

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, 25 November 2019.

PRESENT

Dr A Williams (Chair), Mrs J Hinchliffe, Mrs PA Holderness, Mrs S Khan, Mrs C Moscardini, Mrs A Stopher, Mrs K Westerman, Dr M Whalley, Mrs DZ Wilson.

In Attendance

Ms C Stephen (Minute Clerk)

27. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mrs S Hadji-Lary (Consent) and Mr S Saeed (Consent)

There were no declarations of interest.

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

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

- Medical Policy

29. MINUTES OF THE MEETING HELD ON 7 OCTOBER 2019

RESOLVED: That the minutes of the meeting held on 7 October 2019 be approved and signed by the Chair as a correct record.

30. MATTERS ARISING

(a) Pre-Business Visit from Two Police Officers

A further Intensive Engagement community meeting at Birkby Infant & Nursery School on 6 November 2019 was extremely well attended thanks to brilliant publicity by Mrs Hinchliffe. Twenty volunteers had come forward to join working groups. The police had put a bid in for Road Safety Funding and all children in all three schools were to be given Hi-Viz vests as a result. The officers were to visit to speak about road safety and would provide a patrol around the area of the school for several months to monitor and police traffic and parking. A mannequin of a police officer would also be installed as this had been found to have a positive impact in other areas.

(b) Policies for review by the Full Governing Body – Intimate and Personal Care Policy – (Minute 17(g.) refers)

ACTION: Mrs Wilson to check that the Intimate and Personal Care Policy had been uploaded to the Governors' Portal.

31. REPRESENTATION

The following matters of representation were noted:

Resignation

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs A Stopher	Co-opted	20.12.2019

Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs PA Holderness	Co-opted	18.10.2019

Re-Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Dr A Williams	Co-opted	09.03.2020

Mrs Holderness was welcomed to her first meeting and everyone introduced themselves.

32. RESOURCES REPORT, INCLUDING BUDGET UPDATE

Mrs Stopher summarised the matters discussed at the meeting of the Resources Committee which included:

- The adoption of the standard Committee Matters Terms of Reference.
- The Committee recommended the reviewed Charging and Remissions Policy for adoption by the Full Governing Body.

RESOLVED: That the Charging and Remissions Policy be adopted by the Full Governing Body.

- The Committee recommended the adoption of the reviewed Governors' Allowance Policy which was designed to ensure that no governor would be unable to access training because of costs incurred doing so.

RESOLVED: That the Governors' Allowance Policy be adopted by the Full Governing Body.

- A budget update was received in a new, more accessible format for governors who noted their thanks to Ms Stockman for her hard work in doing this. Explanations had been added to explain apparent over or under spending. Both Teachers' and ETAs' costs were higher than predicted but some of this would be recouped via grants later in the year. More ETA time had been bought to fulfil the additional needs of pupils. There was an approximate carry-forward of approximately £90k estimated at this stage of the year (report based on period 7).

The full budget report would be uploaded to the Secure Governors' Portal for governors to examine in detail.

Governors thanked Mrs Stopher for her report.

33. STANDARDS AND EFFECTIVENESS

As the Chair of the committee had been unable to attend the meeting, Dr Williams gave a summary of the matters discussed at the meeting of the Standards and Effectiveness Committee which included:

- The election of Dr Whalley as Chair.
- The adoption of the standard Committee Matters Terms of Reference.
- The examination of the outcomes for EYFS, Phonics and KS1, all of which were pleasing and those of EYFS and Phonics particularly so as they were above the national average. KS1 results were just under national average. The gender gap in all phases was also lower than it was nationally. Pupil Premium children performed well and school was narrowing the gap between them and non-Pupil Premium pupils – indeed PP pupils often out-performed non PP pupils. The SEN pupils achieved slightly lower than nationally but the majority of them had quite high needs, including language barriers to overcome.

Dr Williams congratulated the staff for their hard work and commitment which was reflected in the NCFR and ASP data.

- The committee discussed whether they were looking at too much data but decided that it was useful to do so as it reflected the work of the school and could help answer possible future Ofsted questions.
- The tracking of pupils by school was noted. Information was recorded which showed detailed knowledge of pupils and the reasons why they were at a particular stage and helped staff predict what interventions were necessary to help them reach their potential. Progress meetings were held termly. Governors praised staff for their knowledge of individual pupils and the input they made to help pupils improve.
- The committee received reports on the SEF and SDP, both of which were working documents and would be updated throughout the year. Mrs Wilson shared these documents with all governors and asked that they familiarise themselves with them.

ACTION: SEF and SDP to be added to the agenda of the next meeting of the Full Governing Body.

Governors thanked Dr Williams for his report.

34. POLICIES FOR REVIEW BY THE FULL GOVERNING BODY

Policies were to be made available on the secure Governors' Portal but governors had seen Copies in advance of the meeting.

ACTION: Mrs Wilson to upload policies to the Governors' Portal.

(a) Capability Policy

This was a standard LA policy.

RESOLVED: That the latest version of the Capability Policy be adopted by the Full Governing Body.

(b) Teachers' Appraisal Policy

This was a standard LA policy.

RESOLVED: That the latest version of the Teachers' Appraisal Policy be adopted by the Full Governing Body.

Governors agreed that the school must adopt all LA Personnel Policies.

35. CONSULTATION ON ADMISSIONS ARRANGEMENTS FOR 2021/22

Documentation was now available from the LA and had been examined by Dr Williams who felt that no significant changes had been made that affected the school. Mrs Wilson pointed out the changes that had been brought into practice last year.

Governors acknowledged the receipt of the documentation but had no comments to feed back to the LA.

A summarised, more easily accessible version of the LA Admissions Policy had been uploaded to the school website in conjunction with the full policy.

RESOLVED: That the latest version of the Admissions Policy be adopted by the Full Governing Body.

36. ATTENDANCE

Mrs Wilson provided detailed attendance data for governors' information. This included a whole school attendance figure of 95.96%, against a target of 96%. KS1's attendance was 96.21%. Both figures were higher if unauthorised holidays were excluded.

Punctuality figures were shared, as were the number of days missed because of unauthorised holidays. This had an impact on the "Persistent Absentee" figures. Figures for both absence and punctuality for boys and girls were similar.

Q. When would a child be classified as being late?

A. School officially began at 8:45 but the gates were closed at 8:50. If someone arrived a couple of minutes after this, they would not be penalised but any more and they would be marked as late which was classified as being absent for the session. School felt they needed to be strict about arrival times or the situation could deteriorate.

Discussion took place about the reasons why people took children out of school for extended holidays but Mrs Wilson explained that school had to work within the Government's guidelines.

Attendance figures broken down by ethnicity were also shared with governors.

School was working with the families of children who were frequently late to improve punctuality.

Governors congratulated school on their work to improve attendance and punctuality.

37. SAFEGUARDING

Safeguarding figures were available in the Head Teacher's Report.

The following was an extra item, not included on the agenda.

38. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher's Report had not been uploaded to the Governors' Portal as had been expected. Mrs Wilson went through the contents of her report, drawing special attention to the following:

(a) Numbers on Roll

The school population was not stable but numbers on roll remained about the same. There was a dip in population which meant fewer children on roll in Reception. Only a small number of pupils had enrolled in the new Brambles Academy.

85% of pupils had English as an Additional Language. There were 3 Children Looked After, 7 under Child Protection and 15 considered to be a Child in Need.

School worked hard with PVI settings to identify and support pupils with SEND.

(b) Visit of Kirklees Learning Partner, Mike Whitefield

The very positive report from Mike Whitefield was detailed by Mrs Wilson, along with his recommendations for further improvement. He suggested that the Ofsted Area for Improvement (AFI) regarding the building of children's confidence in striving for greater depth be evidenced with pupil voice and then closed down. The identification of local risks in the Safeguarding Policy was being addressed through the work with the police initiative in the area as well as through the school's own knowledge. These would be added to the Safeguarding Policy and uploaded to the Governors' Portal.

ACTION: Governors to look at the local risks identified in the Safeguarding Policy in preparation for the next meeting of the Full Governing Body.

(c) Pupil Performance and Outcomes

The NFER Baseline Assessments had not been as onerous as anticipated, despite problems with the website which crashed several times. The link between the Literacy Launchpad work and the assessments could be seen.

Detailed statistics about pupil performance, already reported in the report of the Standards and Effectiveness Committee, were included for governors' information.

(d) School Improvement Plan

The three targets were as follows:

- Continued improvement of teaching and learning of reading.
- Teaching of metacognitive skills and strategies with particular reference to Maths.
- Move and Learn in Phonics.

(e) Support for Parents

Mrs Hinchliffe gave an oral report about her new initiative to provide tailored support to parents of Nursery children. Three meetings had been held so far and had covered Teeth, Diet and Behaviour Management. Parents were engaged and

suggesting new topics they needed help with. The uptake of pamphlets had been encouraging.

(f) Staff Development

The extensive training, networking and development opportunities for staff at all levels in the school were listed for governors' information.

Governors thanked Mrs Wilson for her report.

39. SCHOOL WEBSITE

There was nothing to report.

Action: Dr Williams to check that the school website was compliant with statutory requirements.

40. GOVERNING BODY SELF EVALUATION, GOVERNOR VISITS AND DEVELOPMENT

Dr Whalley had visited the school to look at EYFS. She had used the new pro-forma to report on her visit.

Action: Mrs Wilson to ensure that Dr Whalley's report was uploaded to the Governors' Portal.

Dr Whalley commented on the excellent outcomes from EYFS which reflected the hard work and commitment of the staff. Ms Moscardini's resources and leadership were praised, as was the impact of her networking with other schools. Dr Whalley witnessed the engagement of pupils in their learning. She had asked about the Baseline Assessment Pilot and had discovered the main frustration had been the crashing of the system. The data for Nursery which highlighted the low starting point of the majority of pupils had been shared, as was the data for Reception which showed how much progress pupils who had gone through the school's Nursery had made.

Dr Whalley had been impressed by the Literacy Launchpad and asked Ms Moscardini to tell governors about it. Seeing the Launchpad used in out of area schools had helped Ms Moscardini to see its potential and had added to her own thinking on the initiative. Networking had proved to be a valuable exercise.

Dr Williams drew governors' attention to the reminder from Kirklees to keep the welfare of staff at the forefront of their minds.

Action: The document "Reducing Workload – support for Governing Bodies Workshop" to be uploaded to the Governors' Portal.

Mrs Wilson outlined the measures taken in school to enable teaching staff to concentrate as much as possible on Teaching and Learning. These included:

- Removing administrative safeguarding issues from their remit.
- Admin staff being employed to take care of photocopying and reprographics.
- ETAs beginning work at 8:15am.

Several governors had attended the PREVENT training at the beginning of term. Dr Williams ascertained that all governors present had completed PREVENT training in recent times.

41. ANY OTHER BUSINESS

(a) Medical Needs Policy

There were 105 pupils in school with medical needs.

ACTION: Mrs Wilson to upload the Medical Needs Policy to the Governors' Portal for their consideration prior to the next meeting of the Full Governing Body.

RESOLVED: That the Medical Needs Policy be approved as a Working Document to be ratified at the next meeting of the Full Governing Body when it had been considered by governors.

42. FAREWELL TO MRS STOPHER

Mrs Stopher was to stand down from the Governing Body after a period of almost 30 years, many of which spent as Chair of Governors.

Mrs Hinchliffe gave a farewell speech, commenting on Mrs Stopher's outstanding contribution to the school and thanking her for them.

A gift and card were presented to Mrs Stopher as a small token of thanks. Governors and staff commented on how much she would be missed.

43. 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, 10 February 2020.
Monday 26 March 2020.
Monday, 18 May 2020.
Monday, 6 July 2020.

(ii) That the next meetings of the Standards and Effectiveness Committee be held at 5.30 pm at the school on:

Monday, 3 February 2020.
Monday, 11 May 2020, if needed.

(iii) That the next meetings of the Resources Committee be held at 5.30 pm at the school on:

Monday, 10 February 2020.
Monday 23 March 2020.
Monday, 18 May 2020.
Monday, 6 July 2020. (Or Standards and Effectiveness as needed.)

44. 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
10/27