

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, 16 May 2022.

PRESENT

Dr A Williams (Chair), Mrs M Ahmed, Mrs A Deering, Mrs L Devlin, Mrs S Hadji-Lary (virtual), Mrs P Holderness, Mr K Massett, Mrs C Moscardini, Mrs P Smith, Mrs D Wilson (Head Teacher).

In Attendance

Mrs N West (Minute Clerk)

No.	Item	Action
69.	<u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u>	
	Apologies for absence were received from Mr F Usman (consent) and Dr M Whalley (consent). There were no declarations of interest.	
70.	<u>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</u>	
	There were no items raised for discussion under Any Other Business.	
71.	<u>REPRESENTATION</u> RESOLVED: That Governors noted the following matter of representation: <u>End of term of office</u> Name: Sharon Hadji-Lary Category: LA End of Term: 06/07/2022 Mrs S Hadji-Lary confirmed that she wished to remain for a further term of office. The Chair thanked Mrs Hadji-Lary for her work and commitment. The Head noted that Dr M Whalley will be resigning from the Governing Body before the end of her term of office and will attend her final meeting in July 2022. Governors were asked if they know of any potential new Governors to join the Governing Body.	
72.	<u>MINUTES OF THE MEETING HELD ON 28 MARCH 2022</u> RESOLVED: That the minutes of the meeting held on 28 March 2022 be agreed and signed by the Chair as a correct record of the meeting.	

73.	<u>MATTERS ARISING</u>	
	<p>a) <u>Active Learning criteria</u></p> <p>The Head confirmed that Active Learning information will be included with Pupil Premium information.</p> <p>b) <u>Governor visits (minute 66 refers)</u></p> <p>The Head reported that Governor visits are ongoing. Mrs S Hadji-Lary will be arranging a visit to check the Single Central Record.</p> <p>Governors were also reminded about curriculum responsibilities and to notify the Head of any preferences.</p>	
74.	<p><u>REPORTS FROM COMMITTEES</u></p> <p>a) <u>Standards and Effectiveness Committee</u></p> <p>Mrs Holderness had already provided a verbal update on the Standards and Effectiveness Committee which took place on 28 March 2022 at the Full Governors meeting on the same date.</p> <p>b) <u>Resources Committee</u></p> <p>Mrs Smith reported that the items covered in the Resources Committee Meeting earlier today are on tonight's agenda.</p>	
75.	<u>HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS</u>	
	<p>The Head Teacher welcomed questions from her report which had been circulated ahead of the meeting.</p> <p>Q: The numbers on roll have increased from 452 in November 2020 to 498 in May 2022, is this correct?</p> <p>A: No, the correct number for May 2022 is 457.</p> <p>Q: Can you explain what the significant increase in SEN means?</p> <p>A: This is an increase of 5 – 10%.</p> <p>The Head reported that the SEN forecast for September 2022 has changed between January and May with numbers increasing. The number of EHCP's in Reception is now expected to be 6/7, with a total of 14 children with high level needs. As a result of this, staffing levels are being reviewed. This will be discussed in further detail later in the meeting.</p> <p>In Year 1, an EHCP has been declined. This decision has been challenged as the pupil has a great level of need and it is hoped that the decision will be overturned.</p> <p>In Year 2, there will be one pupil with SEMH and another new starter also with SEMH. This pupil is only attending school on a part-time basis and the Head is concerned that the pupil will have difficulty transitioning into Year 2 and will then have to transition into the junior school.</p> <p>Q: Why is the pupil transferring to Birkby?</p>	

A: The child has SEMH and displays severe behaviour, the parents have chosen to move the child as the child often has to be picked up from school and they need to be closer.

The total number of EHCP's is 12, which is the highest number since 2012 and there are further requests pending.

Q: Is there a similar picture across the local authority?

A: Yes, and there is a lack of special school places which causes additional pressure on mainstream provision.

The Head reported that Ms Grant, Kirklees Learning Partner is coming to school to discuss the options for a SEN classroom in the modular building.

Q: Was a decision made about rewarding staff attendance?

A: We are considering options for the January training day and we may ask staff for ideas.

In terms of staff well-being we already offer first day paid leave for staff with children who are sick. However, this does not apply to everyone and we are mindful that we want to improve well-being for all staff members and create an environment where staff enjoy coming to work. Governors agreed that it is more important for staff to feel valued and appreciated rather than receive temporary rewards. Staff are aware that they can self-refer to Employee Healthcare and senior leaders regularly discuss any concerns they have about staff members. Another important measure is to ensure that staff have the right work/life balance by not creating additional, unnecessary work.

76. STAFFING ARRANGEMENTS FOR 2022/23 AND FINANCIAL MANAGEMENT AND MONITORING

RESOLVED: That the agenda be taken out of order at this point.

The Chair reported that the Resources Committee had discussed 3 options for staffing arrangements in the meeting earlier today. The 3 options had been circulated to Governors ahead of the meeting.

The Chair reported that the proposal is to proceed with Option 2 which is as follows:-

Nursery – 1 teacher, 1 NNEB, 2 ETA's, 1 SEN ETA

Reception – 4 teachers, 1 NNEB, 4 ETA's

Year 1 – 5 teachers, 10 ETA's

Year 2 – 5 teachers, 10 ETA's

SEND class – 1 teacher, 4 SEN/D ETA's

Q: Do you have definite pupil numbers for Reception?

A: There will be some additional new starters but other pupils will leave. The planning is based on maximum class sizes of 30 pupils.

In Years 1 and 2, more pupils joined than left so 5 teachers are needed.

Year 1 seems to have been more impacted by Covid than Reception and some pupils are struggling to work independently.

	<p>Q: Do you still need 10 ETA's if there is a separate SEN class? A: Yes, as there will only be 20 pupils in the SEN class, there will still be children with additional needs in the other classes.</p> <p>Mrs Smith reported that the draft budget had been discussed in detail at Resources Committee. There is a healthy carry forward due to staffing changes and higher than expected funding. Mrs Smith reported that the new budget includes staffing levels for Option 2.</p> <p>Mrs Smith confirmed that the Resources Committee were assured that there is a clear financial plan for the school and the local authority is in agreement, therefore the recommendation is that the budget is approved.</p> <p>Q: What is happening with the senior leaders pay freeze? A: This remains in place as a time-limited safeguarding payment.</p> <p>There was a discussion about the school PAN. It was agreed that this would be added to the agenda for discussion at the next Full Governors meeting.</p> <p>RESOLVED: That Governors approve Option 2 of the proposed staffing structures for 2022/23.</p> <p>RESOLVED: That Governors agree and approve the budget for 2022/23.</p>	
77.	<u>ATTENDANCE AND SAFEGUARDING</u>	
	<p>A welfare report had been circulated to Governors ahead of the meeting which includes numbers on roll, safeguarding data, welfare data, pupil movement data, attendance information, SEN/D numbers and ethnicity data.</p> <p>The Head Teacher noted the high levels of pupil movement. Some pupils join with no previous setting and very little English. This impacts on attainment levels as pupils who remain in the setting from start to finish tend to perform higher.</p> <p>The Head noted an increase in welfare cases but reported that referrals are being dealt with quickly.</p> <p>In terms of attendance, without Eid and TTA the average is 94.29%. The primary national target is 96% and Dr.Williams pointed out that we are an Infant school only which necessarily impacts upon attendance-e.g. younger children.</p>	
78.	<p><u>SCHOOL WEBSITE</u></p> <p>The Head confirmed that the school website will be updated with pictures from the Active Award once permissions have been checked.</p> <p>Q: Is the staff information up to date? A: We will check this.</p>	Head
79.	<p><u>WELLBEING AND MENTAL HEALTH</u></p> <p>This was covered under Minute 75.</p>	
80.	<u>NEW SCHOOL UNIFORM GUIDANCE</u>	

	<p>Governors were pleased to note that this had been covered in the Head report and that school were already ahead of DfE guidance around cost.</p>	
81.	<p><u>REVIEW AND PUBLISH PE AND SPORTS PREMIUM FUNDING</u></p> <p>RESOLVED: That this item be deferred to the next Full Governors meeting.</p>	
82.	<p><u>SCHOOL'S CYBER SECURITY</u></p> <p>An IT/Cyber security report had been circulated to Governors ahead of the meeting.</p> <p>Governors were assured that appropriate security measures and processes were in place. It was acknowledged that IT is rapidly changing and children have so much access to websites and social media at home, that it is important to ensure staff training is up to date. There are plans to hold 'online safety for children' training courses for staff and parents.</p> <p>Governors were reminded of their responsibilities in terms of protecting school data. All Governor information is in a protected portal. If any sensitive documents are printed for meetings, these should be destroyed after the meeting. The Head confirmed that the school have a secure method for destroying paperwork.</p>	
83.	<p><u>ANNUAL EVALUATION OF GOVERNING BODY EFFECTIVENESS</u></p> <p>The Chair circulated Governor questionnaires for self-evaluation. These can be returned in hard copy to the office or by email. The forms can be completed anonymously. The Chair explained that the form is easy to complete with red, amber and green ratings.</p> <p>ACTION: Governors to return questionnaires to the office by the end of June so that information can be collated for discussion at the next Full Governors meeting.</p>	Governors
84.	<p><u>POLICIES FOR REVIEW BY FULL GOVERNING BODY</u></p> <p>There were no policies for discussion.</p>	
85.	<p><u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u></p> <p>RESOLVED: That the next meeting of the Governing Body be held at 6.30pm on Monday 11 July 2022.</p> <p>RESOLVED: That the following items be added to the agenda for the next Full Governors meeting:-</p> <ul style="list-style-type: none"> - Review and Publish PE and Sports Premium funding - SEF and SIP - PAN discussion - Agreement of meeting dates for 2022/23 	
86.	<p><u>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</u></p>	

	RESOLVED: That no part of these minutes, agenda and related papers be excluded from the copy made available at the school in accordance with the Freedom of Information act.	
	Meeting Close Time: 8 pm.	