

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, 7 October 2019.

PRESENT

Mrs A Stopher (Chair), Mrs S Hadji-Lary, Mrs S Khan, Ms C Moscardini, Mr S Saeed, Mrs K Westeman, Dr A Williams, Mrs DZ Wilson.

In Attendance

Ms C Stephen (Minute Clerk), Two Police Officers

Before the start of business, governors received a briefing from two police officers involved in The Kirklees Focus Initiative in the Birkby area which had been established to find solutions to a range of community concerns.

They had undertaken an audit of the area.

They were working in partnership with Yorkshire Sport foundation to promote well-being, healthy living and involvement in sport.

Locally identified Solutions had been identified, partially through the visualisation exercises with the community which asked them to draw how they perceived their own area. Examples of these were shared with governors. This had led to an environmental audit which had identified specific locations where crime or antisocial behaviour had occurred with the aim of forming community work parties which could clean or tidy the area to make it a less desirable place for such activities. This included lopping back shrubs and trees to make some areas more open to view.

The community would be encouraged to apply for funding for the agreed actions. A meeting would be held at Birkby Infant and Nursery School on 6 November 2019 between 6 and 8 pm at which it was hoped a Steering Group would be formed to co-ordinate work parties and apply for funding from the various "pots" available. One such event was set to take place in December to target four previously identified areas.

School was to publicise the meeting and would be able to help in targeting suitable people who would be prepared to become involved. The overall aim was to pull together different groups, centralise efforts and to tap into the available funding in a more efficient way.

Q. Why was low level crime and antisocial behaviour not dealt with by the police?

A. It was very difficult to respond to the sheer number of reports. The aim was to bring communities together to look after each other, improve the local environment and make it a less attractive place for criminal behaviour to take place.

Q. What were the geographical boundaries of the police/council initiative?

A. It was somewhat open ended. Initially an area extending from the centre of Birkby had been delineated but this had been extended and redefined.

Police needed to know from residents what type of problems were occurring in which locations, along with ideas from locals about what could be done to improve the situation.

Some frustration was expressed from governors who lived locally about the lack of clarity about how to report incidents and who to. The fear of reprisals was also a consideration in the community. The police officers explained that information could be “sanitised” to obscure the identity of the informant. School would also act as an intermediary between the community and the police. It was recommended that West Yorkshire Police webchat was the most efficient means of reporting concerns.

Action: School to publicise the meeting on 6 November 2019 within the community.

Governors thanked the police officers for their time and information.

The police officers left the meeting at 6.55 pm.

It was hoped that by involving children in the design of regenerated areas, they would take ownership of them and would respect them in future years.

1. ELECTION OF CHAIR

Mrs Stopher informed the Governing Body that she would be resigning from the post of Chair of Governors from the end of the meeting on 7 October 2019.

In the light of this, governors felt it appropriate to proceed with the election of a new Chair of Governors at this meeting. Mrs Stopher would chair this meeting.

RESOLVED: That the election of a new Chair of Governors would take place as part of the Annual meeting on 7 October 2019.

The Minute Clerk took the chair.

Governors decided:

- (a) Nominations would be accepted from Governors not present at the meeting. None was received.
- (b) The term of office of the Chair would be until the second anniversary of the Annual meeting in October 2021.
- (c) A tie would be resolved by the toss of a coin.

The Minute Clerk invited nominations for the role of Chair. Dr A Williams was nominated by Mrs Westeman and seconded by Mrs Hadji-Lary. Dr Williams was elected by a unanimous show of hands.

RESOLVED: That Dr A Williams be elected as Chair of Governors.

Governors thanked Mrs Stopher for her long and valued service as Chair of Governors.

Mrs Stopher took the Chair.

2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mrs J Hinchcliffe (Consent), Mrs PA Holderness (Consent), Mr S Ullah (Consent), Dr M Whalley (Consent)

There were no declarations of interest.

Governors decided:

- (i) To grant consent on an individual basis depending on the circumstances.
- (ii) To approve and sign the model Code of Conduct.
- (iii) To confirm that the Governing Body had published their Declaration of Business Interest Information on the School website.

Governors submitted their declarations of Business Interest to Mrs Wilson. Governors present signed the Governors' Code of Conduct which was retained by Mrs Wilson.

Mrs Wilson reassured governors that the GIAS remained up to date.

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>
Mr Sal Saeed	Parent	22.11.19

Mr Saeed expressed his willingness to stand for election for a further term as Parent Governor. A letter to this effect would be sent to parents, inviting any other interested party to put themselves forward. An election would take place if more than one candidate were to stand.

Governor Designates

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs P Holderness	Designate (Co-opted)	08.07.2019
Mr Sheikh Ullah	Designate (LA)	19.09.2019

Dr Williams' Term of Office was due to end on 8 March 2020. Governors decided unanimously that Dr Williams be invited to serve a further term as Co-opted Governor from that date.

RESOLVED: That Dr A Williams be invited to serve a further term as Co-opted Governor from 8 March 2020.

5. ELECTION OF VICE-CHAIR

Whilst the term of office of the Vice-Chair did not run out until October 2020, it was decided that the post would be opened at this meeting in order that the term of office of Chair and Vice-Chair would run alongside each other.

RESOLVED: That the Vice-Chair be elected at this meeting for a period of two years.

Governors decided:

- (a) Nominations would be accepted from Governors not present at the meeting. None was received.
- (b) The term of office of the Vice-Chair would be until the second anniversary of the Annual meeting in October 2021.
- (c) A tie would be resolved by the toss of a coin.

Nominations were sought from the meeting.

Mrs Stopher nominated Dr Whalley who had previously expressed her willingness to serve a further term. This was seconded by Mrs Wilson and confirmed 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
Mr S Ullah
Ms K Westeman
Dr A Williams
Mrs D Wilson

Standards and Effectiveness Committee

Mrs S Hadji-Lary
Mrs P Holderness
Mrs A Stopher
Ms K Westeman
Dr M Whalley
Dr A Williams
Mrs D Wilson

Pay and Teacher Appraisal

Mrs P Holderness
Mrs A Stopher
Ms K Westeman
Dr M Whalley
Dr A Williams

Performance Management Governors on the Pay and Teacher Appraisal Committee are:

Mrs P Holderness
Dr A Williams
Dr M Whalley

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 S Saeed
Ms K Westeman
Dr M Whalley

Another governor could be co-opted onto this committee if the need arose.

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, Additional Needs and Equality 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 Whalley
PE/SMSC and Well-being Governor – Dr A Williams
Sports & Premium Link- Dr A Williams
Relationships, Health and Sex Education Governors – Mrs S Khan and Mr S Saeed

RESOLVED: That the responsibility for Equality and Health and Safety be undertaken by the Full Governing Body with Mrs S Hadji-Lary 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: That the Governing Body consent to the virement between Heads of Expenditure being set at £50,000.

RESOLVED: 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 8 JULY 2019

RESOLVED: That the minutes of the meeting held on 8 July 2019 be approved and signed by the Chair as a correct record.

11. MATTERS ARISING

There were no matters arising.

12. RESOURCES REPORT INCLUDING BUDGET UPDATE

A written finance update report was shared with governors. This listed the works which had been carried out to the school during the summer holidays and provided a budget report. The Period 5 SAP Report showed a variance of -£106862 but further spending meant that a clearer picture would be provided at the meeting of the Resources and Finance Committee on 25 November 2019.

13. ATTENDANCE REPORT

Written statistics were provided for governors to scrutinise. 11 pupils had been referred to the CME as they remained on the school's role despite having moved to other schools.

School had decided to take a more pro-active approach regarding absences and lateness with parents being invited to school if their child was notably late with the aim of finding out what problems the school could assist with to prevent the situation escalating. Breakfast and After School Clubs also helped parents by providing extra child care which, in the morning, ensured their children were present for the start of the school day.

The number of pupils taking unauthorised holidays was already 24 with 154 days of school being missed. 5 penalty notices had been issued.

Attendance was higher in some of the ethnic groups than others. Several pupils who had previously left the school had been readmitted.

14. SAFEGUARDING

There were 2 Looked-After Children, 3 who were on a Child Protection Plan and 9 on a Child in Need Plan.

A full Safeguarding report would be provided at the next meeting of the Full Governing Body.

15. FINANCIAL MANAGEMENT AND MONITORING

School Fund

Governors were provided with a written report about the school fund which had been audited by Mrs Hinchcliffe.

16. TEACHERS' APPRAISAL AND TEACHERS' PAY POLICY

Despite the announcement of additional funding to cover the teachers' pay award, the overall amount spent by schools would increase as they were expected to pay increased National Insurance contributions which would rise from 16.7% to 23.4%.

Q. For how many years would the government continue to fund the Teachers' Pay Award?

A. The government had not given any indication.

Governors noted their approval of the LA's funding of the Teachers' Pay Award.

17. POLICIES FOR REVIEW BY THE FULL GOVERNING BODY

Some discussion took place regarding the review of policies and the possible delegation of the responsibility for reviewing some policies to committees. This would be discussed further at a future meeting.

(a) Whistleblowing Policy 2019-20

The most up-to-date version of the LA's model policy was made available to governors. This had been personalised with the school's details.

RESOLVED: That the Whistleblowing Policy be approved by the Full Governing Body.

(b) Finance Policy 2019-20

RESOLVED: That the Finance Policy be approved by the Full Governing Body.

(c) Safeguarding and Child Protection Policy 2019-20

The DfE had updated the Keeping Children Safe in Education Act. Safeguarding and Child Protection issues were included in one policy which had been personalised with the relevant details to suit the needs of the school.

All governors needed to read Section A of Keeping Children Safe in Education which was available online via the Governors' Portal and as paper copies in school.

Q. Did the school's DSL have a separate school mobile?

A. No. She had chosen to use her personal mobile and was happy to publicise its number.

RESOLVED: That the Safeguarding and Child Protection Policy be approved by the Full Governing Body.

(d) LA Code of Conduct 2019-20

RESOLVED: That the LA Code of Conduct be approved by the Full Governing Body.

(e) Pyramid Attendance Policy 2019-20

This had been updated at Easter.

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

(f) Early Years Policy

RESOLVED: That the Early Years Policy be approved by the Full Governing Body.

(g) Intimate and Personal Care Policy

This had been updated to cover staff who had to undertake intimate and personal care on behalf of the pupils. The Policy had not been accessible to governors on their Portal and would be reviewed at the next meeting of the Full Governing Body.

Action: The latest version of the Intimate and Personal Care Policy to be uploaded to the Governors' Portal.

(h) SEN and Disability Policy 2019-20

RESOLVED: That the SEN and Disability Policy be approved by the Full Governing Body.

(i) Looked After Children Policy

RESOLVED: That the Looked-After Children Policy be approved by the Full Governing Body.

(j) Health and Safety Policy

Action: This policy to be uploaded to the Governors' Portal.

Action: Mrs Hadji-Lary to review the updated version of this policy.

(k) Medical Needs Policy

RESOLVED: That the Medical Needs Policy be approved by the Full Governing Body.

The document "keeping Children Safe in Education" document had been uploaded to the school's website. Mrs Wilson informed governors that the wearing of readable technology had been banned throughout the school as part of the process of keeping children safe.

Other policies were available on the school's website.

18. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2021/22

This document would be ready for consideration at the meeting of the Full Governing Body in November.

19. CCTV POLICY

There was no need for a CCTV Policy as the school did not have a CCTV system.

20. CONSULTATION ON FAIR ACCESS PROTOCOLS

Mrs Wilson explained the school's position concerning admissions. School was full and already had many high needs pupils. If someone chose the school as one of the three options for their child, school would be able to make a good argument against their admission. If the LA decided that this was the right school for that pupil, there would be no right of appeal.

The Governing Body had no relevant feedback to give to the LA.

21. ATTENDANCE

This item had also appeared at an earlier point in the agenda.

22. SCHOOL WEBSITE

Mrs Hadji-Lary and Mrs Westeman had looked at the website recently and had found it to be up-to-date and accessible.

Action: Dr Williams to check that the Sports Premium Report had been uploaded to the website.

23. GOVERNING BODY SELF EVALUATION, GOVERNOR VISITS AND DEVELOPMENT

This item was deferred until the next meeting of the Full Governing Body.

24. ANY OTHER BUSINESS

There was no other business.

25. DATES OF FUTURE MEETINGS

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

Monday, 25 November 2019.

Monday, 10 February 2020.

Monday 26 March 2020.

Monday, 18 May 2020.

Monday, 6 July 2020.

RESOLVED: That the dates and times of the next committee meetings be held at the school at 5.30 pm as listed below:

(i) Standards and Effectiveness:

Monday, 18 November, 2019.

Monday, 3 February, 2020.

Monday, 11 May, 2020, if needed.

(ii) Resources:

Monday, 25 November, 2019.

Monday, 10 February, 2020.

Monday 23 March, 2020.

Monday, 18 May, 2020.

Monday, 6 July, 2020. (Or Standards and Effectiveness as needed.)

26. 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.