

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

Minutes of the meeting of the Governing Body held at 7.00 pm at the School on Monday, 19 March 2018.

### PRESENT

Mrs A Stopher (Chair), Dr M Ali, Mr J Morley, Ms C Moscardini, Mr S Saeed, Dr M Whalley, Dr A Williams, Mrs DZ Wilson.

### In Attendance

Ms C Stephen (Minute Clerk)  
Mr D Gomersall (Staff)  
Ms R Sewell (Staff)

Prior to the start of formal business, Ms Sewell and Mr Gomersall spoke to governors about their work in school. Both provided governors with detailed handouts and examples of work in their subject areas.

### Ms Sewell – Science

Ms Sewell outlined her objectives in relation to the School Improvement Plan. Her main focus had been to liaise with staff to support their planning and to help them gain confidence in assessing science which was assessed differently to other core subjects. The aim had been to address the perceived drop in performance in Year 2. Ms Sewell had looked at examples of work with teachers and how they could evidence the standards achieved, examined the curriculum and carried out moderation of work. In addition, she had dropped in on teaching during learning walks and formal observations were scheduled in the coming weeks.

Staff were now more confident at reaching judgments and as a result, Year 2 data had improved. An additional focus was to provide greater challenge for children working at Greater Depth.

**Q. Had school looked at the Enthuse Reward? Grants of around £5k were available for Science and the application was relatively simple. Good quality training was available.**

**A. No, but this sounded interesting.**

**ACTION: Dr Williams to pass on details of the Enthuse Reward to Mrs Wilson.**

### Mr Gomersall – Computing

Mr Gomersall also shared his objectives in relation to the SIP. Issues were constantly changing and part of Mr Gomersall's job was to keep abreast of these and share them with the relevant people. With the change from ICT to Computing, some staff had lacked confidence in some areas of the curriculum and so training had been provided.

A lot of work had been done to ensure children's safety online; this included work with parents which had been praised in the recent Ofsted. One of the things they had been alerted to was the problem of older siblings sharing inappropriate content with younger ones. Parents had commented positively on the Tapestry tracking system which allowed them to upload evidence of their children's progress. At the end of the year, they received a disc or print-out of the information about their child.

Children needed to develop better typing skills. Opportunities were being sought to embed ICT into classrooms and to try to make best use of the packages that had been purchased by school. There were no National Average scores for Computing and comparison of work took place within the Kirklees' network which was also a source of advice. Examples of the standards children were expected to reach in each year group along with assessment sheets were provided for governors.

Both Ms Sewell and Mr Gomersall were working with an SLT mentor to develop their leadership skills and had completed a management course which had proved very useful in both cases.

Governors thanked Ms Sewell and Mr Gomersall for their presentations.

Ms Sewell and Mr Gomersall left the meeting at 7.00 pm.

Mrs Stopher asked governors to introduce themselves to Mrs Moscardini who was relatively new to the governing body.

## **Procedural**

### 1717. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mrs S Goler (Consent), Mrs J Hinchcliffe (Consent), Mrs S Khan (Consent), Mrs K Westeman (Consent).

There were no declarations of interest.

### 1718. NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS

No items were notified.

### 1719. MINUTES OF THE MEETING HELD ON 12 FEBRUARY 2018

RESOLVED: That the Minutes of the meeting held on 12 February 2018 be approved and signed by the Chair as a correct record.

### 1720. MATTERS ARISING

#### Community Hub (Minute 1706 refers)

The last meeting of the Community Hub, now renamed the ABC Hub, had been cancelled because of bad weather; the next meeting would take place during the next half term.

### 1721. REPRESENTATION

The following matter of representation was noted:

#### Re-Appointment

| <u>Name</u>      | <u>Category</u> | <u>With Effect from</u> |
|------------------|-----------------|-------------------------|
| Mrs K E Westeman | Co-opted        | 24.02.2018              |

**School Improvement****1722. REPORTS FROM COMMITTEES****(a) Resources Committee on 20 March 2018**

The Resources Committee had examined the state of the current budget. There had been some unexpected expenses in Repairs and Maintenance because of additional painting work to the tune of £1k. £850 had also been spent on GDPR training. An overspend of £21,282 had been made on Claiming Teachers; this was because the supply teacher was now working 4 days a week to cover unanticipated staff need for work life balance instead of the 2 days originally planned for. To date, £850 had been received from Breakfast and Lunch Clubs. This had not been accounted for when the budget was set. All other pots of money were underspent or on budget.

At period 11 there was an overall underspend of approximately £52k; it was anticipated that there would be a carry-forward of £120k which would help cushion the school against expected cuts in budget which would result from the introduction of the Hard National Funding Formula anticipated in 2019.

The budget for the next financial year had been set after consultation with Kirklees' Finance Officer; it was about the same as this year's budget. Salary increases had been taken into account but there were also savings on the School Nurse post and reduced hours for the Educational Social Worker who would be used exclusively for home visits.

The committee had reviewed the Bereavement Policy for Children and recommended its adoption by the Full Governing Body.

**RESOLVED:** That the reviewed Bereavement Policy for Children be adopted by the Full Governing Body.

Mrs Wilson and Ms Stockman had completed Health and Safety training.

**(b) Pay and Teacher Appraisal Committee on 14 March 2018**

The committee had reviewed Mrs Wilson's progress against her Performance Management targets.

**Mr Saeed left the meeting at this point.**

**1723. HEAD TEACHER'S REPORT AND OFSTED FEEDBACK**

These had been circulated prior to the meeting, along with the report of the school's Kirklees Learning Partner, Pat Holderness. Hard copies were also tabled at the meeting.

The KLP's report had suggested that the main focus for development would be PPA staff who did not have the same background knowledge of the children as the class teacher would have.

**Q. How long had the KLP's observations of teaching lasted?**

**A.** About 15 minutes per group. She had looked at Early Years, Year 1 (two classes covered by PPA staff) and Year 2.

Governors suggested that the brevity of these observations made it difficult for the KLP to reach firm conclusions, especially as the report used words such as "regular" which seemed somewhat strongly based on such brief interaction.

**ACTION: Mrs Wilson to discuss rewording some parts of her report with the KLP.**

The KLP had commented on the school's desire to gain the Wellbeing Award for Schools; healthy living was already being promoted throughout school and staff were working hard to draw parallels between physical and mental wellbeing in existing curriculum areas such as Circle Time and PSHCE lessons.

Governors discussed the effect of pupil mobility on results. Many families moved into the catchment area when initially settling in Huddersfield but had aspirations for upward mobility which took them out of the locale. This resulted in the more able children moving to other schools.

Ofsted agreed that children in Year 1 made rapid progress but also mentioned they often did not meet the National Average by the end of Year 1; this was because of their low starting points. As achievement in Year 2 had not been mentioned, it was assumed that this was in line with National. Ofsted had praised the school's work on Phonics and guided reading.

Governors congratulated all staff on the recent Ofsted which was the result of consistently good work and high standards in the school.

It was felt that school should begin to showcase the children who came into school not classed as having a Good Level of Development but who went on to achieve "Expected".

Mrs Wilson had included an example of a parent feedback form submitted to Ofsted. The majority of these had been positive and some made useful suggestions which school would follow up.

Governors discussed the possible re-inspection by Ofsted in the near future and decided to look at the different criteria for "Good" and "Outstanding". They also requested that governors who had met with inspectors brief them on what to expect from an Ofsted interview.

**RESOLVED:** That Ofsted criteria and Ofsted interviews be an agenda item at the next meeting of the Full Governing Body.

Mrs Wilson highlighted the following points from her report:

- Number on roll in Nursery in March was 93, including 9 full time attendees, 8 of whom were making use of the funded 30 hours to which they were entitled. These children stayed for lunch as it was safer and had been asked to make a contribution towards the cost of providing this.
- There were several students in school currently on various placements. They generally stayed for a block of several weeks. School had been selective in the organisations it worked with in training teachers as there had been some problems in the past.

**Q. Did school benefit from having students on site?**

A. Generally, yes. There was an element of choice in the selection of which students came to the school. For example, two of the school's ETAs were to do their teacher training with WYTA and school would be more than happy to support them on their placements. Staff benefited from mentoring students.

- Mrs Wilson pointed out that she had made an error in listing the governors who came in to speak with Ofsted: Mrs Westeman was to be replaced by Dr Whalley in her report.
- Attendance had been broken down by various means. Overall, attendance for this year showed an improvement on that for the same period last year.
- The unfairness of children being labelled "persistent absentees" was mentioned when they were actually dependent on others making the decision of whether they attended or not. Fourteen Penalty Notices had been issued to those parents whose children had not shown an improvement in attendance despite support from outside agencies. Attendance was lower amongst those in receipt of Free School Meals and this would be addressed.

Governors thanked Mrs Wilson for her report.

**1724. SAFEGUARDING**

Details of vulnerable groups were supplied in the Head Teacher's report. There were no specific incidents to report. The Ofsted report had been complimentary about school's safeguarding arrangements.

Some meetings had been cancelled because of the recent poor weather which meant the latest data was not available.

**1725. GOVERNOR VISITS AND DEVELOPMENT**

Ofsted had recommended that reports of governor visits to school were minuted in more detail.

Mrs Stopher had visited school to discuss staffing changes and undertake a learning walk with Mrs Wilson. She had been welcomed by the pupil leaders in classes 2G and 1L and had spent time with these classes, observing spelling and sound work on rhyming works linked to Roald Dahl's Revolting Rhymes in Year 2 and creative writing in Year 1. This had included using a Thesaurus to expand vocabulary. Mrs Stopher had also seen Ms Stanger working on different PE activities in the hall and noted how cross-curricular teaching took place as angles were mentioned as part of the PE. She had spoken to one of the TAs who was writing up small group sessions spent with younger children who lacked confidence in working in groups and with a music teacher who commented on how much difference the sessions in this school made to children who moved up to the Junior school.

Finally, Mrs Stopher noted the calm, quiet behaviour of the children, despite it being a wet playtime.

It was pointed out that all governors had areas of responsibility which were followed up in their school visits.

Dr Whalley had trialled the Governor Dispatch Box successfully; this would now be set up for the use of all governors. A list was circulated for governors to sign up to a time when they could visit school for this to be done.

- Q. Would governors have to log on to the secure area regularly on the off-chance that emails had been sent?**
- A.** It was hoped that it would be possible to send an alert email to governors' normal addresses which would tell them that they had mail in their school account.

#### 1726. GOVERNOR TRAINING

Mrs Stopher circulated the list of upcoming training. She felt that the session on "Effective Monitoring through Governor Visits" would be particularly useful but it clashed with the next meeting of the Full Governing Body.

**ACTION: Mrs Stopher to email the list of training opportunities to all governors.**

#### 1727. ATTENDANCE

This item had been covered as part of the Head Teacher's Report. It was pointed out that the Leave of Absence Policy had been formulated in conjunction with local schools to prevent abuse of the system. The Head Teacher would not grant permission for absence unless there were exceptional circumstances.

#### 1728. SCHOOL WEBSITE

Governors had been allocated an area of the school website to monitor. Dr Whalley had looked at the EYFS area and made some suggestions of possible changes to the EYFS lead. Dr Ali was responsible for reviewing Year 2 whilst Dr Williams would look at policies on the website.

**ACTION: Mrs Stopher to send reminders to all governors of the area of the website they were responsible for reviewing.**

### **Governing Body Matters and Statutory Responsibilities**

#### 1729. ANY OTHER BUSINESS

There was no other business.

#### 1730. 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, 21 May, 2018. Ofsted criteria and Governor Interview with Ofsted to be agenda items.

Monday, 2 July, 2018.

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

Monday, 14 May, 2018.

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

Monday, 21 May, 2018.

Monday, 2 July, 2018.

1731. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

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

