

**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, 11 February 2019.

**PRESENT**

Mrs A Stopher (Chair), Dr N Ali, Mrs S Hadji-Lary, Mrs J Hinchcliffe, Mrs S Khan, Mr J Morley, Mr S Saeed, Mrs K Westeman, Mrs DZ Wilson.

**In Attendance**

Ms C Stephen (Minute Clerk)

**43. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST**

Apologies for absence were received from Mrs C Moscardini (Consent), Dr M Whalley (Consent), Dr A Williams (Consent).

There were no declarations of interest.

**44. NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS**

No items were notified.

**45. MINUTES OF THE MEETING HELD ON 26 NOVEMBER 2018**

RESOLVED: That the minutes of the meeting held on 26 November 2018 be approved and signed by the Chair as a correct record, subject to the following amendment:

Minute 34

The phrase "Child Protection Orders" to be replaced with "Child Protection Plans".

**46. MATTERS ARISING**

There were no matters arising.

**47. REPORTS FROM COMMITTEES****(a) Standards and Effectiveness Committee held on 4 February 2019**

Mrs Hadji-Lary summarised the matters discussed by the Standards and Effectiveness Committee.

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

- RESOLVED: (i) That the Anti-Fraud Policy be adopted by the Full Governing Body.  
(ii) That the Whistleblowing Policy be adopted by the Full Governing Body.

- (iii) That the amended Safeguarding Policy be adopted by the Full Governing Body.
- (iv) That the amended Child Protection Policy be adopted by the Full Governing Body.

The committee had received a report from Mrs Wilson regarding SEN provision in the school. Concerns were noted about the gross underfunding of Special Needs and the delays in receiving money for children who's EHC Plans had been approved. Many high-needs pupils were entering the school who needed one to one support but no funding for this support had been received as yet.

The committee discussed the "notional" funding of SEN within schools' existing budgets: £6k per SEN pupil was allocated. If a school had no SEN pupils, this money could be allocated to different areas of spending but for those with high numbers of Special Needs children, the amount coming out of the budget could have a debilitating effect on finances.

There were fears that the LA was signposting parents of SEN pupils towards the school because of the quality of provision, something denied by the LA. Many parents seemed unaware of the specialist provision available within the authority and some chose Birkby without visiting first to see if the school would be suitable for their child's needs. Whilst the school made every effort to meet the needs of all pupils, Mrs Wilson was concerned that two children currently on role would make better progress in another setting.

The workload of the SENco was also discussed. Mrs Todd was being supported by an effective ETA team, as well as Mrs Moscardini and Mrs Wilson. She worked from home one day a week which enabled her to complete paperwork without distractions. Play and Speech and Language Therapists also worked in the school.

Mrs Stopher, Dr Whalley and Dr Williams had written to the Local Authority, Barry Sheerman, MP and local councillors detailing the concerns of the Governing Body. The LA had replied, explaining that the "notional" SEN budget was something decided by the government of the day and that its own funding had been cut by millions of pounds. Governors read the letter sent to Barry Sheerman, MP and felt that he was best placed to lobby parliament on this topic. The slowness of the whole funding process, especially for Band A pupils was unacceptable.

**ACTION:** Mrs Wilson to keep the LA informed regarding the school's interactions with Mr Sheerman and local councillors.

**Mrs Wilson and Mrs Hinchcliffe left the meeting for the next item.**

- (b) Deletion – See Minute 57

**Mrs Wilson and Mrs Hinchcliffe returned to the meeting.**

(c) Resources Committee held on 11 February 2019

Mrs Stopher summarised this meeting:

The committee had received a budget update. The amount remaining was £74,243 and the budget was on course to balance by the end of the financial year. Because of the increase in SEN pupils, ETA costs had increased by £7,000 a month from Period 9 which would mean that another £21,000 would have to be taken from the Carry Forward before the end of the year. It was hoped that the Carry Forward would be between £20 - £40k. The range was so large because of the uncertainty surrounding EHCP funding. Some money was also due to be received into the budget from various sources.

SEN funding had been discussed and the detailed formula regarding the “notional” amount included in school budgets to provide for SEN needs was explained. In school, the conservative estimate spent on SEN was £450k; the notional budget was anything between £223 and £250k, depending on numbers.

The problem of pupils arriving with no paperwork and the limited number of places available in special schools was discussed.

It was possible that ten new starters with high needs would be coming to Birkby in September 2019, something that would place an increasing strain on finances and resources. The difficulty that some parents had in obtaining the right placement for their child and the inequity of the current system was discussed.

**Q. Were other pupils suffering as a result of spending approximately twice the notional budget on Special Needs?**

A. Despite the school’s best efforts, some of the money that should be spent in other areas had to be devoted to fulfilling the needs of the neediest pupils. School was inventive about the allocation of support and several examples of how this worked in practice were given.

Governors commended staff on the way they coped and continued to provide successfully for pupils’ needs in the light of financial constraints.

The committee had also examined the attendance data which had improved. Governors were given the lead statistics. The figure for KS1 was 96.06% and, excluding Leave of Absence, 96.47 which was in line with National. For the whole school, the figures were 95.45% and 96.08% respectively. A further breakdown looking at the figures by gender, SEN, ethnicity and Free School Meals pupils was also given. There was only one area of concern regarding one of the ethnic groups.

48. HEAD TEACHER’S REPORT AND GOVERNORS’ QUESTIONS

Governors had received the report prior to the meeting and comments and questions were invited.

Mrs Wilson also provided governors with the response to queries she had made regarding admissions to the school, namely that places were being kept open for children who were supposedly Missing in Education. A cursory investigation by a member of the school staff had managed to track down some of these pupils and it was felt that the Children Missing in Education should have been able to do this and then release school places to those awaiting an offer. All questions had been answered by the LA.

Mrs Wilson expanded on her report of the Move and Learn training received by staff, explaining that the trainer had been more than impressed by the measures already in place in the school. The opportunity to become a Centre of Excellence for Move and Learn had been offered and SLT were discussing the pros and cons of doing this.

The high turnover of pupils was highlighted and the negative effect of this on results was considered. Those who had remained in the school from Nursery or Reception to the end of KS1 did significantly better in the end of KS tests. Other points of interest were that boys attained better than the national average results in EYFS and the gap between disadvantaged and non-disadvantaged pupils in this group was lower than the national average. There was a higher number of SEN pupils in EYFS.

Reading and Science outcomes in KS1 were higher than in the previous year but the number of pupils working at Greater Depth was lower in all subjects than nationally. However, school worked extremely hard to fill gaps in learning so that pupils could reach the Expected level and this laid the foundation for accelerated progress in later years.

Maths results were below the national average and this was an area of whole school focus. Physical development and expressive arts and design both had high levels of success. Phonics results were lower than in previous years because 10.7% of pupils were disapplied but were still counted in the overall results. By Year 2, 70% passed Phonics, higher than the national average.

End of KS1 figures for those achieving the expected standard in Reading, Writing and Maths was higher than the national average and showed a significant amount of progress being made by pupils, many of whom had had a low starting point.

**Q. Were many of the pupils who entered the school mid-year non-English speakers?**

A. Some were; others had English as a first or second language. Many were disapplied from the Phonics test as a result but were counted in the overall percentage. The majority who had been disapplied in Reception passed Phonics resits in Year 2.

Governors thanked Mrs Wilson for her report.

#### 49. WELFARE AWARD FOR SCHOOLS

Mr Colin Noble had visited school in December to look at school's baseline, its plan and the actions it put into place to improve the welfare of its staff and pupils. School passed easily and one recommendation was made: welfare should be made part of the performance management criteria. SLT had decided to implement this in stages, the first of which was to ask staff to discuss the ways they looked after their mental health. The strategies used would be shared at the end of the school year.

A new resource from Human Resources, Able Futures, enabled staff to access counselling, CBT etc. without referrals.

The ABC Community Hub had also received a large amount of funding for various strategies and resources to do with mental health, including the services of an Educational Psychologist who could be used to train staff. There was a much greater awareness of mental health needs through such things as the Time to Talk initiative which was making it less difficult to admit that someone had mental health problems. Mr Noble had commented on the willingness of staff to share with him some of the problems they had experienced and the support they had had from colleagues.

**Q. How many schools and other agencies were involved in the ABC Hub?**

A. There were many, including Ashbrow, All Saints, Our Lady of Lourdes, the Chestnut Centre, Fixby, St Thomas's, St Patrick's, Ashbrow Partnering Together, Birkby Juniors and North Huddersfield Trust. It brought together health visitors, school nurses, uniform exchange, family support, charities, churches and even a PCSO amongst other services. Its aim was "to work together in partnership to support local children and adults, from birth to the elderly." Some practices had been extended from being a local offer to the whole hub. It gave families continuity of contact with social workers and family support teams and some preventative work was being done. The Hub was keen to fulfil the needs of the community and had consulted regarding what the main areas of concern were – the main things were the safety of the area, knife crime and litter. Measures would be put into place to try to address these concerns in a practical way.

**50. SAFEGUARDING**

Safeguarding information had been shared via the Head teacher's Report.

There was one Child Looked After, 3 on Child Protection Plans and 10 on Children in Need Plans. 629 incidents where concern had been recorded had occurred.

Charlotte had completed the Designated Safeguarding Lead training and was working with both the Infant and Junior schools in Birkby.

Any causes for concern could be reported via a computer link to the police, who could put together small pieces of information to take preventative measures where possible.

**51. POLICIES FOR REVIEW BY THE WHOLE GOVERNING BODY**

These items had been approved (Minute 47 (a) refers)

**52. GOVERNOR TRAINING AND GOVERNOR VISITS**

Mrs Hadji-Lary had undertaken Staffing Dismissals Committee training in which the need to follow procedures to the letter had been emphasised. It was the responsibility of governors to ensure that the school followed these procedures should any member of staff be dismissed.

Mrs Hadji-Lary had also attended a "Knowing the Data for your School" course which had focused on the data that was available to governors rather than on helping governors to interpret data which she felt would have been more useful. Feedback had been left to this effect.

Mrs Hadji-Lary had attended a SEND training session which had focused on the current thinking and latest legislative changes in this area. There was an emphasis on how governors and schools could support their SENco and a range of special needs was considered. Mrs Hadji-Lary felt all governors could benefit from this training.

Mrs Westeman was to rearrange her visit to look at Safeguarding and to complete an audit of the Single Central Record.

Mrs Hadji-Lary had visited the SENco on 11 February 2019.

Mr Morley had completed a Health and Safety walk in November 2018.

53. ATTENDANCE

Attendance data had been scrutinised as part of the Head Teacher's Report (Minute 48 refers).

54. SCHOOL WEBSITE

Governors visited the website regularly and found it to be user-friendly and useful. The site was kept up-to-date and included items such as current educational advice (for example, the report advising the limitation of screen-time for children) as well as information about community events, local consultations etc. The school's policies were to be found here along with other statutory information.

55. ANY OTHER BUSINESS

There was no other business.

56. 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, 18 March 2019  
Monday, 20 May 2019  
Monday, 8 July 2019

(ii) That the next meetings of the committees be held at 5.30 at the school on:

Monday, 18 March 2019 – Resources Committee  
Monday, 13 May 2019 – Standards and Effectiveness Committee

57. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That Minute 47 (b) 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.

  
Chair

18/3/19  
Date