

THE GOVERNING BODY OF BIRKBY INFANT AND NURSERY SCHOOL

Minutes of the meeting of the Governing Body held at 6.30 pm via Teams on Monday, 7 February 2022.

PRESENT

Dr A Williams (Chair), Mrs M Ahmed, Mrs L Devlin, Mrs S Hadji-Lary, Mrs P Holderness, Mrs C Moscardini, Mrs P Smith, Mr F Usman, Dr M Whalley, Mrs D Wilson (Head Teacher).

In Attendance

Miss Ann Emery (Minute Clerk)

No.	Item	Action												
40.	<u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u>													
	Apologies for absence were received from Mrs A Deering and Mr K Massett with consent. There were no declarations of interest.													
41.	<u>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</u> The following items were raised for discussion under Any Other Business: <ul style="list-style-type: none"> • Business Plan. • Special Educational Needs and Disabilities (SEND) Inspection. • Instrument of Governance 													
42.	<u>REPRESENTATION</u>													
	The Chair welcomed Mrs M Ahmed and Mr F Usman to the meeting. <u>Appointments</u> <table border="0"> <thead> <tr> <th><u>Name</u></th> <th><u>Category</u></th> <th><u>With effect from</u></th> </tr> </thead> <tbody> <tr> <td>Furukh Usman</td> <td>Parent</td> <td>18.11.21</td> </tr> <tr> <td>Keith Massett</td> <td>Co-opted</td> <td>10.01.22</td> </tr> <tr> <td>Madia Ahmed</td> <td>Parent</td> <td>14.12.21</td> </tr> </tbody> </table> <p>RESOLVED: That the following appointments to committees be made:</p> <p>Mrs S Hadji-Lary, Mr K Massett and Mr F Usman to be appointed to the Resources Committee.</p> <p>Mrs M Ahmed to be appointed to the Standards and Effectiveness Committee.</p>	<u>Name</u>	<u>Category</u>	<u>With effect from</u>	Furukh Usman	Parent	18.11.21	Keith Massett	Co-opted	10.01.22	Madia Ahmed	Parent	14.12.21	
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43.	<u>MINUTES OF THE MEETING HELD ON 29 NOVEMBER 2021</u>	
	RESOLVED: That the minutes of the meeting held on 29 November 2021 be agreed and signed by the Chair as a correct record.	
44.	<u>MATTERS ARISING</u>	
	<p>a) <u>Representation (Minute 26 refers)</u></p> <p>It was noted that Governor Clerking Service had received Mr F Usman's satisfactory DBS clearance.</p> <p><u>Vacancy for co-opted governor (Minute 26 refers)</u></p> <p>Governor Clerking Service had confirmed that there was not a Vacancy for a co-opted governor.</p> <p>b) <u>Declarations of Business Interest Information (Minute 2 and Minute 28 refer)</u></p> <p>The Head Teacher reported that the business interest information on the School website had now been updated for most of the Governors and it was in hand for the Head Teacher, Mrs M Ahmed and Mr K Massett.</p> <p>c) <u>Report from Resources Committee (Minute 30 refers)</u></p> <p>The Pupil Premium (PP) report had been updated to March 2022 on the School website. It would then be updated again in the new financial year.</p> <p>d) <u>Head Teacher's Report and Governors' Questions (Minute 31 refers)</u></p> <p>School had been informed that at the moment the first choice intake for next year in Reception would be 106.</p>	
45.	<p><u>REPORTS FROM COMMITTEES</u></p> <p>a) <u>Resources Committee</u></p> <p>Mrs P Smith updated Governors on the following items:-</p> <ul style="list-style-type: none"> • Staffing update –the voluntary redundancies had alleviated the problem of having to reduce staffing due to the falling roll. • Repairs - no further repairs were needed on the premises and the problems with the boiler had been resolved. • Budget update – the purchase of new Learning resources for Phonics underway. Communication costs had reduced this year and the carry forward figures were looking healthy at present. • Benchmarking – the self-assessment dashboard which benchmarked schools' financial performance against other schools and the Consistent Financial Reporting framework (CFR) had demonstrated that everything was in good order in terms of the financial management of the School, including the budgets and carry forward figures for next year. 	

RESOLVED: That the School Financial Value Standard (SFVS) be approved.

b) Standards and Effectiveness Committee

Mrs P Holderness reported back on the following items:-

- Parent Questionnaires – one response had been received from the Nursery questionnaire and 95 responses from the main School questionnaire. Overall the responses had been very positive. Due to Ofsted there would be a change of format for the next questionnaires. More face to face contact with parents was also planned.
- Year Two Phonics Results – School had carried out a pre-test in Year One. The results showed an improvement of 82% in line and above the local and national results especially with children with gaps which was all very positive. These results reflected well on the School's practice and teaching of Phonics. The weaker cohort were children with English as an additional language (EAL).
- Reading Audit and Action Plan – Two members of staff were working with Greetland Hub to achieve best practice. Planned actions included the purchase of decodable Phonics books and a new Phonics scheme, and the intense training of staff in the new scheme in-house.
- Maths Action Plan – School was working with the White Rose Maths Hub and the White Rose Maths scheme. Catch-up was still a priority for School. Maths working walls and boxes of equipment had been introduced. Maths Literacy was also a focus in class.
- Broader curriculum – Subject Leaders were to be invited to the next full Governing Body meeting able to be held in School, to talk about the topic based learning.

Q. When the committee meetings are being arranged, could the committee papers of one committee be shared with the other and vice versa?

A. All the information about the committee meetings is actually available on the Governors' portal for all Governors to access, including the Minutes.

Mrs P Smith added that there was some really good data in the Reading Audit and Action Plans for example.

The Chair thanked Dr M Whalley for her previous chairing of the Standards & Effectiveness Committee and welcomed Mrs P Holderness as the new chair of the committee.

46. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher highlighted the following items from her report which had been circulated prior to the meeting:-

	<ul style="list-style-type: none"> • The number on roll (NOR) - had increased slightly from 462 as of November 2021 to 488 in February 2022. However, numbers were still significantly down on the same period in previous years. • The range of languages spoken and countries children were from continued to be very diverse. School currently had nine children of Nigerian ethnicity- the highest number School had ever had. 31% of the children also had a mother tongue other than English. <p>The Chair commented that this was all very useful information for the Governors.</p> <ul style="list-style-type: none"> • SEND – School had completed the recent census from Kirklees. Numbers of children with SEND and other needs had increased in all age groups, and it was anticipated that the numbers of children with SEND would increase further with the new admissions in September. • Phonics – Early Years Foundation Stage (EYFS) data. The Head was pleased to report progress in all aspects of the Phonics assessment including blending. • Personal development – School was very proud that the children had raised £1,000 for Kirkwood Hospice from the reindeer run, thanks to the generosity of the parents. <p>The children had enjoyed making Chinese lanterns to celebrate Chinese New Year and it had also tied in with the RSE agenda.</p> <p>The Chair thanked the Head Teacher for her report and commented that it was a very positive and full report especially as School had been undergoing a very tough time due to Covid. It was good to hear of the progress being made in Phonics and the fundraising and community activities.</p>	
47.	<u>FINANCIAL MANAGEMENT AND MONITORING</u>	
	The School budget was on track as previously discussed (Minute 45 refers).	
48.	<u>ATTENDANCE AND SAFEGUARDING</u>	
	<p>A welfare report had been circulated to Governors ahead of the meeting.</p> <p>The Head Teacher reported the following: -</p> <p>a) <u>Pupil Premium (PP)</u></p> <p>The number of PP children stands as follows:-</p> <p>EY - 26 Reception - Free School Meals (FSM) – 32 Year One – FSM 35 Year Two – FSM 47</p> <p>b) <u>Safeguarding</u></p> <p>Safeguarding data was as follows: -</p>	

- Child Protection – 0
- Child in Need – 6
- Looked After – 2
- Asylum Seekers – 8
- Play Therapy – 11
- Causes for Concern (CPOMS incidents now including sub categories) – 297

c) Welfare

Families currently being monitored/supported (excluding CP/CIN) – 32

Families referred to Early Help (EHA) - 4

Parents referred to Mental Health Support (MHST) – 3

Parents on list for STEPS to start 1 Feb 2022 in school – 16 (9 attended first class)

School had applied to the Household Support Fund and had received £2,000 which School was able to use at its discretion to support 30 families.

Examples of the support given included:-

One parent provided with ID documents for tenancy.

A child provided with a bed and mattress – following a home visit by the Designated Safeguarding Lead (DSL) who noticed the child sleeping on the floor.

School uniforms provided for asylum seekers and children in the refuge.

d) Pupil Movement

The Head Teacher reported the following:

- Eight children had joined and eight had left Reception
- 17 children had joined and 9 had left Year One
- 15 children had joined and 2 had left Year Two

This all had impacted on assessments, coupled with Children missing education (CME) and extended holidays over half terms.

e) Attendance Monitoring

- 33 children were being monitored in both Reception and Year One
- 25 children were being monitored in Year Two

Attendance at School was currently running at 93.65% which was below the target of 96% but still well above the Fischer Family Trust (FFT) national average of 89.1%.

	<p>The children on FSM were doing better than the children who were not in receipt of FSM and SEND children's attendance was noted as quite high.</p> <p>Overall School's attendance figures were very good in the light of all the challenges it was facing.</p> <p>The Chair agreed and thanked the Head Teacher for her report.</p> <p>Q. Is Cambridge Road still in use? A. Yes, it is being used for asylum seekers and other children</p>	
49.	<p><u>SCHOOL WEBSITE</u></p> <p>The EYFS literacy area was currently offline but otherwise there were no other issues.</p>	
50.	<p><u>POLICIES FOR REVIEW BY FULL GOVERNING BODY</u></p> <p>There were no policies for review.</p>	
51.	<p><u>GOVERNING BODY SELF EVALUATION, GOVERNOR VISITS AND DEVELOPMENT</u></p> <p><u>Governing Body Self Evaluation</u></p> <p>The Chair pointed out that it was important for the Governing Body to carry out a self-evaluation once the new Governors were up and running.</p> <p>ACTION: Clerk to contact Governor Clerking Service for advice on the best way to carry out the self-evaluation.</p> <p>The Head Teacher mentioned that all the Governors had done a synopsis of their skills in March 2020.</p> <p>The Chair agreed that the synopsis of skills formed the first part of the Governing Body self-evaluation but added that the second part entailed an evaluation of the full Governing Body as a whole and how it was functioning and proposed that this was planned for the next school year.</p> <p>All Governors agreed to this proposal.</p> <p><u>Governor Visits</u></p> <ul style="list-style-type: none"> • Mrs A Deering had visited to see the SEND provision in School and had found it very helpful. • Dr M Whalley had visited Miss C Moscardini in November and they had examined the baseline data. She added that Miss C Moscardini and the EYFS team were doing a fantastic job with literacy and writing. She hadn't been able to visit any classes due to the pandemic but it had been a very useful visit nevertheless. <p>The Chair acknowledged that it was very difficult for School to accommodate full Governor visits at the moment. He suggested that</p>	<p>Clerk</p>

	<p>Governors contacted the Head Teacher to see if they could visit School or arrange a remote session to look at their subject areas.</p> <p><u>Governor Development</u></p> <p>The Chair had completed a day's training on Effective Governance and had found it very useful. He would be attending the Safeguarding Refresher Course in May.</p>	
52.	<p><u>ANY OTHER BUSINESS</u></p>	
	<p>a) <u>Business Plan</u></p> <p>Governors received an update on the Business Plan and were pleased to see there were no further redundancies.</p> <p>RESOLVED: That the updates to the Business Plan be approved.</p> <p>b) <u>SEND Inspection</u></p> <p>As part of the LA SEND inspection, Ofsted would be sending letters out to families with children on Education, Health and Care Plans (EHCP) or other support plans. It was important to gather feedback from service users.</p> <p>c) <u>Instrument of Governance for the Governing Body</u></p> <p>ACTION: The Clerk to contact Governor Clerking Service to check if the Instrument of Government is sent annually to schools.</p> <p>d) <u>Appraisal Committee</u></p> <p>The committee had met recently to review the objectives and targets set for the Head Teacher. The meeting had gone very well and the committee thanked the Head Teacher for her excellent work.</p>	<p>The Clerk</p>
53.	<p><u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u></p>	
	<p>RESOLVED: That the next meetings of the Governing Body be held at 6.30pm on</p> <p style="padding-left: 40px;">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), in School or remotely depending on the pandemic:</p> <p style="padding-left: 40px;">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>	

54.	<u>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</u>	
	<p>RESOLVED: That Minute 45 (a) bullet point 1, Minute 52 (a) and Minute 52 d) be excluded from the copy to be made available to the school, in accordance with the Freedom of Information Act.</p> <p>The Chair thanked the Head Teacher and the staff for all their excellent work in very challenging circumstances.</p>	
	Meeting Close Time: 7:42pm	