

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, 21 May 2018.

PRESENT

Mrs A Stopher (Chair), Mrs SV Goler, Mrs J Hinchliffe, Mrs S Khan, Mr J Morley, Mrs C Moscardini, Mr S Saeed, Mrs K Westeman, Dr M Whalley, Dr A Williams, Mrs DZ Wilson.

In Attendance

Ms C Stephen (Minute Clerk), Mr S Singh (Shadow Minute Clerk), Mrs S Hadji-Lary (Co-opted Governor Designate)

The staff presentation was moved from being the first item on the agenda to the last.

Mrs Hadji-Lary introduced herself to the meeting, giving details of her past experience and the reasons she was interested in becoming a governor.

Mrs Hadji-Lary left the meeting at 6.40 pm.

1732. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Dr M Ali (Consent)

There were no declarations of interest.

1733. NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS

The following item was notified to be brought under Any Other Business:

- NGA E Learning

1734. MINUTES OF THE MEETING HELD ON 19 MARCH 2018

RESOLVED: That the minutes of the meeting held on 19 March 2018 be approved and signed by the Chair as a correct record.

1735. MATTERS ARISING

There were no Matters Arising.

1736. REPRESENTATION

The following matters of representation were noted:

End of Term of Office

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs S Goler	Co-opted	21.07.2018
Mr J Morley	Co-opted	21.07.2018

Governor Designate

Name	Category	With Effect From
Mrs S Hadji-Lary	Co-opted	10.05.2018

Governors noted their thanks to Mrs Goler for her long service, knowledge and expertise.

Mr Morley had indicated that he was willing to serve another term of one year as Co-opted Governor.

RESOLVED: (i) That Mrs Hadji-Lary be confirmed as Co-opted Governor.
(ii) That Mr Morley be confirmed as Co-opted Governor for a further period of one year.

1737. REPORTS FROM COMMITTEES(a) Standards and Effectiveness - 14 May 2018

The committee had reviewed the updated Looked After Children Policy (which now included children who had been previously looked after) and recommended its adoption by the Full Governing Body.

RESOLVED: That the updated LAC Policy be adopted by the Full Governing Body.

The meeting had also discussed the Virtual School which was responsible for Looked After Children. Its Head Teacher was Janet Tolley and it was proving useful to have such a contact.

There were currently no Looked After children on roll.

The meeting had looked at what to expect from the Early Years moderation exercise which would take place on 5 June 2018. The school would be examined on 17 Early Learning goals to ensure consistency of standards across the Local Authority. Whilst school was prepared for the moderation, it had requested that larger schools which had a larger number of samples to prepare be moderated later in the month. Mrs Wilson would contact the LA again to stress the difficulty presented to large schools which were moderated early in the process. School was confident in its judgments. Feedback on the results of the moderation would be given at the next meeting.

Numbers of SEN pupils had increased but the success of interventions to address specific needs meant that some of these children were later removed from the register, especially if they stayed in the school for the full key stage. Sometimes it was more difficult to track the impact of interventions as pupils moved into and out of the school. The committee suggested tracking the children who remained in the school in order to gain an accurate overview of how well the school was narrowing the gap. There was a larger number of children with EHC Plans than average in the school. The Accessibility and Single Equality Plan were reviewed. These included this year's priorities.

RESOLVED: That the Accessibility and the Single Equality Plan be adopted by the Full Governing Body.

The latest version of the Pyramid Attendance Policy which ensured a consistent approach to attendance across a number of schools was reviewed. It had been clarified to emphasise that fining parents for their child's absence was done by the LA, not the school.

RESOLVED: That the Pyramid Attendance Policy be adopted by the Full Governing Body.

(b) Resources Committee - 21 May 2018

The Budget had been balanced and was ready for approval by the Full Governing Body. Some figures were subject to change as they were based on quotes and the exact price of some buy-backs had not yet been fixed. Some income (from taking on teaching training) had not yet been credited. The Carry-Forward currently stood at approximately £51k but it was anticipated that this would increase once the revenue from Teacher Training was added.

RESOLVED: That the B3 be signed by the Chair of Governors and Head Teacher for submission to the LA.

The Recruitment and Selection Policy had been reviewed. The school was now responsible for carrying out an enhanced DBS check.

RESOLVED: That the updated Recruitment and Selection Policy be adopted by the Full Governing Body.

(c) Health and Safety

The Annual Audit had been completed and the necessary actions put into place. A Health and Safety walk-round had taken place; there were very few resultant actions which had since been addressed.

The Premises Asbestos Management Plan had been shared, Mrs Wilson and Ms Stockman had undertaken training in this area.

1738. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

Governors received a hard copy of the Head Teacher's report. A fuller version of the report which would include an analysis of data would be brought to the next meeting.

Mrs Wilson highlighted the following points:

- EYFS moderation had taken place with St Thomas and Diamond Wood Academy.
- The Business Manager role was to be covered by Laura Torbett and Charlotte Isherwood as the current Business Manager, Ms Stockman was due to take maternity leave.
- Free training had been provided by the ABC Hub on Attachment Theory.
- Of the three ITT students who had been training at the school, two had already found jobs.
- Three members of staff were to undertake some work on Reading Intervention which would provide approximately £2k income for the school.
- School was a Centre of Excellence for PE and was providing training for other Head Teachers to help them promote the idea of providing PE activities for all children after school, the benefits of which were well documented. Approximately 80% of the school's pupils stayed for after school PE. The WYTA and the Sports Partnership had agreed to target similarly multi-cultural schools to work with to

emphasise the importance of physical activity. The programme was both sustainable and effective.

- The Jigsaw Programme had completed its work with the first set of families; the second cohort would take part in the programme after half term.
- A local pharmacist had visited school to offer free head lice treatment to all who needed it. Governors registered their thanks for this generous pro-active move.

Attendance figures were discussed. There had been 28 children referred to the Children Missing in Education Team since September, most of whom were on extended leave.

The number of children who were in receipt of First Day Calling had reduced to an average of 6.

The attendance figures for specific year groups were discussed. Absences in Reception were of particular concern and to address this problem, Mrs Wilson planned to tell parents that their child would lose their place if they took more than two weeks' extended leave.

ACTION: Mrs Wilson and Ms Isherwood to write to the LA regarding the Attendance Policy.

Slightly lower attendance figures for those with SEN were explained by the fact that many of these children also had additional medical needs.

Governors thanked Mrs Wilson for her report.

The following item was taken out of order as listed on the agenda.

1739. GOVERNOR VISITS AND DEVELOPMENT

Dr Whalley visited school on 8 May 2018 to meet Claire Moscardini and to look at Reception. She had seen highly motivated and engaged children who were enthusiastic to share their work with her. Dr Whalley had evidenced the excellent outdoor provision and had been impressed by the very detailed data recorded for EYFS which tracked achievement and progress. She had looked at Tapestry and had been pleased to see parental involvement in the system – parents were uploading photographs which could be used to evidence their child's development. She had also looked at the preparations for the forthcoming moderation as well as being reassured by staff that they were well supported in these preparations so that the whole process was less stressful than it might otherwise have been. Dr Whalley had also discussed with Ms Moscardini initiatives taken with local "feeder" PVI child care providers, and was confident that everything possible was done to ensure that children enjoyed as smooth a transition as possible.

The agenda order resumed at this point.

1740. OFSTED CRITERIA FOR GOOD AND OUTSTANDING

The recent Ofsted Report extended to several pages and detailed the school's strengths. Dr Williams asked Mrs Wilson and the governors to consider whether the school should actively focus on pursuing the judgment of Outstanding at a re-inspection or whether it would be happier simply following its own priorities for school improvement.

Mrs Wilson felt that it would be good for staff and children to receive the judgment they deserved as many areas were already "Outstanding". Teaching and Learning

observations showed everyone was at least “Good”. The inspection raised the issue of GDS children and this was what the school was already focusing on. However, historically, brighter children tended to move out of the school’s catchment area. Outcomes for children were of paramount concern to both the school and governors and this needed to be reflected in the governors’ meetings and their minutes.

Dr Whalley left the meeting at 7.43 pm.

Q. Should governors look at the criteria for “Outstanding” in order to assess specifically which areas school needed to address in order to maximise its chances of being judged “Outstanding” or would this happen if school followed its own priorities?

A. It was natural for schools to look at the recommendations made by Ofsted regarding what needed to be done differently in order to change their grading. This had already been done for Nursery. However, school was not specifically chasing an “Outstanding” judgment at the expense of its SIP which was drawn up to address the needs of its children.

Q. Would it be useful to look at Ofsted’s criteria in terms of school improvement?

A. This was what school was already doing as was shown in its Priorities. However, there would be a change of criteria in September for Ofsted – this year, the focus was Safeguarding – from September it would be physical exercise as an aid to learning. School would probably revisit the topic after the next set of guidelines was available.

Governors were keen that the school should recognise the praise it deserved.

1741. SAFEGUARDING

The LA safeguarding provision was improving and cohesive teams were working in specific areas. The same social worker was working with the same families which helped build trust and provide better continuity for families.

There were more concerns about the children in school and there was a higher frequency of safeguarding incidents; it was anticipated that this trend would continue.

1742. GOVERNOR TRAINING

All governors had received details of the training available from the LA.

Mrs Stopher requested that governors check their availability for the “Dealing with Complaints via the Kirklees Toolkit” training on Tuesday, 28 June 2018 between 6 and 8.00 pm. Booking could be done via the school.

1743. ATTENDANCE

This had been dealt with as part of the Head Teacher’s Report. Minute 1738 refers.

1744. SCHOOL WEBSITE

Governors had been asked to look at different areas of the school website to ensure it was compliant with legal requirements and accessible to parents.

Dr Williams had completed an audit and reassured governors that the website was compliant with legal requirements. He also shared written feedback regarding the

website with governors, commenting favourably on the “translate” facility which allowed those with limited English to at least gain the gist of the content. Mrs Khan pointed out that the translation was not necessarily grammatically correct. “To do” points included:

- A contact address needed to be added for the Chair of Governors (c/o school).
- Some inconsistency of terminology needed to be addressed.
- Register of Business Interests needed more information about governors in places.
- The Sports’ Premium Report needed to be transferred to the new format.

Dr Williams felt that the website was excellent and went far beyond statutory requirements.

Mrs Goler had looked at the Home Page and felt that it conveyed what a warm, caring environment the school provided. She had tested the readability of the Head Teacher’s address which needed a Reading Age of at least 16 to be fully accessed. Mrs Wilson agreed to look at the complexity of the sentence structures used.

1745. APPROVE THE BUDGET

RESOLVED: That the B3 be approved, as per the recommendation of the Resources Committee, and signed by the Head teacher and Chair of Governors.

1746. GDPR

This had been discussed in the Resources Committee. Kirklees had now provided maintained schools with a toolkit of required documents for GDPR compliance:

- Data protection policy
- Privacy notice (workforce – how we use your information)
- Privacy notice (How we use pupil information)

RESOLVED: That the Data Protection Policy and Privacy notices be approved, as per the recommendation of the Resources Committee, and put on the school website

1747. ANY OTHER BUSINESS

Registration to NGA Learning Link

E-learning could be accessed following registration to the NGA Learning Link. Governors were encouraged to register for this and to access the training relevant to them.

1748. DATE OF NEXT MEETING

RESOLVED: That the next meeting of the full Governing Body be held on Monday, 2 July 2018 at 6.30 pm, preceded by the Standards and Effectiveness Committee at 5.30 pm

1749. 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.

1750. STAFF PRESENTATION BY MRS HINCHLIFFE

Ms Stephen and Mr S Singh (Shadow Clerk) left the meeting at this point.

Mrs Hinchliffe presented a detailed account of the Wellbeing for Schools Award. Key points made were:

- Wellbeing was much more than physical wellbeing, and it was important not to forget emotional/mental wellbeing.
- Wellbeing was crucially important for people to be at their best, whether parent, child, staff, governor.
- Wellbeing was the responsibility of everyone in the school community.

