

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, 5 October 2020.

PRESENT

Dr A Williams (Chair), Mrs L Devlin, Mrs J Hinchliffe, Mrs P Holderness, Ms C Moscardini, Dr M Whalley, Mrs DZ Wilson.

In Attendance

Ms C Stephen (Minute Clerk)

1. ELECTION OF CHAIR

No election was needed as Dr Williams had been elected until the Annual General Meeting in 2021.

2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mrs S Hadji-Lary (Consent), Mr S Ullah (Consent), Mrs K Westeman (Consent) and Mrs S Khan (Consent)

There were no declarations of interest.

Governors decided:

(a) Confirm Protocols on Apologies and Consent to Governor Absence

RESOLVED: That Governors would decide on whether to grant consent on an individual basis depending on the circumstances

(b) Code of Conduct

RESOLVED: That Governors approved and signed the model Code of Conduct.

Any governor not present at the meeting would be asked to approve and sign the Code of Conduct at the earliest opportunity.

(c) Declaration of Business Interest information

Governors confirmed that the Declaration of Business interest Information had been published on the School website.

Governors had submitted their Declarations of Business Interest to Mrs Wilson.

ACTION: Mrs Stockman to email any governor who had not yet submitted their Declarations of Business Interest to remind them to do so as quickly as possible.

Declarations of Business Interest were to be completed by all governors and members of staff who had responsibility for procurement, and these were to be submitted to the Local Authority as part of the Audit process.

(d) Get Information about Schools (GIAS)

Mrs Wilson reassured governors that the updating of GIAS was in hand and would be completed when all Declarations of Business Interests had been returned.

ACTION: Mrs Stockman to update GIAS.

(e) Approving 'alternative arrangements' for remote meetings

RESOLVED: That alternative arrangements in the form of online teleconferences via Microsoft Teams be made for holding remote meetings of the Governing Body until circumstances allowed face to face meetings.

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

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

- Policies for review
- Interim Ofsted visits

4. REPRESENTATION

(a) The following matters of representation were noted:

End of Term of Office

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs Shamoona Khan	Parent	14.11.2020
Mrs Jillian Hinchliffe	Staff	23.11.2020

Mrs Khan had expressed her 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.

RESOLVED: That Mrs Hinchliffe serve a further term as Staff Governor.

AUTHORITY NOTE: Please provide the Staff election nomination form to the Governor Clerking Service so Mrs Hinchliffe can be re-appointed.

(b) Vacancy on the Governing Body

A vacancy remained for an LA Governor.

Three possible candidates were to be invited as observers to the next meeting of the Full Governing Body, after which a decision could be made. Application to become a Local Authority Governor could be made at:

https://my.kirklees.gov.uk/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-63d42213-1748-4fce-8d1f-acaf9f887f39/AF-Stage-e39d483b-0a42-463c-b3d5-f2c8f08ba54b/definition.json&redirectlink=%2Fen&cancelRedirectLink=%2Fen

5. ELECTION OF VICE-CHAIR

No election was necessary as Dr Whalley had been elected to serve as Vice-Chair until the Annual General Meeting of 2021.

6. REVIEW OF COMMITTEES

(a) Membership

RESOLVED: That the membership of Committees be as follows:

Resources Committee

Mrs J Hinchcliffe
Mrs S Khan (Shahid)
Mrs Lesley Devlin
Ms K Westeman
Dr A Williams
Mrs D Wilson

Standards and Effectiveness Committee

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

Action: Mrs Wilson to consult Mr Saeed about him serving on the Standards and Effectiveness Committee rather than the Resources Committee.
Mrs Wilson had spoken to Mr Saeed and he had agreed to move onto the S&E committee

Pay and Teacher Appraisal

Mrs P Holderness
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, Complaints Committee, Pupil Discipline Committee and Appeals Committees

All non-staff Governors were to be eligible for these committees, 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. Governors without vested interests in any complaint or appeal would be eligible to serve.

(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 and Mrs L Devlin
- 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 – Mrs P Holderness
- 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 C Moscardini being responsible for undertaking the Health and Safety Audit as non-staff governors were currently unable to visit the site. Dr Williams would take over this role when Covid-19 related restrictions were lifted.

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 to 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 Finance and Resources Committee be authorised to spend up to £20,000 (£10,000 per item) on emergency repair work.

RESOLVED: That the Governing Body consent to the spending of up to £10,000 by the Head Teacher without reference to the Governing Body.

10. MINUTES OF THE MEETING HELD ON 6 JULY 2020

RESOLVED: That the minutes of the meeting held on 6 July 2020 be approved by the Chair as a correct record.

11. MATTERS ARISING

Covid 19 Risk Assessment

The Covid 19 Risk Assessment had been completed and was updated as necessary.

12. REPORTS FROM COMMITTEES

Finance and Resources Committee Meeting held on 28 September 2020

The minutes of this meeting, along with supporting documentation, had been made available to governors in their secure area of the school's website.

A full budget report for Period 6 had been shared. School was slightly overspent on Teaching and Support Staff salaries as a result of the higher pay award given in the previous academic year.

Spending on gas and electricity had been lower than anticipated.

Overall, the budget was on-target and there would be a modest carry-forward.

Mrs Stockman had provided a detailed commentary to accompany the budget breakdown which explained any discrepancies in spending against the original agreed allocation.

The Committee had looked at the Sports' Premium Report and the plan for spending for the coming year. This had been approved by the committee with some minor amendments.

Internal audit had suggested some improvements to finance practice across schools generally – it was felt by the committee that the school already had these measures in place and it was noted that the detailed financial reports that the committee received would be sent to all governors prior to full GB meetings.

ACTION: Mrs Stockman to send budget reports to all governors as well as presenting the data to the Finance and Resources Committee.

This would enable governors to ask informed questions at meeting of the Full Governing Body.

13. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

A written report had been provided for governors' consideration. Mrs Wilson highlighted the following points:

- Numbers on roll were 471 with 19 leavers and 20 joiners since the start of term.
- The effect of the opening of Brambles had been seen this year with twenty-five fewer pupils attending Reception. School was considering some marketing strategies and a meeting had been arranged with the head teacher of the Juniors and the two Chairs of Governors to discuss this; ideas would then be presented to the governing bodies of the two schools. Lower pupil numbers would have implications for funding. Mrs Wilson reassured governors that a contingency plan was in place and this would be discussed at the Finance and Resources Committee meeting in Spring if necessary. There could be more late starters in Reception as some parents did not realise they needed to apply for places.
- 89% of pupils spoke English as a second language.
- 67 pupils had given "cause for concern" since the start of term, in line with previous years. School had kept in touch with vulnerable families throughout lockdown. Mrs Wilson and the governors thanked Charlotte and the Safeguarding team.
- Parents had been reassured about the safety measures in place in school and only two pupils had not returned because of fears surrounding Covid-19. One child who had received chemotherapy was due to return on the advice of his doctor and a child fed through a feeding tube had already returned. The integrity of Covid Bubbles had been scrupulously maintained.
- School was currently identifying gaps in pupils' knowledge and ensuring that the appropriate support was in place to allow them to make progress. Formative assessment had always been used and this was standing school in good stead in current circumstances.
- Each class had one teacher and two ETAs. The "Catch-up" funding provided by the government would be spent on providing ETA support.
- Weekly learning packs were being sent home. Book bags had been reintroduced in KS1 which facilitated better communication between home and school.
- Mrs Wilson asked for governors' ratification of the School Improvement Plan, the targets for which remained the same as last year as these had not yet been met because of lockdown and remained relevant. The Recovery Plan had been added.

RESOLVED: That the School Improvement Plan be approved by the Full Governing Body.

- A remote parents' evening had been set up. Mrs Wilson thanked Mr Gabrowski for his work in doing this.
- The attitude of children returning to school had been excellent. Reception pupils had coped better than usual, possibly because all children were being dropped at the school gates with the minimum amount of time spent on handing them over. Any conversations regarding parental concerns were taking place by telephone rather than at drop off/pick up times.
- Attendance was good generally, and not hugely different from normal, despite isolations having to take place because of possible Covid-19 infections.
- Teachers were maintaining contact with colleagues in other schools via online networking meetings. Phonics moderation was due to take place online on 6 October 2020.
- The LA's advice line was working well and was easier to access than Public Health England.
- The first hot meals had been served this week.

Governors thanked Mrs Wilson for her report and questions were invited.

Q. Would vouchers be made available for vulnerable pupils' meals over October half term?

A. There were no government plans to provide vouchers for the half term holiday but if a child were self-isolating, the LA would be contacted and support provided.

Dr Williams commended the work of Mrs Wilson and the whole staff team for their positive attitude and approach to problems, creating an atmosphere which in turn had a positive effect on learning.

Further details of the school's Recovery Plan would be brought to the next meeting of the Standards and Effectiveness Committee.

14. SAFEGUARDING

Governors were reminded that they were required to read Part One of the latest version of Keeping Children Safe in Education.

The school's new Safeguarding Policy, based on the Local Authority's model policy and personalised for the school, was available on the governors' area of the website.

There was an increased focus on mental health and wellbeing as a broader scope of responsibility for all involved with children's education.

Dr Williams invited comments and questions.

ACTION: Mrs Wilson to further personalise the Safeguarding and Child Protection Policy

15. FINANCIAL MANAGEMENT AND MONITORINGSchool Fund Audit

The information about the audited School Fund had been shared with governors.

RESOLVED: That the School Fund Audit be signed off by the Full Governing Body.

The SFVS advice provided on the agenda: "Governing Bodies should decide on their own practical arrangements for monitoring the school budget, but a formal monitoring report must be presented at least termly to a formal meeting of the full Governing Body" was noted by governors.

16. BUDGET REPORT FROM THE FINANCE COMMITTEE

The Budget Report would be circulated to all governors.

17. REPORT FROM THE STANDARDS AND EFFECTIVENESS COMMITTEE

The meeting of the Standards and Effectiveness Committee had not yet taken place.

18. TEACHERS' APPRAISAL AND TEACHERS' PAY POLICIES

Neither of these policies was yet available for review.

Governors noted their approval of the pay increases as proposed by the LA and agreed by the teaching unions.

The policies were to be discussed at the next meeting of the Full Governing Body.

The proposed pay award of 2.75% for Support Staff was noted.

19. POLICIES FOR REVIEW BY THE FULL GOVERNING BODYWhistleblowing 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.

20. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2022/23

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

ACTION: All governors to look at the information provided on the LA website on this topic.

It was proposed that an extra meeting of the Finance and Resources Committee to be held in January after the annual census to discuss the impact of the opening of the Brambles Academy on the school's PAN.

21. ATTENDANCE

This item was discussed earlier in the meeting (Minute 13 refers).

School followed the Kirklees Absence and Safeguarding Policies.

22. SCHOOL WEBSITE

Dr Williams enquired how governors felt about accessing the large numbers of documents they had to read via the governors' area of the website.

It was agreed that there was a lot to read but that the site was easily accessible and was simply part of being a governor. They commented that the highlighting of changes to policies helped to focus their attention.

23. GOVERNING BODY SELF EVALUATION, GOVERNOR VISITS AND DEVELOPMENT

Whilst there had not been a governing body self- evaluation for some time, it was felt it would be less effective to do this when face to face visits were not practicable.

RESOLVED: That a governing body self- review be scheduled later in the academic year if face to face meetings were able to take place.

No governor visits had taken place because of the DfE advice that no unnecessary visitors enter schools, unless this was the only way that an issue might be resolved. The possibility of holding meetings with staff online was discussed.

ACTION: Governors to liaise with Mrs Wilson regarding any visits, either remotely or in person.

Dr Williams had undertaken training regarding how to conduct a school visit.

Mrs Devlin needed to complete her Governor Induction Training.

Mrs Hadji-Lary needed to complete Safer Recruitment Training which had been cancelled because of Covid-19. She would be booked onto the next available session. Dr Williams was due to complete this course on-line and found the format useful, as once registered the delegate could complete the course at a time to suit them.

24. ANY OTHER BUSINESS(a) Policies Reviewed

Governors were asked to ratify the following policies which were available on the Governors' area of the school website:

- Safeguarding-ratified but further personalisation needed
- Whistleblowing-ratified
- Behaviour Policy-ratified
- Online Safety Policy – ratified (this now includes remote learning, which will be especially important should a "Bubble" have to be sent home to isolate).

The Early Years Policy was not on the portal for the Governors to read so would be reviewed at the next meeting of the Full Governing Body.

The Staff Handbook was available for governors' information.

(b) Ofsted Interim Visits

Ofsted inspectors planned to carry out 24-hour notice visits to a range of schools before normal visits returned in January. A short letter would be written at the end of the visit, summarising findings.

25. DATES OF FUTURE MEETINGS

RESOLVED: (i) That the next meetings of the Governing Body be held at 6.30 pm by means of Microsoft Teams on:

Monday, 23 November 2020.

Monday, 8 February 2021.

Monday, 22 March 2021.

Monday, 24 May 2021.

Monday, 5 July 2021.

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

Monday, 16 November 2020.

Monday, 1 February 2021.

Monday, 17 May 2021, if needed.

(iii) That the next meetings of the Finance and Resources Committee be held via Microsoft Teams at 5.30 pm on:

Monday, 23 November 2019.

Monday, 8 February 2020.

Monday 22 March 2020.

Monday, 24 May 2020.

Monday, 5 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.