

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

Minutes of the meeting of the Governing Body held at 6.30 pm by videoconferencing on Monday, 8 February 2021.

PRESENT

Dr A Williams (Chair), Mrs A Deering, Mrs L Devlin, Mrs S Hadji-Lary, Mrs J Hinchliffe, Mrs P Holderness, Mrs S Khan, Mrs C Moscardini, Mr S Saeed, Mrs P Smith, Mrs D Wilson.

In Attendance

Ms C Stephen (Minute Clerk)

Prior to the opening of the meeting, Dr Williams welcomed Mrs Deering and Mrs Smith to their roles as governors.

44. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Dr M Whalley (Consent) and Mrs K Westeman (Consent)

There were no declarations of interest.

New governors were to complete their Declarations of Business Interest forms and return them to the school.

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

No items were notified to be brought under Any Other Business.

46. REPRESENTATION

(a) The following matters of representation were noted:

Appointments

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Alison Deering	Co-opted	11.12.2020
Shamoon Khan	Parent	30.12.2020
Pamela Smith	Co-opted	01.01.2021

(b) Vacancy

A vacancy remained for a Local Authority Governor. Mrs Hadji-Lary had begun the process of applying for this position.

(c) Committee Membership

RESOLVED: That the membership of the Resources Committee be as follows:

Mrs L Devlin  
Mrs J Hinchliffe

Mrs S Khan  
Mrs P Smith  
Dr A Williams (Acting Chair)  
Mrs D Wilson

RESOLVED: That the membership of the Standards and Effectiveness Committee be as follows:

Mrs A Deering  
Mrs S Hadji-Lary  
Mrs P Holderness  
Mr S Saeed  
Dr M Whalley (Chair)  
Dr A Williams  
Mrs D Wilson

RESOLVED: That the membership of the Performance Management, Pay and Teachers' Appraisal Committee be as follows:

Mrs P Holderness  
Mrs P Smith  
Dr M Whalley  
Dr A Williams

RESOLVED: That the membership of the Complaints Committee be as follows:

Mrs S Hadji-Lary  
Mrs S Khan  
Mr S Saeed  
Dr M Whalley

RESOLVED: That all members of the Governing Body who were eligible by dint of having no interests in the matters under discussion be called upon by the Chair as needed to serve on the remaining committees. Those who had sat on the Dismissals Committee would not be eligible to sit on the Appeals Committee for the same case.

RESOLVED: That all non-staff governors be eligible to serve on the Pupil Discipline Committee which would be called by the Chair, when necessary, subject to governors' availability.

RESOLVED: That the following changes be made regarding governors who were entrusted with the Special Responsibilities:

SEND – Mrs A Deering and Mrs L Devlin  
Single Equalities Governor – Mrs A Deering  
Governor Training Contact – Mrs D Wilson  
Governor for Looked After Children – Mrs S Hadji-Lary  
Child Protection and Safeguarding Governor – Mrs S Hadji-Lary  
Early Years Governor – Dr M Whalley  
KS1 – Mrs P Holderness and Mrs P Smith  
Sports and Pupil Premium Link Governor – Mrs P Smith  
RSHE – Mrs S Khan and Mr S Saeed, along with Mrs J Hinchliffe  
Health and Safety and Equality – All governors with Dr A Williams being responsible for the Health and Safety walk-round.

RESOLVED: That Governors agreed as the Review of Committees and Governors with Special Responsibilities had taken place in 2021, that the next review be held at the AGM held in September 2022.

47. MINUTES OF THE MEETING HELD ON 23 NOVEMBER 2020

RESOLVED: That the minutes of the meeting held on 23 November 2020 be approved and signed by the Chair as a correct record, subject to the following amendment:

Minute 43 refers

The following sentence to be added to the end of the first paragraph:  
“Governors were more than pleased with the performance of the Head Teacher throughout the last year.”

48 MATTERS ARISING

Consultation on Admission Arrangements – (Minutes 20 and 31 (e) refer)

Whilst a one-item meeting of the Full Governing Body had not yet been called to discuss Admission Arrangements, the Governing Body reserved the right to do so, should it feel that the need had arisen.

49. HEAD TEACHER’S REPORT AND GOVERNORS’ QUESTIONS

Mrs Wilson had shared her report with Governors prior to the meeting. She highlighted the following points:

- Numbers on roll had fallen from 544 in 2019 to 494 in 2021. Whilst this was echoed in other Primary settings and reflected a demographic dip, governors needed to be mindful of the possible need to change the PAN for Reception in future years.
- The number of Pupil Premium children on roll was well above the national average at 27.3%.
- Despite the restrictions placed on movement by Covid 19 regulations, there were still high numbers of pupils joining and leaving the school.
- 88% of pupils had English as an additional language compared to a national average of 21.3%
- Of the ten children who had EHC Plans, eight were attending regularly. There were five children on My Support Plans; EHCPs would be applied for on behalf of these pupils.
- School was actively promoting the uptake of the Covid 19 vaccine amongst the black population.
- Proposed school opening times were shared in the report, subject to review by the SLT. It was hoped to open all five bubbles after half term but this would be determined after gaining the opinion of the LA and government guidelines.
- Lateral flow test were being used by staff. No positive results had occurred thus far.
- Successful parents’ evenings had been held remotely but would be repeated when the school was able to reopen to all pupils.
- An Art Project was to take place, focusing on the theme “We are all the same; we are all different”.
- A new library was to open and visits to this and to the English Heritage Project in the town centre would be arranged in lieu of pupil visits to further afield places.
- SLT were currently working on a Recovery Plan to implement when school reopened fully in March. It was felt that the National Tutoring Scheme which was being promoted by government would not be appropriate for the needs of the school and that it would be better to focus on funding expert support from ETAs.

- School Improvement Plan priorities were highlighted in the report.
- Home visits were continuing and had been very successful at reassuring parents and bringing pupils into school.
- Judith Nash had led working groups to discuss changes to the SEND and Inclusion provision. Donna Todd was working in the group which was looking at redesigning the educational setting perspective of the annual review process with a view to simplifying, speeding up and making the process more robust and fit for purpose.
- Staff were seeking appropriate support for wellbeing and mental health issues. A more streamlined system had recently been introduced to make accessing support from the LA easier.

**Q. How was staff morale?**

- A. No one was finding the current situation easy as there was little time to relax, even at weekends, but staff were coping and felt positive. Bubbles were tightly controlled and helped people feel safe. Support was sought by staff when external problems occurred. Generally, morale was good.

Governors asked Mrs Wilson to pass on their thanks to staff for their diligence, fortitude and professionalism.

**Q. Were numbers claiming Free School Meals low, given the school's catchment area? Was there any way of increasing this to help offset the impact on finances of the school's falling numbers?**

- A. School applied for Pupil Premium on behalf of all its pupils, supported by the LA. Many parents had more than one job and fell just below the cut-off point for this support. Some families moved in and out of the criteria and sometimes technical issues such as the inconsistent spelling of names prevented the application being successful.

**Q. Would lateral flow tests be available to governors who had reason to visit the school once restrictions were lifted?**

- A. Yes. There were plentiful supplies in school. More professionals and outside support agencies were coming into school under strictly controlled conditions.

Governors reiterated their thanks to the school for the way staff had responded to the Covid 19 crisis and still provided a positive, vibrant and enthusiastic learning environment both for those children attending school and for those learning at home.

Governors thanked Mrs Wilson for her report.

50. SAFEGUARDING

There were no major incidents to report.

The Remote Learning Policy had been uploaded to the website with amendments to reflect the current situation.

Some issues had arisen with using internet resources and parents preferred using the learning packs which school sent home. More "fun" resources were signposted on the school's website. With more pupils attending school during lockdown, staff had less time to devote to home learning resources.

Non-attendees were rung regularly by the school. The vast majority of those about whom there were safeguarding concerns were attending school regularly and school could more easily monitor their wellbeing.

Mrs Westeman had checked the Single Central Record and had found all to be in order.

Dr Williams had completed Safer Recruitment training online.

51. BUDGET REPORT FROM THE FINANCE AND RESOURCES COMMITTEE

Governors had received a detailed budget monitoring report from Mrs Stockman. There were no causes for concern.

The over-spend on staffing had been purposefully chosen and had been offset by additional income or had been the result of larger than anticipated pay rises.

At the end of Period 9, the figures showed a potential carry forward of £86k, though further spending could reduce this by the end of the year.

Just under 120 pupils had put the school as their first choice for Reception in 2021 with another 30 or more listing it as their second choice. This was lower than in previous years; the pattern was reflected across the borough.

It was planned to run five Reception classes in September 2021. However, if numbers did not increase in future years, it could become necessary to reduce the intake to four classes as running five with spare capacity would not make economic sense. The decision would not be taken lightly as school wanted to offer places to all pupils in its catchment who wanted to attend.

Governors thanked Mrs Stockman and Mrs Wilson for their close control of the school's budget.

52. REPORT FROM THE STANDARDS AND EFFECTIVENESS COMMITTEE

Because of the disruption to the school's normal data collecting processes caused by Covid 19, no meeting of the Standards and Effectiveness Committee had taken place.

53. ATTENDANCE

Attendance had been good at 95.87%. This exceeded both national and Kirklees figures. There was little difference between Pupil Premium and non-Pupil Premium children. Some ethnic groups had lower attendance percentages than others but some were small in number and therefore each child carried greater weight. Many parents lacked confidence in teaching their children, particularly in Reading and Writing and others struggled as they were trying to work from home; a greater number of children were attending school during lockdown as a result, the school having allayed fears about contracting the virus.

54. SCHOOL WEBSITE

The website had been updated on 8 February 2021 and now had a user-friendly guide to Remote Learning. The updated Remote Learning Policy was to be found on the parents' section of the site.

Mrs Hinchliffe was working on a one-to-one basis with one child who had an EHCP who did not attend as well as three children who were shielding. She felt supported by other staff who provided high quality resources.

Governors thanked Mrs Hinchliffe for her work in this area.

Mrs Deering had looked at the policy posted on the website and had found it to be both realistic and accessible.

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

Because of the introduction of several new members to the Governing Body, it was felt that now was not the appropriate time to conduct a self-review.

Governors were reminded that if they had a pressing need to visit the school, this should be done in consultation with Mrs Wilson who would ensure that it could be done safely.

New governors were reminded that the LA ran a Governor Induction Programme.

All governors were encouraged to check the available courses from the LA and to book their place on any of interest by contacting Mrs Stockman.

56. ANY OTHER BUSINESS

No items had been notified to be brought under Any Other Business.

57. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the next meeting of the Governing Body be held at 6.30pm by video conferencing on:

Monday, 22 March, 2021, preceded by a meeting of the Standards and Effectiveness Committee at 5.30pm.

Monday, 24 May, 2021

Monday, 5 July, 2021

58. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

**RESOLVED:** That Minute 59 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.

***Members of the school's staff left the meeting at this point.***

59. **Deletion – See Minute 58**