

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, 29 November 2021.

PRESENT

Dr A Williams (Chair), Mrs A Deering, Mrs L Devlin, Mrs P Holderness, Mrs C Moscardini, Mrs P Smith, Mrs D Wilson (Head Teacher)

In attendance

Mrs N West (Minute Clerk)

No.	Item	Action						
24.	<u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u>							
	Apologies for absence were received from Mrs Hadji-Lary and Dr Whalley with consent.							
	There were no declarations of interest.							
25.	<u>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</u>							
	There were no items raised for discussion under Any Other Business.							
26.	<u>REPRESENTATION</u>							
	<u>Resignation</u>							
	<table> <tr> <td><u>Name</u></td><td><u>Category</u></td><td><u>With effect from</u></td></tr> <tr> <td>Samoon Khan</td><td>Parent</td><td>11.11.21</td></tr> </table>	<u>Name</u>	<u>Category</u>	<u>With effect from</u>	Samoon Khan	Parent	11.11.21	
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	<u>Appointments</u>							
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Furkh Usman	Parent (Designate)	Awaiting DBS						
	<u>Vacancies</u>							
	1 x Parent Governor							
	Q. Is there an update on the DBS?							
	A. This has been repeated as it wasn't a full DBS.							
	Q. Has the election taken place for the Parent Governor?							
	A. There has been one applicant, M Ahmed who needs two proposers to be confirmed.							
	There is also a potential new Co-opted Governor, K Massett who was previously the school Kirklees Learning Partner and has experience as an Ofsted inspector.							
	ACTION: Clerk to check whether there is a Co-opted Governor vacancy.	Clerk						
27.	<u>MINUTES OF THE MEETING HELD ON 4 OCTOBER 2021</u>							
	RESOLVED: That minutes of the meeting held on 4 October 2021 be							

	approved and agreed by the Governing Body subject to the addition of Mrs Holderness to the list of attendees.	
28.	<u>MATTERS ARISING</u>	
	<p>a) <u>Declarations of Business Interest Information (Minute 2 refers)</u></p> <p>It was noted that all Declarations of Business Interests have been completed.</p> <p>Q. Is the information up to date on the school website? A. The Head will check this.</p> <p>b) <u>PAN (Minute 16 refers)</u></p> <p>Mrs Holderness investigated and met with the Head to discuss. The information was sent to Martin Wilby but since then further information has been circulated to Heads by the local authority.</p>	Head
29.	<u>PRESENTATION – SPORTS PREMIUM AND CREATING AN ACTIVE SCHOOL</u>	
	This item was deferred to the next Full Governor meeting.	
30.	<u>REPORTS FROM COMMITTEES</u>	
	<p>a) <u>Resources Committee</u></p> <p>Mrs Smith provided the following feedback from the Resources Committee meeting: -</p> <ul style="list-style-type: none"> • Sports Premium – Mrs Smith had met with Mrs Manser and this was reviewed in detail at the Committee meeting. • Budget update – the budget report was based on Period 7. There were some minor details to amend but Governors agreed everything was in order. It was noted that the Period 8 budget report is now on the Governor portal and reflects an increased carry forward projection of approximately £120,000. This is due to increased income and a Teacher leaving which is being covered by existing staff. <p>Q. When will we recruit more staff to get back to previous ratios? A. We need to know pupil numbers for next year before any decisions are made.</p> <ul style="list-style-type: none"> • School Fund audit – this had now been completed. • Finance Policy – the Finance Policy was reviewed. • Health and Safety Report - Mrs Hadji-Lary had completed a Health and Safety walk-around. • Pupil Premium Report – this was signed off by the Resources Committee. <p>Q. Is the Pupil Premium Report on the school website? A. The Head will check this.</p> <p>b) <u>Standards and Effectiveness Committee</u></p>	Head

	<p>Mrs Holderness reported the following from the Standards and Effectiveness Committee meeting which had taken place prior to the Full Governors meeting: -</p> <ul style="list-style-type: none"> • Kirklees Futures – this report had been circulated to Governors. • SEND – Governors discussed the SEND Transformation Plan and school SEND data. 	
31.	<p><u>HEAD TEACHER'S REPORT AND GOVERNOR QUESTIONS</u></p> <p>The Head Teacher Report had been circulated ahead of the meeting and included the following: -</p> <p>a) <u>School Context</u></p> <ul style="list-style-type: none"> • The number on roll has decreased from 518 in November 2019 to 462 in November 2021. • All children are entitled to and have a Universal free school meal. • 85% of pupils have English as an Additional Language. <p>b) <u>The 'Big Picture'</u></p> <ul style="list-style-type: none"> • Our Kirklees Futures – a 9-year plan for the approach to learning in Kirklees has been shared with all Heads and is available on the Governor Portal. • SEND Transformation Plan – this is also available on the Governor Portal. <p>The Head welcomed Governor questions.</p> <p>Q. Is there any information available on what the intake for next year will be?</p> <p>A. We can see the number of applicants and we do check and record this on certain dates to try and give an indication of numbers.</p>	
32.	<p><u>TEACHER STAFFING BUSINESS CASE FOR RESTRUCTURE SEPTEMBER 2022</u></p> <p>A timeline for the restructure of teaching staff had been shared ahead of the meeting along with a draft Business Plan and rationale.</p> <p>The draft Business Plan and Structure need to be agreed by Governors by January 2022. As the next Full Governors meeting is in February 2022 this would be too late.</p> <p>The Head reported that staff are already aware of the possibility of VR and informal discussions are taking place.</p> <p>Formal consultations with unions will take place in March, however the unions are already aware and understand the situation. The school is working closely with HR as well as the unions.</p> <p>The draft Business Plan includes a proposal of a reduction in classes from 16 to 14 which would mean a reduction of at least 3 teachers. The number of classes may increase depending on Reception numbers.</p> <p>Q. How many pupils are there currently in Year 1?</p>	

A. 122.

A points system will determine which teachers are appointed in the new structure. All teachers with TLR's will be included in the restructure and a new TLR structure will be determined following organisation of class teachers.

Q. Can the restructure be done in partnership with other schools?

A. The redeployment system doesn't work very well for teachers but there will be discussion with other schools.

Q. The Business Plan states that the process will include observations as well as interviews, is that the case?

A. Yes, this was something the unions were particularly insistent on as some people don't perform well in an interview situation.

Q. Who will do the lesson observations?

A. It will be done internally by the Head and a Governor.

Q. Who are the final decision makers?

A. The interview panel. The unions will observe the interview process.

Q. What if too many people come forward for VR?

A. We think that this is unlikely to happen but there would be an agreed process.

Q. Could they take VR for a proportion of their hours?

A. No, that wouldn't be an option.

RESOLVED: That Governors agreed the Business Plan and proposed structure.

33. ATTENDANCE AND SAFEGUARDING

A Safeguarding and Attendance report had been circulated to Governors ahead of the meeting.

The Head reported the following: -

a) Attendance

- Since September 2021 there have been 11 leavers and 22 joiners.
- Attendance is being monitored for a total of 49 pupils (excluding safeguarding children).
- Attendance is at 94.53% (96% National target)
- Attendance without TTA is at 94.95%

b) Safeguarding

Safeguarding data is as follows: -

- Child Protection – 1
- Child in Need – 6
- Looked After – 2
- Children in Cambridge Road – 3
- Asylum Seekers – 7

	<ul style="list-style-type: none"> • Play Therapy – 11 • Causes for Concern (CPOMS incidents) – 163 	
34.	<u>SCHOOL WEBSITE</u>	
	<p>The Chair liaised with Mrs Stockman following the last meeting and the website is now up to date.</p> <p>ACTION: To check the Pupil Premium report, Sports Premium report and Declarations of Business Interests are on the school website.</p>	Head
35.	<u>POLICIES FOR REVIEW BY FULL GOVERNING BODY</u>	
	<p>a) <u>Health and Safety report</u></p> <p>The Health & Safety Policy had been circulated to Governors ahead of the meeting.</p> <p>This has been amended to in relation to the annual checks of large PE equipment which is now carried out by an external provider.</p> <p>RESOLVED: That Governors agreed the Health & Safety policy.</p> <p>b) <u>Health and Safety Audit</u></p> <p>The report from the Corporate Health & Safety audit on 19 October 2021 has now been received. There were a couple of issues to address.</p> <p>Q. Did they look at the incident report logs? A. These are online.</p> <p>There was a recommendation that all staff attending school trips should sign a copy of the risk assessment and this should be retained in school.</p> <p>The first aid system is now electronic.</p> <p>Governors confirmed that they had read the report and noted the findings. Governors were pleased to note that there were no serious findings and all minor issues had been resolved.</p>	
36.	<u>GOVERNOR TRAINING AND GOVERNOR VISITS</u>	
	<ul style="list-style-type: none"> • Mrs Smith visited Mrs Manser in relation to Sports Premium and Active School. • Mrs Devlin visited Classes 1L and 2M to listen to reading. • The Chair completed Safeguarding Training and Effective Governor training. • Mrs Deering would like to attend SEND training on 20 January 2022. <p>Governors were reminded that they can contact Mrs Stockman to arrange Governor training.</p>	
37.	<u>ANY OTHER BUSINESS</u>	
	There were no items for discussion under Any Other Business.	
38.	<u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u>	

	<p>RESOLVED: That the next meetings of the Governing Body be held at 6.30pm on</p> <p>Monday 7 February 2022 – note amended date Monday 28 March 2022 Monday 16 May 2022 Monday 11 July 2022</p> <p>RESOLVED: That future meetings of the Committees be held on the following dates (5.30pm Resources. 1:30pm Standards and Effectiveness):</p> <p>Monday 31 January 2022 – Resources – note amended date Monday 14 February 2022 - Standards and Effectiveness Monday 28 March 2022 - Standards and Effectiveness Monday 16 May 2022 – Resources Monday 27 June 2022 – Resources Monday 11 July 2022 - Standards and Effectiveness</p>	
39.	<u>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</u>	
	<p>RESOLVED: That Minute 32 be excluded from the copy to be made available to the school, in accordance with the Freedom of Information Act.</p>	
	Meeting Close Time: 8:10pm	