

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

Minutes of the meeting of the Governing Body held at 6.30 pm by videoconference on Monday, 23 November 2020.

PRESENT

Dr A Williams (Chair), Mrs L Devlin, Mrs S Haji-Lary, Mrs J Hinchliffe, Mrs P Holderness, Mrs S Khan, Ms C Moscardini, Mrs K Westeman, Dr M Whalley, Mrs DZ Wilson.

In Attendance

Ms C Stephen (Minute Clerk)

27. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

There were no apologies for absence or 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:

- Mrs Wilson's Performance Management Review

29. REPRESENTATION

Mrs Khan had been reappointed as Parent-Governor. Letters had been sent home inviting other candidates to put themselves forward, but none was forthcoming. She had completed a new DBS check.

Mrs Hadji-Lary had expressed interest in taking on the role of LA Governor and had initiated the process necessary to achieve this.

Mrs Westeman notified the Governing Body that she had tendered her resignation as governor that afternoon, effective in January 2021 but still looked forward to continuing her involvement with the school. Governors expressed regret at her decision and thanked her for her years of valuable service to the school.

This would leave two vacancies for Co-opted Governors.

Mrs Wilson informed governors that two suitable candidates had expressed interest in joining the Governing Body and gave details of the experience each had that would make them assets to the continuing work of the school.

RESOLVED: That the two proposed candidates be invited to serve on the Governing Body as Co-opted governors when the known vacancies were formalised.

30. MINUTES OF THE MEETING HELD ON 5 October 2020

RESOLVED: That the minutes of the meeting held on 5 October 2020 be approved and signed by the Chair at a later date as a correct record, subject to the following amendment:

Minute 25 refers

The dates of the meetings of the Standards and Effectiveness Committee and the Finance and Resources Committee had been listed under the wrong heading with dates for the Standards and Effectiveness meetings being placed under the Resources and Finance Committee's heading and vice-versa.

31. MATTERS ARISING

- (a) Apologies for Absence, Consent and Declarations of Interest (Minute 2 (b) refers)

All Declarations of Business Interest Forms had been returned to school.

- (b) Apologies for Absence, Consent and Declarations of Interest (Minute 2 (c) refers)

GIAS had been brought up to date.

- (c) Review of Committees – Membership, Standards and Effectiveness Committee (Minute 6 (a) refers)

Mr Saeed had agreed to attend meetings of the Standard and Effectiveness when work commitments allowed.

- (d) Financial Management and Monitoring – (Minute 15 refers)

Governors were informed that the detailed budget reports which were submitted to the Finance and Resources Committee were available on the Governors' Portal. Governors were reminded of the importance of studying these reports prior to attending the meeting of the Full Governing Body to be able to fulfil their duty of monitoring the school's financial activities.

- (e) Consultation on Admission Arrangements – (Minute 20 refers)

The documents relating to this consultation had not yet been released; however, the response from the school needed to be submitted before the next scheduled meeting of the Full Governing Body. Governors discussed this.

RESOLVED: That a one-item meeting of the Full Governing Body was to be called should the school need to make decisions regarding the matters raised by the information provided by LA.

- (f) Governing Body Self-Evaluation, Governor Visits and Development – (Minute 23 refers)

Mrs Wilson and Mrs Moscardini thanked Dr Whalley for her willingness to support EYFS in her role as EYFS link governor. Her visit had had to be postponed because of the situation arising from Covid 19.

Governors were asked to liaise with Mrs Wilson regarding proposed visits which could be subject to change as school responded to the changing challenges brought about by Covid 19.

### 32. HEADTEACHER'S REPORT AND GOVERNORS' QUESTIONS

Governors had received Mrs Wilson's report prior to the meeting. Comments and questions were invited.

The number of pupils moving to the school from worldwide locations was highlighted; many spoke very little English and it would be virtually impossible for those who had joined in Year 2 to reach the Government's "Expected" level by the end of KS1.

The number of children with SEND continued to follow an upward trend. Five children were currently working in the Tiger Room where they could receive individual attention.

Baseline data for EYFS had been recorded.

The Recovery Plans for different years groups was shared. These had been discussed in detail at the meeting of the Standards and Effectiveness Committee and governors were assured that these were very thorough and effective.

Numbers attending school were fluid because of Covid 19 but there had only been one confirmed case and bubble closure. Staff were clearly following and enforcing social distancing measures both in and out of school for which they were commended.

Governors thanked Mrs Wilson for her report and for the effective work she and the whole staff were doing at this difficult time.

***The next item was taken out of agenda order.***

### 33. ATTENDANCE

Attendance figures had been shared with governors prior to the meeting. These were broken down by year group and nationality as well as Pupil Premium, SEND and so on.

On average, twelve calls a day were made to check on children who were absent without school having been informed.

Attendance for those pupils in receipt of Free School Meals was slightly below that of the rest of the school; this would be monitored, and appropriate action taken if the situation continued.

Some ethnic groups had worse attendance than others. Again, monitoring would continue.

Twelve children had been on unauthorised holidays and 15 had had to self-isolate following trips abroad.

School was performing well against the Kirklees and the National average with up to 97.3 attendance.

Governors congratulated school on its attendance levels.

***Agenda order resumed at this point.***

### 34. SAFEGUARDING

Figures relating to Safeguarding were detailed in the Head Teacher's Report. No major developments had occurred. Concerns about children related to their home situations.

### 35. REPORTS FROM COMMITTEES

#### (a) Budget Report from the Finance and Resources Committee Meeting held on 16 November 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. Mrs Wilson also shared the information on screen.

A full budget report for Period 7 had been shared. School was slightly overspent on Teaching and Support Staff salaries due to 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. School was hopeful that the charges from Yorkshire Water would be reduced because of the leak which had been fixed.

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

School currently had a carry-forward of £91k.

Governors felt that the budget was well managed and on track.

There were some ongoing expenses related to Covid 19, such as the provision of homework packs. However, the money saved because of the lockdown would not be there next year and school remained prudent when managing the budget.

Sports Premium spending which had been lower than anticipated because of lockdown, had been carried forward into this year's budget. A report on Sports Premium spending had been provided by Paula Mansa.

A Health and Safety walk-round had been conducted by Mrs Wilson and Mrs Steadman, with Mrs Moscardini standing in for the Health and Safety link governor who could not attend because of the restrictions of Covid 19. No major issues were noted.

#### (b) Report from the Standards and Effectiveness Committee Meeting held on 23 November, 2021.

The committee had examined the school's Recovery Plan for EYFS in detail and had been impressed by its provision.

The School Improvement Plan, the staffing structure and school appraisals had also been discussed.

Governors had been very impressed by the work done by Mrs Wilson and all the school's staff in these unprecedented times.

36. TEACHERS' APPRAISAL AND TEACHERS' PAY POLICIES (Minute 18 refers)

(a) Teachers' Pay Policy

The LA employed teachers directly and had produced the Pay Policy. School had added details regarding its own staffing structure and TLR points awarded.

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

Both members of staff who were eligible to progress to the UPS had been successful.

All pay rises had been backdated to September 2020.

(b) Teachers' Appraisal Policy

The new Teachers' Appraisal Policy was not yet available from the LA. School was currently following the 2019-2020 policy.

37. CONSULTATION ON ADMISSION ARRANGEMENTS 2023-24 (Minute 20 refers)

Information was not yet available, as had been discussed earlier in the meeting (Minute 31 (d) refers).

38. EARLY YEARS' POLICY

This had been examined in the Standards and Effectiveness meeting.

Some changes had been made to the policy to reflect the introduction of the use of Integris and the restrictions caused by Covid 19 on transition events.

Because of Covid 19, parents were no longer bringing their children into the school; this had proved to have a positive effect on the rate at which pupils settled to work and was being considered as a permanent change.

Governors thanked Mrs Moscardini for her work on this very positive policy.

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

39. SCHOOL WEBSITE

Governors were encouraged to visit the school's website on a regular basis and to note any areas which could be clarified or better presented.

Policies had been updated.

Mrs Stockman was to attend a course about school web sites.

#### 40. GOVERNING BODY SELF EVALUATION, GOVERNOR VISITS AND DEVELOPMENT

Governor body self-evaluations were normally done with governors working in groups discussing different areas on a carousel-type system. This would be very difficult to do via video conferencing and it was decided that this would be postponed until governors were able to meet in person.

Mrs Westeman was to meet with Mrs Stockman to check the school's Single Central Record. She would also meet with a member of staff to discuss Looked After Children.

Mrs Stockman had emailed courses of interest to governors who were encouraged to book on to them via her.

Mrs Khan had completed a new DBS check.

Dr Williams was to complete refresher training on Safer Recruitment this week. He was also to complete the "How to be an Effective Governor" training as well as a Curriculum course later in the year.

***The following items were taken out of agenda order.***

#### 41. 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, 8 February 2021.

Monday 22 March 2021.

Monday, 24 May 2021.

Monday, 5 July 2021

(ii) That the next meetings of the Finance and Resources Committee be held by means of Microsoft Teams on:

Monday, 1 February 2021.

Monday, 17 May 2021, if needed.

(iii) That the next meetings of the Standards and Effectiveness Committee be held by means of Microsoft Teams on:

Monday, 8 February 2020.

Monday 22 March 2020.

Monday, 24 May 2020.

Monday, 5 July 2020. (Or Finance and Resources as needed.)

#### 42. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

**RESOLVED:** That Minute 43 be excluded as confidential under Regulation 15 (3) School Governance (Roles, Procedures and Allowances) Regulations 2013 from the copy to be made available to the staff governors and observers.

***Staff governors left the meeting at this point.***

***Agenda order was resumed.***

43. **Deletion – See Minute 42**