

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, 1 October 2018.

PRESENT

Mrs A Stopher (Chair), Dr M Ali, Mrs S Hadji-Lary, Mrs J Hinchcliffe, Mrs S Khan, Mr S Saeed, Dr A Williams, Mrs D Wilson.

In Attendance

Ms C Stephen (Minute Clerk)

Before the meeting opened, Mrs Stopher informed Governors of the death of Mrs Cath Harris who had long been a friend of the school. She had served both as a governor and as Chair of Governors, and also been a Reading Friend. Governors recognised the contribution that Mrs Harris had made to the life of Birkby Infant and Nursery School and extended their sympathy to her family and friends.

ACTION: Mrs Wilson to send a condolence card to Mrs. Harris' daughter and to make a donation on behalf of the school and Governors to Mrs Harris' chosen charity.

1. ELECTION OF CHAIR

The Meeting Clerk took the chair.

Governors decided:

- (a) 3 Governors had sent apologies. None had sent any nominations, so this did not arise.
- (b) The term of office of the Chair would be until the first Meeting after the second anniversary of the AGM.
- (c) A tie would be resolved by the toss of a coin.

The Meeting Clerk invited nominations for the role of Chair. Mrs A Stopher was nominated and seconded. Mrs Stopher was elected by a unanimous show of hands.

RESOLVED: That Mrs Ali Stopher be elected as Chair of Governors.

Mrs Stopher took the Chair.

2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mr J Morley (Consent), Ms K Westeman (Consent) and Dr M Whalley (Consent).

Governors decided:

- (i) To grant consent on an individual basis depending on the circumstances.
- (ii) To approve and sign the NGA model Code of Conduct.

- (iii) To confirm that the Governing Body had published their Declaration of Business interest Information on the School website.

Governors present submitted their declarations of Business Interest to Mrs Bradley.

ACTION: Mrs Wilson to contact absent Governors regarding their Declarations of Business Interests.

These would be published on the school website, together with a record of Governors' attendance at meetings.

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

No items were notified.

4. 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 V Goler | Co-opted | 21.07.2018 |

Appointment

| <u>Name</u> | <u>Category</u> | <u>With Effect From</u> |
|------------------|-----------------|-------------------------|
| Mrs S Hadji-Lary | Co-opted | 07.07.2018 |

Re-appointment

| <u>Name</u> | <u>Category</u> | <u>With Effect From</u> |
|-------------|-----------------|-------------------------|
| Mr J Morley | Co-opted | 22.07.2018 |

5. ELECTION OF VICE-CHAIR

Governors decided:

- (a) All Governors were not present at the Meeting, but accepting votes from any governors not present did not arise as none had been sent.
- (b) The term of office of the Chair would be until the first Meeting after the second anniversary of the AGM.
- (c) A tie would be resolved by the toss of a coin.

The Chair asked for nominations for Vice-Chair. She explained that Dr Whalley, who was unable to attend this meeting, had intimated that she was willing to take on this role.

Nominations were sought. Dr Whalley was nominated, seconded and elected by a unanimous show of hands.

RESOLVED: That Dr Whalley be elected as Vice-Chair of Governors.

6. REVIEW OF COMMITTEES

(a) Membership

RESOLVED: That the membership of Committees be as follows:

Resources Committee

Mrs J Hinchcliffe
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
Mrs S Hadji-Lary
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 A Stopher
Ms K Westerman
Dr M Whalley
Dr A Williams

Performance Management Governors on the Pay and Teacher Appraisal Committee

Dr M Ali
Dr A Williams
Dr M Whalley (subject to her agreement)

Staff Dismissal Committee

All non-staff Governors were to 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 able 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 Hadji-Lary
Mrs S Khan
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, subject to review at the first meeting of each committee.

7. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES

RESOLVED: That the following Governors be chosen to fulfil the following responsibilities:

SEN and Additional Needs Governor - Mrs S Hadji-Lary
 Governor Training Contact – Mrs D Wilson
 Governor for Looked After Children – Ms K Westeman
 Child Protection and 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

RESOLVED: That the responsibility for Equality and Health and Safety be undertaken by the Full Governing Body with Mr J Morley being responsible for undertaking the Health and Safety Audit.

8. 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.

9. 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 Governing Body consent to the virement between Heads of Expenditure being set at £50,000.

- (ii) That the Resources and Finance Committee be authorised to spend up to £20,000 (£10,000 per item) on emergency repair work.

10. MINUTES OF THE MEETING HELD ON 2 JULY 2018

RESOLVED: That the minutes of the meeting held on 2 July, 2018 be approved and signed by the Chair as a correct record, subject to the following amendment:

Minute 1762

“The target” at the start of Paragraph 2 to be replaced by “The National Average”.

11. MATTERS ARISING

(a) Head Teacher’s Report and Governors’ Questions (Minute 1758 refers)

Q. Had Science results improved as had been hoped?

A. Yes. There had been a 1.9% rise on 2016’s figures as staff were now more confident in understanding what evidence was needed to demonstrate a GLD.

This item would be looked at in more detail at the Meeting of the Strategy and Performance Committee.

ACTION: School Governors to look at Science Results at the next meeting of the Standards and Effectiveness Committee.

(b) Attendance (Minute 1762 refers)

Mrs Wilson had established that there were no special attendance figures for Nursery and Infant schools. Only the figures from KS1 were collected but school emphasised the importance of regular attendance for all its pupils.

12. SAFEGUARDING

Figures relating to how many children were in each of the concern groups were not available at this meeting. However, several new pupils were already on plans under the remit of Safeguarding. Social care had become more consistent and it was hoped that this would result in more needs being met effectively. Pupils were monitored to watch for emerging patterns that could indicate that they were vulnerable, for example cases of recurrent head lice infestation would result in the child’s welfare being raised as a concern. An APSO worked with the school to undertake home visits and would work with parents to improve their child’s punctuality. School had a higher number of children who were in Safeguarding

groups than many other schools. However, the Early Help Assessment (EHA) form had been reworked and was now simplified and more concise which should help with workload.

13. SCHOOL IMPROVEMENT PLAN

The SIP would be shared at the first meeting of the Standards and Effectiveness Committee.

One of the focuses would be Maths where children who had moved into the school late did not perform as well as they did in Reading, the implication being that the school's strategies to improve Reading were working whilst those used to improve Maths needed further work. It was felt that this was because children did not have the language skills to interpret the problem solving questions that were set as well as Maths demanding progressive understanding – if a child had missed out learning one concept on which another one was built, it created difficulties.

The strength of teaching was reflected in the results of the 111 children who had attended the school throughout the Key Stage and before. Many of these had made Expected Progress from their GLD in EYFS and others had achieved Expected despite not having achieved a GLD in EYFS.

Guided Reading, where children were helped individually, was clearly making an impact on Reading results. School was exploring ways in which a similar impact could be made in Maths.

Q. Did these pupils struggle in all areas of Maths?

A. Yes. Some of them had not reached "Emerging". Maybe because learning maths concepts in a new language was too difficult. School to explore further.

14. FINANCIAL MANAGEMENT AND MONITORING

(a) Budget Update

Mrs Wilson gave a verbal update of the school's financial position as of 7 September 2018.

"Claiming Teachers" was £2k over budget but some monies were due to come back into school for mentoring/training students (this figure would not appear on the budget sheet in claiming teachers but in the INCOME pot) and would offset some of this overspend.

"Grounds' Maintenance" was over-spent for the time of year but three sets of roof repairs had been necessary which would be paid for using the DFC which would then be transferred back into the Grounds' Maintenance pot. Some of the work had not been carried out professionally and Kirklees had been informed.

The balance for Photocopying was low, despite all teachers now having been allocated a PIN number.

Only £500 was left for course fees but school had bought into the LA package which would enable all TLRs and SLT to attend relevant networks and other training would be delivered in-house. The package included GLAD so Governors were encouraged to make full use of the opportunities that it provided.

Employee Health Care had improved. Staff could now self-refer and appointments/treatments provided were available more quickly than going through a GP. Preventative measures were promoted to keep people well and there was a prominent display in the staff room highlighting mental and physical health issues. One member of staff who had accessed the service had found it extremely useful in helping her to manage very difficult personal circumstances. It was hoped that school would be able to buy into this package again next year.

School was within budget and the forecast was that it would remain so for the coming financial year.

Q. How has the Teachers' Pay Award affected the school?

A. The Teachers' Pay Award was now to be applied to all teachers with the cost being off-set by a grant from the government, at least in part, for two years.

Q. Why were repairs needed on the modular building when it was relatively new?

A. The original workmanship had been dubious. Repairs were needed to the roof, toilets had leaked and caused rot, some electrical fires and heat damage had occurred. It was difficult to track down who was responsible for which problem as several contractors had been used. Governors agreed that the LA Inspector should not have signed off the original installation and noted their concerns regarding the integrity and safety of this building.

(b) School Fund Audit

Mrs Hinchliffe reported on the School Fund Audit, which had been checked by the Chair, who signed this as a correct record.

15. TEACHER APPRAISAL POLICY AND TEACHER PAY POLICY

These were deferred until the meeting of the FGB in November as the relevant information was not available from the LA.

16. POLICIES FOR REVIEW

All changes to the policies previously adopted by the Governing Body were highlighted in yellow for Governors' consideration. Mrs Wilson explained the motives behind these changes. Policies were also available on the school's website.

Governors considered the following policies and the updates made to them:

RESOLVED: That the following updated policies be adopted by the Full Governing Body:

- Whistleblowing Policy (this was likely to be further updated by the LA and would be brought to Governors again should this occur)
- Finance 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 Volunteers' 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
- Accessibility Planned Grids – (a) Physical Environment, (b) Pupil Participation, (c) Communication.
- Medical Needs Policy

Some discussion took place about the need for a Child Protection Policy in addition to the Safeguarding Policy already in place. Safeguarding was regarded as one of the major strengths of the school and it was felt that a Child Protection Policy would merely be repetitious but, as it seemed that having such a policy was recommended, Governors decided to adopt the model policy produced by the LA.

- RESOLVED: (i) Mrs Wilson to download the Kirklees' model Child Protection Policy and amend it in order to personalise it for the school before forwarding it to Governors.
- (ii) Governors to adopt the personalised Kirklees Model Child Protection Policy as of 1 October 2018.
- (iii) That the Teacher Appraisal and Teachers' Pay Policies along with the Whistleblowing Policy be reviewed at a future meeting, if necessary.

Some discussion also took place regarding the nature of the Whistleblowing Policy.

ACTION: Dr Williams to share the other version of the Whistleblowing Policy as discussed.

17. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2020-21

This was deferred until the meeting of the FGB in November.

18. GOVERNOR TRAINING AND GOVERNOR VISITS

Governors were invited to attend training at the school on 5 November 2018 on the topics of Forced Marriage and Honour Based Violence, as well as PREVENT.

Mrs Stopher and Mrs Wilson had attended Ofsted Training. They informed Governors that the Ofsted Inspection Framework would be changing next year and there would be "less emphasis on data" but that they would want more evidence-based evaluation.

The new GLAD training schedule was available on the Governors' Safe Area of the school website and as a paper copy in the meeting. Governors were again encouraged to take up the opportunities offered. Attention was also drawn to the availability of online training via the National Governors' Association. Governors were particularly encouraged to complete the Safer Recruitment and Appraisal training.

19. ATTENDANCE

This remained an area for school to focus upon. Several requests had already been made for Extended Leave which had not been granted in line with the Attendance Policy. This data would be examined in more detail at the next meeting.

20. SCHOOL WEBSITE

Governors were encouraged to use the school website to check for its accessibility and functionality. It was important that the website be monitored and that anything that was no longer relevant or that did not work properly be reported to school.

21. ANY OTHER BUSINESS

There was no other business to be dealt with.

22. DATE OF NEXT MEETING

RESOLVED: (i) That the next meeting of the Standards and Effectiveness Committee be held at 5.30 pm on Monday, 19 November 2018.

(ii) That the next meeting of the Governing Body be held at 6.30 pm at the School on Monday, 26 November 2018, preceded by a meeting of the Resources Committee at 5.30 pm.

23. 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.


Chair


26 Nov 2018
Date

