

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, 26 November 2018.

PRESENT

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

In Attendance

Ms C Stephen (Minute Clerk)

The following two items were taken out of agenda order:

24. EYFS

Ms Moscardini presented an overview of EYFS to governors. She shared the Little Star tracker data with governors which showed that only 12% of children had entered Nursery at the expected level of development whereas 66% had achieved this level by the time they left.

The exit scores for Nursery were used as the entry scores for reception but children coming into the school from other settings had Baseline Assessments done to provide a starting point for progress data. In this year, 37% entered achieving the expected levels and this had risen to 74% (above the National Average) by the time they completed EYFS, despite many having specific needs. Of those who had attended Nursery in school, 82% achieved a GLD whereas of those coming from other settings or straight from home, 66% achieved GLD.

Ms Moscardini pointed out that there was no national scheme designed to track progress which had meant that school had to go through the data for 150 children to look at the individual entry and exit scores in order to provide the information needed for Ofsted. Average progress was considered to be 3 points; school had been able to prove that a significant number of pupils had made exceptional progress. A computer programme that provided these calculations would save time and energy. It was possible that Integris had this capability but advice would need to be sought from the support team in the LA.

Of the new Nursery intake, 14% were working at the expected level. Many had language problems and there were others with additional special needs. In Reception, 39% were working at expected on entry.

In Year 1, many measures had been put into place to address needs, especially language. There were, however, more children who needed input and so one of the ETAs who had worked with the Speech and Language experts had shared some of the techniques with other staff and these were used in school.

Ms Moscardini shared the colour coding scheme used to encourage children to speak in complete sentences. This involved using pictures to give basic who, what, where, when prompts which the children were asked to describe in sentences, initially by repeating what the adult said, then by using the same structures based on different pictures. The content was tied into the reading scheme and was proving to be very successful.

In Maths, the Number Block Scheme was being used. This allowed children to show different representations of how a particular number was made up and was a fun way of teaching number bonds.

Governors congratulated the school on the progress made by children in EYFS. Staff felt that a scheme that allowed higher achieving pupils to show the progress they had made would be very useful. The hugely different expectations made at each stage of the curriculum were pointed out. It was felt that the current system did not allow schools to demonstrate continuous progress as each stage had such different requirements; it was as if the scores from the previous year were irrelevant as the demands of the following year were very different.

Governors thanked Ms Moscardini for her presentation and congratulated her for her work with EYFS.

Ms Moscardini left the meeting at this point.

25. OFSTED FEEDBACK

Mrs Wilson shared the preliminary feedback from the recent Ofsted inspection with governors, giving details for each of the categories looked at by the inspection team. It was stressed that these findings were yet to be validated and that the feedback given to the meeting was not to be shared at this stage. It was hoped that the final judgment would be received before the Christmas holidays.

Governors congratulated staff on their extremely hard work and the dedication they showed in supporting children and their families.

Mrs Hinchcliffe left the meeting at this point.

Agenda order was resumed from this point.

26. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Dr N Ali (Consent), Mrs S Hadji-Lary (Consent), Mrs K Westeman (Consent)

There were no declarations of interest.

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

The following items were notified to be brought under Any Other Business:

- Halal school meals
- Air pollution

28. REPRESENTATION

End of Term of Office

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs Ali Stopher	Co-opted	31.12.2018

Governors invited Mrs Stopher to continue in the role of Co-opted Governor for a further term of office.

RESOLVED: That Mrs Ali Stopher be co-opted on to the Governing Body for a further term of office.

29. MINUTES OF THE MEETING HELD ON 1 OCTOBER 2018

RESOLVED: That the minutes of the meeting held on 1 October 2018 be approved and signed by the Chair as a correct record.

30. MATTERS ARISING

(a) Review of Committees – (Minute 6 (a) refers)

Dr M Whalley confirmed her membership of the Performance Management and Teacher Appraisal Committee.

(b) Policies for Review – (Minute 16 refers)

The Action “Dr Williams to share the other version of the Whistleblowing Policy” was discussed. It was explained that the school’s policy needed to be the latest version of the Local Authority Whistleblowing Policy.

ACTION: Mrs Wilson to check that the school’s Whistleblowing Policy was the up to date version provided by the LA.

30. REPRESENTATION

The following matters of representation were noted:

Governor Designate

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs Sharon Hadji-Lary	Designate (Co-opted)	10.05.2018

31. REPORTS FROM COMMITTEES

(a) Resources Committee

Mrs Stopher informed governors that the committee had approved the terms of Reference as recommended by the LA in Committee Matters.

The committee had reviewed and approved the Charging and Remissions Policy and the Finance Policy.

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

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

The virement limits had been noted.

A budget update had been scrutinised. School was basically on target though some areas appeared to be over-spent because the expenditure needed to be reclaimed from other funds such as the DFC.

The insurance paid for maternity and paternity cover was likely to rise but this had proved to be good value in the past.

It had been ascertained that the “extra” pay rise for teachers (i.e. anything above 1%) would be funded both this year and next by the government.

The committee had looked at the spending of the Pupil and Sports Premiums. The former was mainly on classroom 1 - 1 or small group support for disadvantaged children whilst the Sports Premium provided many of the After School Clubs.

Governors thanked Mrs Stopher for her report.

(b) Standards and Effectiveness Committee

Dr Whalley provided feedback on the meeting held on the 19 November, 2018.

The committee had approved the Terms of reference as recommended by the LA in Committee Matters.

The committee had looked at pupils’ performance in science which had “dipped” last year as a result of staff’s lack of confidence in evidencing the higher levels. This had been addressed by using Integris to track pupil progress and by planning assessments carefully, then monitoring them. This had made staff feel more confident in awarding levels and the results had improved. Lessons were skills rather than literacy based. The next step was to ensure Year 2 children were challenged to work at Greater Depth.

The committee had looked at the School Improvement Plan and had looked at the key areas, the details of which were available in the minutes of the meeting. Governors were given copies of the SEF and a draft report from the “Single Consultation” meeting to support them in their interview with Ofsted.

The Child Protection Policy was reviewed and approved.

RESOLVED: That the Child Protection Policy be adopted by the Full Governing Body.

The Code of Conduct (Safer Working Practices) was reviewed and approved.

RESOLVED: That the Code of Conduct (Safer Working Practices) be adopted by the Full Governing Body.

(c) Pay and Appraisal Committee

(i) The Terms of Reference of the committee were agreed.

(ii) The 2018 Teachers’ Pay Policy, Teachers’ Appraisal Policy and Support Staff Appraisal Policies were all reviewed and recommended for approval by the Full Governing Body.

RESOLVED: (i) That the Teachers’ Pay Policy be adopted by the Full Governing Body.

(ii) That the Teachers’ Appraisal Policy be adopted by the Full Governing Body.

- (iii) That the Support Staff Appraisal Policy be adopted by the Full Governing Body.
- (iii) The Headteacher had explained the appraisal process and shown governors the evidence required and provided.
- (iv) The performance management had provided ample evidence for those teachers eligible to move onto the Upper Pay Scale. This process had been examined and had been found to be robust with clear records kept for each member of staff.

Mrs Wilson left the meeting at this point.

32. **Deletion – See Minute 42**

Mrs Wilson was invited to re-join the meeting.

33. **HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS**

The report had been circulated prior to the meeting. Comments and questions were invited.

- Q. Were any additional children on the Safeguarding radar other than those detailed in the report?**
- A. Yes. About a third of the school had Safeguarding issues without "qualifying" for any of the named categories. Approximately 3,000 referrals had been made to CPOMS over two years.
- Q. Was any information available about the impact of the opening of Brambles on school numbers?**
- A. From the numbers who had listed school amongst their choices, it looked as if school would be full. Mrs Wilson was not able to tell how many had put the school as their first choice. Hopefully a positive Ofsted report which was due to be published about a month before the application deadline would have a

favourable impact on numbers. It had been irritating to have to turn pupils away because ten places being held back for children who were “missing in education” when little effort appeared to be put into finding out where these children were.

Q. Governors noted that there are no NQTs this year.

A. There were some members of staff now in their second or third year of teaching.

Q. Could Mrs Wilson explain further what she meant about the use of the Apprenticeship Levy?

A. This specifically referred to courses provided by the levy for Leanne Stockman and Laura Talbot. Because there had been a lower than expected uptake of the opportunities presented as a result of the levy, it had been decided that schools could apply for training above the level of their contribution to the scheme. If the money was not used, it would be clawed back in phases by the government.

Mrs Wilson commented that the data suggested that there were few children working at Greater Depth; however, in all other areas, school was above or around the National Level. The detailed data (provided for the Ofsted inspectors) showed that many pupils were working just below Greater Depth having begun at a level far below the National Level.

Governors applauded the range and number of quality activities which supported learning throughout the school.

Governors thanked Mrs Wilson for her report.

34. SAFEGUARDING

There were 4 Looked After children, 13 who had Child Protection orders and 16 who had Children in Need plans.

35. FINANCIAL MANAGEMENT AND MONITORING

This was discussed earlier in the meeting (Minute 31 (a) refers).

36. GOVERNOR TRAINING AND GOVERNOR VISITS

Governors had been involved in the recent Ofsted inspection.

Mrs Westeman had visited school to discuss Safeguarding with Donna Todd. She had checked the Single Central Record and reported that Safeguarding provision was excellent, especially when compared with other schools she had visited.

Dr Whalley had visited Ms Moscardini to look at EYFS data and provision. She had looked at the Action Plan to support EYFS' targets in the School Improvement Plan and had been impressed by the organisation of Stay and Play sessions to encourage parents to play constructively with their children. Concern remained about transition from PVI settings, particularly the lack of SEND action for those who clearly needed support. Ms Moscardini was networking with PVI providers to try to influence the situation.

Dr Whalley had also attended the Governor Briefing which had covered the Kirklees Learning Strategy, under which a new Director of Children's Services had been appointed along with a new Head of Service for School Improvement. A draft of the Learning Strategy had been distributed for feedback purposes. Mental Health had also been discussed and the importance attached to this was reflected in Kirklees

having been awarded a sum of £1.5 million to develop in-house support in schools along with funding an Emotional Health and Wellbeing Network. A new post-graduate course was available at Manchester and a Transformation Plan was being written. The course had also looked at Ofsted changes in 2019, particularly the way the inspectors would focus on how schools were widening children's knowledge rather than on data.

Dr Whalley had also undertaken Staff Appraisal and Teacher Competence training which she had found very useful and she encouraged other governors to attend future sessions.

Mrs Hadji-Lary had visited school on several occasions and had been impressed by the organisation of her visits which had allowed her to see every class where she had observed consistently high expectations and exciting activities. The ethos of valuing every child was clearly observable and the involvement of the ETAs in lessons was excellent. She commented that the sense of calm throughout the school was noticeable.

Mrs Hadji-Lary had booked onto several training sessions, including Complaints. Mrs Stopher proposed asking Mrs Hadji-Lary to be the first point of call to support Mrs Stopher in the investigation of any complaints that had been escalated to this level.

Dr Williams had attended training on "Holding the Head Teacher to Account" and had led Governor Induction Training.

37. ATTENDANCE

Mrs Wilson provided governors with the latest attendance data which was then broken down for the various interest groups such as boys and girls, free school meals, SEN etc. Information about the numbers of children who were Missing in Education or about whose absence the school had taken action of various sorts in line with the Attendance Policy were also shared with governors.

The number of Leaves of Absence adversely influenced the attendance figures. Overall attendance in Nursery was 88.34%, but if Leave of Absences were excluded this rose to 90.01%. In Reception these two figures were 95.07% and 96.44%, in Year 1 96.56% and 97.38% and finally for Year 2 96.49% and 98%.

Mrs Wilson pointed out that the figures for "White Other" covered a range of discrete groups, one of which had more attendance problems than the others. School was working to address this. Governors recorded their thanks to Charlotte Isherwood who had worked very hard on improving attendance at the school.

38. SCHOOL WEBSITE

The school website was up to date and compliant with regulations.

Q. Had Ofsted made any comments about the website?

A. No. They had looked at the website in great depth during their Inspection of February 2018 and presumably felt that it did not require further scrutiny.

Mrs Stopher pointed out that the Parent Partnerships Timetable had been labelled 2017-18 rather than 2018-19.

ACTION: Mrs Wilson to check the dates on the Parent Partnership Timetable.

Dr Whalley stated that the EYFS section on the website was impressive.

39. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2020/21

The current PAN was 150. Should the opening of the new school have an adverse effect on pupil numbers, school would not wish to keep the PAN at this level. Concern was registered about being asked to agree a PAN for 2020/21 when the impact of the opening of the Brambles Academy was not yet known, especially if this coincided with a dip in the birth-rate. The impact could increase as Brambles became more established and Governors were asked to be aware of this.

RESOLVED: That the PAN for 2020/21 be set at 150.

40. ANY OTHER BUSINESS

(a) Halal Meat in School Meals

A letter was to be sent to parents on 27 November, 2018 clarifying the school's practice regarding this issue. As the majority of the pupils were Muslim, all meat used in school meals was halal. A vegetarian option was always available. The letter informed parents that, if they wished their child to have a non-halal meat option, this could be arranged by contacting the school.

(b) Air Pollution

An incident had occurred when one parent had challenged another who had waited with their car engine running when picking up their child. Whilst school recognised the concern over air pollution damaging children's health, the parent had been asked to complain to school rather than tackling another parent directly. The issue needed to be addressed as many children suffered from asthma which was exacerbated by car fumes and it was illegal to remain stationary with an engine running. A poster competition had been launched and the winners would be displayed in the offending area to remind parents to switch off their car engines when not moving. A letter would also be issued.

Parent governors confirmed that this had been a problem, especially in cold conditions and that it was not helped when parents had to queue to use the turning circle, a particular problem on Fridays when there were no after-school clubs which meant that, despite pick-up times being staggered, a larger number of pupils were being collected around the same time, especially those whose parents had also to collect children from other schools. Mrs Wilson felt that bringing forward Friday pick-up times needed to be considered in order to alleviate this problem. Other solutions were discussed but none was thought to be feasible. The problem would be further accentuated from September, 2019 when St Patrick's would finish at the same time as Birkby.

41. DATES OF FUTURE MEETINGS

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

- (i.) Monday, 11 February, 2019
- (ii.) Monday, 18 March, 2019
- (iii.) Monday, 20 May, 2019
- (iii.) Monday, 8 July, 2019

(ii) That the dates and times of the next committee meetings be as listed below:

Standards and Effectiveness – Monday, 4 February, 2019 at 5.30.

Resources – Monday 11 February at 5.30pm

Standards and Effectiveness – Monday 11 March at 5.30pm (if needed)

Resources – Monday, 18 March, 2019 at 5.30pm

Standards and Effectiveness – Monday 13 May at 5.30pm

42. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That Minute 32 be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.

