared. Miss Stanger invited questions from governors:

Q. What evidence was there that children had taken the teaching on board?

A. Behaviour was the biggest indicator with those who did not comply soon being identified either during lessons or at lunchtime. Respect and tolerance workshops showed how well the children were absorbing and applying the principles being taught. Rewards were given for good behaviour and being caring which reinforced the tenets.

Q. Was there a need to document this for Ofsted's perusal?

A. There was a need to show that the areas were covered and how children applying the principles were rewarded and those who did not were challenged. Feedback from visits and visitors would also form part of the evidence available. An audit was undertaken to demonstrate what was in place for different year groups.

Miss Stanger pointed out that teaching Sex and Relationships would be a statutory requirement and resources were being sought to help with this.

Q. Had the introduction of Play and Pupil Leaders been successful?

A. Yes. Pupil leaders had existed for two years and had been introduced as a means of hearing the pupil voice and putting role models into place. Children engaged in a democratic process and were given responsibilities. Play leaders were chosen by the PE department and were chosen for their good behaviour. These children encouraged others to join in with the games they organized and to be on watch for those who might be feeling left out.

Governors thanked Miss Stanger for her informative presentation.

1680. NEWS

Before the meeting started formally, Mrs Stopher told governors that the school had been informed by Mrs Davis, Headteacher at Birkby Junior School of a tragic incident at that school earlier in the day. Sadly, one of their year 3 pupils had passed away. Governors had a few moments of silence as a mark of respect for the child and her family.

1681. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies were received from Mrs S Goler (Consent), Dr M Whalley (Consent), Dr A Williams (Consent), Mrs J Hinchliffe (Consent)

There were no declarations of interest.

1682. NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS

No items were notified.

1683. MINUTES OF THE MEETING HELD ON 9 OCTOBER 2017

RESOLVED: That the minutes of the meeting held on 9 October 2017 be approved and signed by the chair as a correct record.

1684. MATTERS ARISING

- (a) Matters Arising – North Huddersfield Learning Community Meeting (Minutes 1646 and 1666(a) refers)

The next meeting would take place at North Huddersfield Trust School on 5 December 2017 at 6.00 pm. Governors were encouraged to attend and were asked to inform Mrs Stopher or Mrs Wilson if they planned to attend.

- (b) Matters Arising – Kirklees Learning Summit and Partnership Reference Group (Minutes 1647 and 1666(b.) refers)

The sub committees had met for the first time to look at school improvement and resources. Several Head Teachers planned to cover the meetings between them; it was hoped that outcomes would be apparent sooner rather than later.

1685. REPRESENTATION

- (a) The following matter of representation was noted:

Resignation

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs E Walsh	Staff	16.10.2017

A replacement co-opted staff governor would continue to be sought.

School Improvement1686. REPORTS FROM COMMITTEES(a) Standards and Effectiveness Committee

The committee had examined the latest version of the SEF, focusing on the judgments made by the school against the criteria. Maths mastery was looked at in detail. The report from the Kirklees Learning Partner which gave a positive view of school practices was examined. Results were scrutinised for Phonics and proposed spending of Pupil Premium and Sports Premium was scrutinised. Results were good and the committee commended staff on their hard work. A new dashboard – Analyse Schools' Progress (ASP) had taken over from RAISEonline.

(b) Resources

The budget update was studied. There was an over-spend on supply teachers but this would balance out by the end of the year. Whilst it appeared that there was an overspend on the Apprenticeship Levy, this wasn't the case as the money had been allocated to a different area of the budget. The 1% pay-rise for teachers had been anticipated when the budget had been set. All buy-backs had now been paid for. £6000 was moved from contingency to cover the cost of replacement reading books. Pupil and Sports Premium funds had now been received. DFC money had been used to upgrade ICT resources.

At the end of Period 7, school was £48k under-spent; this was a larger figure than the previous year's but was necessary to cushion the impact of possible cuts to the budget next year. More income was due as a result of taking on student teachers for their placements.

Permission needed to be granted by Kirklees to cut back trees; the garden at the bottom of the play area required work.

The committee had looked at benchmarking against other local schools and had found no areas of concern.

The following policies had been reviewed and recommended for approval by the Full Governing Body:

- (i) Charging and Remissions – this was amended to say that the £2 charge to cover staff costs of lunchtime supervision could be waived should circumstances warrant it.
- (ii) Lockdown - this would be reviewed on a month by month basis as feedback was received.

RESOLVED: (i) That the amended Charging and Remissions Policy be adopted by the Full Governing Body.

- (ii) That the Lockdown Policy be adopted by the Full Governing Body.

(c) Pay and Appraisal Committee

Members of school staff left the meeting at this point.

Governors discussed the findings of the recent Pay and Appraisal Committee meetings and made appropriate recommendations regarding pay.

The Head Teacher had met her Performance Management targets and the committee was very happy with her performance. All members of SLT were at the top of their pay-scales, as was the Head Teacher. In light of the possibility of falling rolls in the near future, the committee did not want to recommend a change to the school's pay-scales as this could be unsustainable but did want to recognise the hard work of the staff concerned. They therefore proposed that a temporary pay scale point be allocated to the Head Teacher (and therefore to members of SLT) which could be removed should pupil numbers fall. This was discussed by governors.

RESOLVED: That a temporary leadership allowance point be awarded to the Head Teacher and members of SLT for the period of one year.

The committee was happy with the Performance Management of other staff as reported by the Head Teacher.

Mrs Wilson and Miss Stanger re-joined the meeting at this point.

1687. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The report had been circulated to governors prior to the meeting; questions were invited.

Q. What had Anti-Bullying week involved?

A. The aim had been to raise children's understanding of what bullying was and to ensure that they understood why it was wrong. An assembly had introduced the topic, pointing children to the Rainbow Rules with their emphasis on kindness and gentleness. It was hoped that pupils would have an understanding of what it could feel like to be left out. Real incidents of sustained bullying were very rare in the school. Children had worked on posters, the best of which was now displayed in classrooms.

Q. What did Gym Festival involve?

A. A group of children went to the leisure centre to receive tuition in gymnastics, music, dance and teamwork. This culminated in a performance which was well received. Thanks were given to the teacher who had organised this event and had been happy to give up time at the weekend to accompany the children.

Q. Was Pupil Premium spending having a positive effect?

A. The plan of Pupil Premium spending was published on the school website and showed how the money was distributed amongst children on Free School Meals. The gap between Pupil Premium and other children was narrower than that shown by the national and local statistics.

1688. SAFEGUARDING

This was covered by Point 5 of the Head Teacher's report. The lack of continuity in social worker provision had improved a little and Mrs Wilson was now able to have direct access to a social worker at MASH by telephone. It was felt that thresholds for interventions were set too high. Currently, school was able to fund interventions such as Play Therapy but may not be able to afford to do this in the future, despite its value.

1689. GOVERNOR VISITS AND DEVELOPMENT

Mrs Westeman had visited to look at SEND provision and Safeguarding. She had examined the data available regarding SEND. There was a higher level of need in Nursery and Reception this year, including medical which was making greater demands upon the staff. Only two children had EHC plans and one application was pending but 81 children were in need of support, making an average of 6 or 7 children per class with significant SEN. School had commissioned the services of a school nurse and a speech and language therapist who were proving to be valuable resources. The nurse had made 45 referrals since September and helped school maintain a high level of involvement in children's wider lives.

Q. How had the High Needs Review gone?

A. School had responded and felt that the current situation where EHC plans were so difficult to obtain was unsustainable for school both in terms of the financial implications of supporting its pupils and in the amount of work generated by having to go to appeal to get the funding that was needed and deserved.

Mrs Westeman commented on how dedicated the staff were in chasing the support that was needed.

Q. Did having Higher Needs result in extra funding?

A. Notionally, the first £6k of SEN support was funded through the school's ordinary budget allowance. ECHPs attracted some extra funding but this did not cover the expenses incurred in providing the appropriate level of support especially when some children needed cover throughout play and lunch times.

Q. Did children with specific problems automatically get places at special schools?

A. Parental choice determined where the children were placed with most initially choosing mainstream. It was only as the child grew that the severity of their needs sometimes became apparent and special school became an option. There are at this time insufficient places available in the Local Authority to cater for all the children who would benefit from going there.

Four governors had visited the school to ensure that the Single Central Record was up to date.

Mr Morley had visited to undertake a Health and Safety walk. No major problems had been identified.

Miss Stanger left the meeting at this point.

1690. GOVERNOR TRAINING

Dr Ali had attended the Governor Briefing and had sent a report on this.

Mrs Stopher and Mrs Westeman had undertaken the latest PREVENT training and commented positively on the shift in focus towards supporting families concerned about other family members.

Mrs Stopher shared the upcoming available training and encouraged governors to participate. She particularly drew attention to the Teacher Appraisal and Competency Training on 13 December 2017 and the "Becoming a More Effective Governor" training in January.

1691. ATTENDANCE

Mrs Wilson distributed the figures to governors. These were on a par with the statistics for the same period last year.

Q. Did school issue the penalty notices?

A. This was the responsibility of the LA who followed tightly controlled procedures, as detailed on the school website.

Q. How did school deal with persistent lateness where the parents were uncooperative?

A. The Head Teacher was informed and would ring parents to offer support, perhaps in the form of a referral to Mrs Hinchliffe or an opportunity to attend Breakfast Club. The ESW could make a home visit, after which outside agencies could be called in.

1692. SCHOOL WEBSITE

It had been recommended that governors look at the school website; governors reported that it came up immediately on a Google search. Mrs Wilson asked governors to contact school if they noticed any errors on the website.

Governing Body Matters and Statutory Responsibilities1693. NORTH HUDDERSFIELD LEARNING COMMUNITY – SCHOOLS PARTNERSHIP

This had been dealt with earlier in the meeting.

1694. TEACHER APPRAISAL POLICY AND TEACHER PAY POLICY

These policies were currently under review by the Local Authority and so school was currently working to the 2016 policies.

1695. CONSULTATION ON ADMISSIONS ARRANGEMENTS FOR 2019/20

Because of the possible negative impact on admissions of the opening of Brambles Primary Academy and the inability of Kirklees to provide projected student numbers, governors were not prepared to set the PAN for 2019/20. There was a possibility that governors would need to lower the PAN to 120 because of falling numbers of admissions.

1696. ANY OTHER BUSINESS

There was no other business.

1697. DATES OF FUTURE MEETINGS

RESOLVED: (i) That the next meetings of the Full Governing Body be held at 6.30 pm at the School on:

Monday, 12 February, 2018.

Monday, 19 March, 2018.

Monday, 21 May, 2018.

Monday, 2 July, 2018.

(ii) That the next meetings of the Standards and Effectiveness Committee be held at 5.30 pm at the school on:

Monday, 5 February, 2018.

Monday, 14 May, 2018.

Monday, 2 July, 2018.

- (iii) That the next meetings of the Resources Committee be held at 5.30 pm at the school on:

Monday, 12 February, 2018.

Monday, 19 March, 2018.

Monday, 21 May, 2018.

1698. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That Minute 1686 (c) 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 8.35 pm.