

THE GOVERNING BODY OF BIRKBY INFANT AND NURSERY SCHOOL

Minutes of the meeting of the Governing Body held at 6.30pm at the School on Monday, 10 February 2020.

PRESENT

Dr A Williams (Chair), Mrs S Hadji-Lary, Mrs J Hinchcliffe, Mrs PA Holderness, Mrs S Khan, Mrs K Westeman, Dr M Whalley, Mrs DZ Wilson.

In Attendance

Ms C Stephen (Minute Clerk), Mrs L Devlin (Prospective Governor – Observer)

Prior to the meeting, Dr Williams sought permission from other governors for Mrs Devlin to observe. Introductions were made around the table.

45. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mr S Saeed (Consent), Dr M Whalley (Consent)

There were no declarations of interest.

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

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

- School Uniform
- Committee Meetings

47. 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 Sahal Saeed	Parent	22.11.2019

Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr Sahal Saeed	Parent	16.12.2019

Re-Appointment

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

Mr A Williams left the meeting at this point.

Governors discussed the role of Chair as Mr A Williams was being re-appointed as Co-opted Governor.

RESOLVED: That governors re-confirmed Mr A Williams as Chair of the Governing Body until the Annual Meeting in 2021.

Mr A Williams returned to the meeting.

Vacancies remained for one Co-opted Governor and one LA Governor.

ACTION: Mrs Wilson to approach prospective governors and bring them to the attention of the LA with a view to them being approved as LA Governor.

48. MINUTES OF THE MEETING HELD ON 25 NOVEMBER 2019

RESOLVED: That the minutes of the meeting held ON 25 November 2019 be approved and signed by the Chair as a correct record, subject to the following amendment:

The spelling of Mrs Westeman's name to be corrected throughout.

49. MATTERS ARISING(a) Standards and Effectiveness Committee (Minute 33 refers)

The committee had examined the SEF and the SDP in detail and the documents had been uploaded to the Governors' Portal as living, working documents.

ACTION: Governors to familiarise themselves with the SEF and the SDP.

(b) Head Teacher's Report and Governors' Questions – Visit of KLP, Mike Whitefield – (Minute 38 (b) refers)

Mrs Wilson informed governors that she had shared the Safeguarding Policy Appendix - Local Safeguarding Concerns - with the Head Teacher of Birkby Junior School. There were some differences because of the different ages of the pupils but many Infant pupils had older siblings and were exposed, via them, to similar risks. Amongst the risks identified by school was exposure to sexualised and violent material via games and the internet as well as domestic violence within the home.

Q. Were Actions needed to address these issues?

A. These were already in place. Staff worked with parents, police, and pupils to address the issues. Parents were challenged if their children were observed speaking about things deemed inappropriate by staff. Relevant training had been undertaken regarding different aspects of safeguarding. Early intervention was made wherever possible. All causes for concern were reported to the DSLs who then followed them through. Because of the deprived local area, children were at higher risk than in more affluent areas of the borough.

Q. Were there any special risks associated with transient families?

A. School kept a close track of all pupils, including those listed as Missing in Education.

(c) Any Other Business – Medical Needs Policy – (Minute 41 (a) refers)

Governors had studied this document which had been amended for the needs of Birkby Infants and Nursery School.

Mrs Wilson explained that school kept a supply of asthma inhalers in school, as well as a spare epi-pen. The policy had also changed to allow staff to administer Calpol to children in order to improve attendance.

Q. What would happen if a parent was uncooperative regarding administration of medicine or a visit to the GP?

A. Mrs Wilson explained the school's procedures in the case of different levels of medical need. The First Aiders would recommend a course of action appropriate to the need, whether this be a trip to A and E or a less serious response. Parents would be contacted.

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

50. REPORTS FROM COMMITTEES(a) Resources Committee – Monday, 10 February 2020

Dr Williams reported that the committee had been given a budget update. More had been spent on support staff than originally budgeted for, due to long-term sickness. There was an additional spend to meet the needs of pupils with SEND but school had now received income owed from external sources which would cover this overspend.

Benchmarking information had been provided by the government. The committee questioned its usefulness as it had been compared with Primary schools rather than other similar sized Infant and Nursery schools. No major anomalies had been highlighted.

The LA had allocated a 4% increase to its spending on schools but it was not expected to translate into a similar increase for individual school budgets. It was anticipated that the budget would increase broadly in line with inflation.

As yet, there was no clarity on the amount or availability of Sports Premium, Teachers' Pension Grant or Teachers' Pay Grant for next year.

Governors thanked Dr Williams for his report.

(b) Standards and Effectiveness Committee – 3 February 2020

Mrs Westeman reported that the meeting had examined the school's SEF and SDP. A detailed account of these findings was available on the Governors' Portal.

Mrs Wilson had used the Ofsted Framework to structure the SEF and had identified areas of strength and areas for development within each of these. Governors had commented that they would like to see more personalised responses from Mrs Wilson regarding the school's status in Behaviour and

Attitudes and Leadership and Management rather than comments from the Ofsted report and this had been acted upon.

The committee had also discussed the impact of rising numbers of SEND pupils. Mrs Todd had taken responsibility for SEND and Mrs Wilson had taken the lead on Safeguarding.

ACTION: Governors to read the latest versions on the SEF and SDP which would be discussed at the next meeting of the Full Governing Body.

ACTION: Mrs Wilson to speak to Mrs Stockman about enabling all governors being granted access to all documentation for both committees.

Governors thanked Mrs Westeman for her report.

51. KIRKLEES FAIR ACCESS PROTOCOLS 2020

Governors had had opportunity to study these documents.

The schools involved in the ABC Hub had discussed the Fair Access Protocols and had raised concerns that there was a lack of clarity about what “meeting the best needs of the child” meant in practice. It was felt that details from the PRU about the children and their individual needs were very similar for all children irrespective of age etc. It was also felt that the schools that should be consulted were the ones that had the potential to meet the child’s needs rather than the 7/8 schools that were geographically closest.

Dr Williams reminded the meeting that a response to the set proposals was required, regardless of the above concerns.

The Governing Body:

- Recognised the need for the LA to have fair access protocols agreed by the majority of its schools.
- Formally agreed to adopt the new Kirklees Fair Access Protocol dated: April 2020, to be implemented from the start of the Summer Term on Monday, 20 April 2020.

RESOLVED: That the new Kirklees Fair Access Protocols dated April 2020 be adopted by the Full Governing Body. The Governing Body would like to note the importance of the Fair Access Protocols which carefully looked at the context of the school and any issues raised before placing a child.

52. POLICY FOR APPROVAL BY THE FULL GOVERNING BODY

Medical Needs Policy

This was discussed earlier in the meeting (Minute 49 (c) refers).

53. ATTENDANCE

Mrs Wilson provided written data about attendance, including the numbers of pupils who had been sent attendance letters by school or the LA, visits from the APSO or the Head Teacher and CI. On average, school was calling eight parents a day regarding their child’s absence from school.

The National Average attendance was 96%; school's was 95.72%. KS1 attendance was 96.13%. Figures for both groups were higher when unauthorised holidays were taken out.

Data was given about persistent absentees and unauthorised holidays as well as absence data broken down by ethnicity.

Despite the school's best efforts, parents taking children out of school for holiday visits was not reducing.

The Standards and Effectiveness Committee had looked in more detail at the Actions taken by school; by the end of the year, an in-depth table of Actions would have been compiled.

ACTION: Mrs Wilson to obtain the attendance data for other Infant and Nursery Schools in order to compare like-for like figures.

54. SAFEGUARDING

There were currently three Looked After Children in school, two with Child Protection Orders and nine classified as being a Child in Need. In total, 192 out of 536 on roll gave a cause for concern. 85% of pupils had English as an Additional Language.

At this point, an additional item was added to the agenda. Governors requested that "Head Teacher's Report and Governors' Questions" be a standing item on future agenda.

55. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

Mrs Wilson presented a verbal report to governors. A full, written report would be given at the next meeting of the Full Governing Body. She highlighted the following points:

- The numbers on roll in February 2020 were 536. January's figure, when the census on which the following year's budget was based, was important.
- There had been 20 children who had left the school (excluding Nursery) since September, whilst 38 had joined.
- The school served a particularly deprived area with 78% of pupils living in the worst 0-30% and 31% in the most deprived areas nationally. Twice the national average numbers of pupils were eligible for Free School Meals.
- Infant and Nursery school head teachers (of which there were 18 in Kirklees) hoped to set up their own meetings as much of the current Primary Heads' meetings was devoted to KS2 and was therefore not relevant.
- A head teacher had visited the school to observe Early Years' practice and KS1 Guided Reading. Her feedback was very positive and they had witnessed the high profile given to phonics, early reading and vocabulary development. Pupils had been engaged and focused and it had proven impossible for them to identify which children had SEND, denoting that there were no behavioural problems which could impact on their own learning and that of their classmates. Guided Reading practice had been praised.

The SIP Priorities had been minuted by the Standards and Effectiveness Committee. They included:

- The improvement of the teaching and learning of Reading, the teaching of metacognition skills in Maths to provide an appropriate level of challenge and to

encourage talk about the learning process, and using “Move and Learn” in the teaching of Phonics.

- Activities to support learning were listed and included a focus on mental health, the celebration of Chinese New Year and assemblies on PANTS, devised by the NSPCC as a way of helping to protect children from sexual abuse. Other things such as Breakfast Club, After School Club and Movement Group, along with regular EHCP reviews, Nursery Parenting Classes, extended school activities and the support of Reading Friends.
- Mental health was supported by the appointment of a mental health support worker who visited the school regularly to help it support pupils with low level mental health issues. The Mental Health Group ran every other week for targeted parents.
- A visit had been made to support the transition of a child who was already accessing the KS2 curriculum in Maths in Year 2.
- Training undertaken by staff was listed.
- Forthcoming events were highlighted and governors were invited to attend. These included International Women’s Day on the morning of March 6th and the Tour de Yorkshire on May 3rd.

Governors thanked Mrs Wilson for her report. Opportunity was given for governors to ask questions.

56. SCHOOL WEBSITE

Dr Williams had checked that the school’s website was compliant with statutory requirements, a written list of which was shared with governors along with his findings.

There were some minor recommendations, which Dr Williams noted in a written paper, which included solving some technical issues.

ACTION: Mrs Wilson to consult with the IT technician regarding the technical issues raised by Dr Williams.

Q. Did School have a Prospectus which could be uploaded to the website?

A. No. School used to produce a prospectus, but this was expensive and became out of date very quickly.

Dr Williams reported that the school’s website was compliant to statutory regulations and that the warmth and ethos of the school was apparent throughout.

ACTION: Mrs Wilson to pass on Governors’ thanks to the member of staff who was responsible for the website.

57. GOVERNING BODY SELF-EVALUATION, GOVERNOR VISITS AND DEVELOPMENT

Dr Williams pointed out that the LA provided questionnaires for both personal self-assessment as a governor and for the review of the Full Governing Body. No such review had been done recently. It was felt that it would be useful for the governing body to do this in order to identify skills gaps. Discussion took place about how this process could be carried out.

RESOLVED: That an informal meeting be convened in the summer term where small groups of governors would look at different strands of the self- review which would then be brought back to the full meeting.

ACTION: Mrs Holderness to forward the LA questionnaires to Mrs Wilson and, via her, to the rest of the Governing Body.

Mrs Westeman had visited the school and had provided governors with a written report which was also to be uploaded onto the governors' area of the website. She had observed a Year 1 Maths lessons and had seen metacognition in action and had enjoyed the "wake up, shake up" activities. The effectiveness of delivering metacognitive skills in a variety of ways had been observed. Mrs Westeman commented on the calm, engaged atmosphere throughout the school; no behavioural issues had been noticed.

Mrs Westeman had monitored the Single Central Record which had been found to be up to date and complete.

Mrs Holderness pointed out that she currently had no areas of special responsibility. Dr Whalley had volunteered to monitor KS1 in September as no other governor was available to do so and already had responsibility for EYFS which was her preference.

ACTION: Mrs Wilson to contact Dr Whalley about giving up responsibility for KS1 and, if she were agreeable, this was to be transferred to Mrs Holderness.

Dr Williams planned to make half termly visits to the school, some of which would involve conversations with Mrs Wilson whilst others would be used to observe lessons or to look at other aspects of the school.

Those governors who had attended had thoroughly enjoyed the school's Nativity Play, particularly the involvement and response of parents.

Dr Williams praised school for their end of term celebration of Mrs Stopher's valuable contribution to school both as governor and as Chair.

Dr Williams highlighted the upcoming training opportunities which included:

- Equality, Diversity, Tolerance and British Values: The role of governors. 17.3.20
- Essential Safeguarding Awareness for Governors. 12.2.20
- New Governor Induction. 5.3.20

He pointed out that the latest training opportunities were available on the weekly governors' emails.

Safer Recruitment Training needed to be done by at least one other governor.

58. ANY OTHER BUSINESS

(a) School Uniform

It was proposed that the requirement for school uniform to have the school logo on it be removed. This would reduce the cost of providing uniform considerably. The other requirements for uniform would remain the same. Mrs Wilson provided governors with the letter she proposed sending to parents.

RESOLVED: That the requirement to have the school logo on items of school uniform be removed.

(b) Committee Meetings

A discussion took place regarding changing the times and dates of the meetings of both committees, along with some changes to committee membership.

RESOLVED: That the meetings of the Standards and Effectiveness Committee take place prior to the meetings of the Full Governing Body at 5.30 pm.

RESOLVED: That the meetings of the Resources Committee take place during the school day on the Mondays preceding the meeting of the Full Governing Body.

RESOLVED: That Mrs Holderness also serve on the Resources Committee as well as the Standards and Effectiveness Committee.

ACTION: Dr Williams and Mrs Wilson to liaise regarding times of the Resources Committee meetings and to email governors regarding the times and dates of both committee meetings.

59. DATES OF FUTURE MEETINGS

RESOLVED: That the next meeting of the Governing Body be held at 6.30 pm at the School on Monday, 23 March 2020.

Dates and times of committee meetings were to be confirmed by email.

60. 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.