

## **THE GOVERNING BODY OF BIRKBY INFANT AND NURSERY SCHOOL**

Minutes of the meeting of the Governing Body held at 1.00 pm by videoconferencing on Monday, 6 July, 2020.

### PRESENT

Dr A Williams (Chair), Mrs S Hadji-Lary, Mrs J Hinchliffe, Mrs P Holderness, Mrs S Khan, Mrs C Moscardini, Mrs M Whalley, Mrs K Westeman, Mrs D Wilson.

### In Attendance

Ms C Stephen (Minute Clerk), Mrs L Stockman (Business Manager), Mr J Grabowski (IT Support)

### 97. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mrs L Devlin (Consent), Mr S Saeed (Consent)

There were no declarations of interest.

### 98. NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS

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

- Thanks to staff

### 99. REPRESENTATION

The following matter of representation was noted:

A vacancy existed for a Local Authority Governor. Mrs Wilson knew of three possible candidates who could be willing to take on this role in the future. This would be discussed at the AGM in September.

It was assumed that the vacancy for a Co-opted Governor mentioned in the agenda had been filled by the appointment of Mrs Devlin.

### 100. MINUTES OF THE MEETING HELD ON 18 MAY, 2020

RESOLVED: That the minutes of the meeting held on 18 May, 2020 be approved and signed by the Chair as a correct record.

### 101. MATTERS ARISING

All Actions noted in the Minutes of the Meeting held on 18 May, 2020 had been completed.

Governors had been kept informed of developments relating to the Coronavirus pandemic and with the risk assessments made by the school.

### 102. RESOURCE REPORT, INCLUDING BUDGET UPDATE

All paperwork had been shared with governors via their secure area on the school's website.

No Financial Report was currently available on SAP. Mrs Stockman gave an oral update to governors regarding the school's current financial position.

- The B3 had been signed off at the last meeting of the Full Governing Body and had been submitted to the Local Authority.
- Money Manager Period 2 had been reconciled with the Local Authority's version. The figures for Period 3 had been submitted but had not yet been reconciled.
- School had spent approximately £200k less than at the same period last year. This was because many of the buybacks which had been paid for by the same period last year had not yet been deducted from the budget. Expenditure was lower because of the smaller number of pupils attending school during the Covid 19 crisis.
- Mrs Stockman was in the process of claiming approximately £8k back to cover extra expenditure incurred because of Covid 19. This included spending on stationery, printing, postage and cleaning products.

Governors thanked Mrs Stockman for her report and both Mrs Wilson and Mrs Stockman for keeping the school's budget on track, especially in the current circumstances.

### 103. COVID 19 UPDATE AND HEAD TEACHER'S REPORT

#### (a.) Head Teacher's Report

Mrs Wilson informed governors that since 5 February, 2020, 5 pupils had left the school and ten had joined its roll, despite the constraints of lockdown.

Free School Meal Vouchers had been sent out to those eligible. Attendance at school could be erratic and it was felt the most reliable way of ensuring that pupils received the necessary support was to post vouchers. Vouchers covering the seven-week holiday would also be sent home.

On roll were five Looked After Children and seven who were classed as a Child in Need. There were currently no pupils under a Child Protection Order.

Lower numbers of safeguarding issues were being reported as there had been less one to one contact between pupils and school staff when such issues often came to light.

Preparation for changes to the PSHE syllabus had been made. The LA Policy was due to be released and would be modified by the school before being sent to parents for consultation. It was thought that there would be little that was contentious in the new syllabus.

Midyear appraisal reviews had been completed for staff but it was decided that it would be appropriate for further development of existing targets to meet the SiP priorities which still had the same if not even more pertinence to further improvement of the school.

SLT had met and had agreed that the School Improvement Plan for 2019-20 should remain in place for 2020-21 (pending Governors' approval) because of the disruption caused by Covid 19. The existing priorities would be relevant to pupils returning to school as they focused on narrowing the gap and identifying gaps and making Phonics physically interactive and developing further Mental health and well-being.

Up to 20 March, 2020, 20 referrals had been made to the Children Missing in Education team. During lockdown, between 6 and 8 home visits were made per week regarding attendance. Mrs Wilson highlighted the work of Mrs Isherwood who had been available to parents seven days a week to deal with their questions. There had been 306 unauthorised absences with the prospect of more as lockdown eased and international travel became a possibility.

During lockdown, an extra 22 families had become entitled to Pupil Premium.

Governors agreed that the current School Improvement Plan should remain in place next year with reviews taking place in Autumn and Spring.

RESOLVED: That the School Improvement Plan Priorities for 2019-20 be carried over in to 2020-21.

Mrs Wilson explained that school's priority in September would be settling pupils back into school and welcoming new starters. No baseline assessments would be done in EYFS.

Training opportunities had been limited during lockdown but Mrs Moscardini had completed Maths "Count it Out" training online. School professional Mentor training for students had taken place. Reviews had been completed, despite the difficulties caused by remote meetings. Mrs Wilson also took part in meetings with the LA twice a week.

Hub schools had been kept informed of any relevant information. Preparation was underway by the Hub to make provision for holiday provision during the summer break.

(b.) Plans for September 2020

Classes would be organised in tight bubbles of up to thirty pupils, accompanied by two or three adults. These bubbles would remain in place for the whole of the school day and it was hoped that this would help facilitate in keeping as much of the school open as possible should there be any cases of Covid 19. PPA staff would work with more than one bubble but only on different days. Any closure of the school would be decided by Public Health England on information from the school and the LA. The difficulties envisaged of ensuring pupils returned to school in September made it a priority to keep the school open as much as possible.

Some temporary changes to the school day were suggested. By starting at 8.30 and reducing the current 75-minute lunch break to 45 minutes, it would be possible to send pupils home at 2.30 without reducing their lesson time. This would mean that lunchtime supervision would be less problematic and that members of staff would then make preparations for the following day before leaving school. Governors discussed the proposals and agreed that they made sense.

RESOLVED: That a temporary reduction in the lunchtime break from 1 hour 15 minutes to 45 minutes be introduced for the duration of Covid 19.

EYFS pupils would enter the building via Blacker Road whilst Y2 and 1 Y1 class would use the school's rear entrance. All EYFS pupils would arrive at 8.30 am. KS1 at 8.45 This would be kept under review as the success of the changes were evaluated.

**Action:** Mrs Wilson to write a new risk assessment to reflect the temporary changes in school hours and in entering the building. This was to be shared with governors who were asked to email any concerns or comments to Mrs Wilson, copying in all governors by Friday, 10 July, 2020.

RESOLVED: That the temporary changes listed above to the mode of entrance to the building for different year groups be approved by Governors.

Governors recognised that the situation in school could change on a day by day basis.

Governors thanked the school for the way its staff had coped throughout the crisis and the way they had worked to bring pupils back into school. Pupils who had attended this term had greatly benefited from the increased pupil-teacher ratio and smaller class sizes.

Governors thanked Mrs Wilson for her report.

102. A STRATEGIC APPROACH TO REDUCING THE IMPACT ON DISADVANTAGED PUPILS and CONSIDERING THE PUPIL PREMIUM STRATEGY IN THE LIGHT OF COVID 19.

Governors had been unable to access the information on these topics as the links provided on the agenda did not work.

Dr Williams (who had been able to access the documents) assured governors that the majority of things raised had already been covered by the school. The SIP already focused on narrowing the gap and staff were skilled at identifying what the gaps were and how to make up the deficit by using engaging methods. The government's Catch Up Initiative provided about £35 per pupil which could be useful in providing IT equipment or for sending work home to pupils not in attendance. School had applied for funding for Refugee Pupils and was about to do those **who had an EHCP and in receipt of Pupil Premium.**

School would identify need and would allocate the money accordingly. It was expected that all pupils would be affected by Covid 19 and the measures taken to control it; needs would be assessed by class teachers and suitable responses would be put into place accordingly.

**Action:** Mrs Stockman to download the guidance detailed in the links mentioned in the agenda and place them in the Governors' Secure Area.

103. SEND SEPTEMBER 2020-21

A significantly higher level of need was anticipated in EYFS in September. No prospective Nursery pupil had an existing EHCP, despite the fact that their needs were pre-existing and recognised. Six pupils who were due to attend Reception in September had EHCPs. Mrs Wilson raised governors' awareness of the difficulty parents had in securing special school places, regardless of the level of need.

Needs were lower in KS1 but there was concern that the situation in EYFS would become the norm, but that the provision of additional resources or funding would not alter.

**Q. Had parents chosen to send high need pupils to the school because of its reputation in providing for them or were they already within the catchment area?**

**A.** They were within the catchment area; Brambles also had a similar proportion of high need children in their EYFS admissions.

Discussion took place about the need to begin providing support for such pupils at the earliest opportunity, something which appeared lacking as evidenced by the lack of existing EHCPs. The lack of training for school staff in how to deal with specific medical

needs was also highlighted and was felt to be potentially dangerous. Such pupils would not be able to attend school until such training as was necessary had been received.

RESOLVED: That Mrs Westeman and Dr Williams draft a letter on behalf of governors regarding the lack of support for children with high levels of need at an early age.

104. PSHE AND RE KNOWLEDGE AND SKILLS PROGRAMME

Governors had received a written report regarding PSHE and RE, the new schemes of work, as well as the topic having been covered in the Head Teacher's Report.

Mrs Wilson thanked **Rebecca Stanger** for her hard work on facilitating thorough coverage of the new curriculum in this area.

Policy documents needed to be in place by September 2021 and would go out for parental consultation in Spring 2021, after which governors would review and approve the policy.

105. PLANNING FOR SEPTEMBER

This item had been covered earlier in the agenda.

106. SCHOOL WEBSITE

A review of the website had taken place earlier in the year.

Governors commented how lovely it had been to see photographs of pupils returning to school and reading the positive comments they had made about doing so.

107. THANKS TO STAFF

Mrs Wilson emphasised how hard all members of staff had worked throughout the ongoing Covid 19 crisis to make the school a safe and welcoming place and to provide support for those pupils who remained at home.

RESOLVED: That Dr Williams write a letter of thanks to staff on behalf of governors.

108. DATE OF NEXT MEETING

RESOLVED: That the next meeting of the Governing Body be held at 6.30pm on Monday, 5 October, 2020, preceded by a meeting of the Standards Committee at 5.30pm.

RESOLVED: That the next meeting of the Finance and Resources Committee be held on Monday, 28 September at 5.30pm.

The method of meeting was to be decided at a later date.

109. 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.