

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, 3 October 2022.

PRESENT

Dr A Williams (Chair), Mrs A Deering, Mrs H Nichols, Mrs P Smith, Mrs D Wilson (Head Teacher)

In attendance

Mrs N West (Minute Clerk)

The Governors were below quorate for the meeting. The meeting went ahead for information purposes.

No.	Item	Action
1.	<p><u>ELECTION OF CHAIR</u></p> <p>The Minute Clerk took the Chair.</p> <p>Dr Williams expressed that he wished to stand down as Chair.</p> <p>RESOLVED: That Dr A Williams remain as Chair pending further discussions and election of a new Chair.</p>	
2.	<p><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></p> <p>Apologies for absence were received from Mrs Ahmed, Mrs Hadji-Lary, Mrs P Holderness. Mr F Usman's position on the Governing body was discussed as in he had tendered his resignation but then withdrawn it, but it was unknown why he was not present at the meeting and nothing had been heard from him.</p> <p>(a) <u>Approve the Governors' Code of Conduct</u></p> <p>RESOLVED: That Governors agreed (subject to approval at the next quorate meeting) to adopt the NGA Governor Code of Conduct.</p> <p>(b) <u>Declaration of Business Interest information</u></p> <p>Governors are asked to complete the register of business interests form by October half-term.</p> <p>The link to the online form will be circulated to Governors who have not already submitted the form.</p> <p>(c) <u>In the interests of transparency, the Governing Body must ensure that its record on Get Information about Schools (GIAS) remains up to date</u></p> <p>The Head confirmed that the Get Information about Schools record is up to</p>	

	date. Mrs Jagger will be added once confirmed as a Governor.							
3.	<u>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</u> There were no items raised for discussion under Any Other Business.							
4.	<u>REPRESENTATION</u>							
	RESOLVED: That Governors noted the following matter of representation. <u>Appointment</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>Helen Nichols</td> <td>Staff</td> <td>1.9.22</td> </tr> </tbody> </table> Lisa Jagger has been invited to serve as a Co-opted Governor.	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Helen Nichols	Staff	1.9.22	
<u>Name</u>	<u>Category</u>	<u>With Effect From</u>						
Helen Nichols	Staff	1.9.22						
5.	<u>ELECTION OF VICE-CHAIR</u>							
	RESOLVED: That Mrs P Holderness be appointed Vice-Chair (subject to approval at the next quorate meeting).							
6.	<u>REVIEW OF COMMITTEES, INCLUDING HEADTEACHER'S PERFORMANCE MANAGEMENT WORKING GROUP</u>							
	RESOLVED: That the committee membership be agreed (subject to approval at the next quorate meeting): <u>Resources Committee</u> Mrs S Hadji-Lary Mr K Massett Mrs. P Smith Mr F Usman Dr A Williams Mrs D Wilson <u>Standards and Effectiveness Committee</u> Mrs M Ahmed Mrs A Deering Mrs L Devlin Mrs S Hadji-Lary Mrs P Holderness Mrs H Nichols Dr A Williams Mrs D Wilson <u>Staff Dismissal Committee</u> All non-staff Governors were to be eligible for this committee, which would be called by the Chair when necessary. This could be at short notice and would depend on Governors being able to attend. Those who had sat on the Dismissal Committee would not be eligible to serve on the Appeals Committee for the same case.							

	<p><u>Complaints Committee</u> Mrs S Hadji-Lary Dr A Williams</p> <p><u>Pupil Discipline Committee</u> All non-staff Governors would be eligible for this committee which would be called by the Chair when necessary, subject to Governors' availability.</p> <p><u>Head teacher's Performance Management Working Group</u></p> <p>RESOLVED: That the membership be agreed (subject to approval at the next quorate meeting):</p> <p><u>Pay and Teacher Appraisal</u> Mrs P Holderness Mrs P Smith Dr A Williams The Kirklees Learning Partner had been appointed as the external advisor to the committee.</p>	
7.	<u>TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES</u>	
	<p>Q: What duties does the Wellbeing Governor have? A: To check what the school is doing in terms of wellbeing for staff and children.</p> <p>RESOLVED: That Governors be appointed the following Specific Responsibilities (subject to approval at the next quorate meeting):</p> <ul style="list-style-type: none"> • SEN/D Governor –A Deering, L Devlin • Single Equalities Governor –A Deering • Governor Training Contact –D Wilson, L Stockman • Governor for Looked After Children –S Hadji-Lary • Child Protection and Safeguarding Governor –S Hadji-Lary • Early Years Governor – K Massett • Wellbeing Governor –A Deering, L Devlin • Pupil and Sports Premium Link Governor –P Smith • Website Compliance – A Williams • Attendance – P Holderness • Health and Safety – All Governors (H&S walk around – A Williams). 	
8.	<u>DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER</u>	
	<p>RESOLVED: That the Governing Body delegates to the Head teacher the power to carry out on its behalf the following delegated duties (subject to approval at the next quorate meeting):</p> <p>(a) Planning and conducting the affairs of the school to remain solvent.</p> <p>(b) Establishing proper financial management arrangements and accounting procedures, which comply with the Local Authority's financial regulations and standing orders and maintaining a sound</p>	

	<p>system of internal controls.</p> <p>(c) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.</p> <p>(d) Providing such information as the LA may reasonably require to satisfy the LA that the financial management and organisation of the governing Body are such as to enable it to fulfil the obligations specified for it.</p> <p>RESOLVED: That the Governing Body (subject to approval at the next quorate meeting) consent to the virement between Heads of Expenditure being set at £50,000. That the Finance and Resources committee be authorised to spend up to £20,000 (£10,000 per item) on emergency repair work. That the Governing Body consent to the spending of up to £10,000 by the Head Teacher without reference to the Governing Body.</p>	
9.	<u>MINUTES OF THE MEETING HELD ON 11 JULY 2022</u>	
	RESOLVED: That minutes of the meeting held on 11 July 2022 be approved and agreed by the Governing Body.	
10.	<u>MATTERS ARISING</u>	
	There were no matters arising.	
11.	<u>REPORTS FROM COMMITTEES</u>	
	The Chair confirmed that the Head Teacher performance management meeting had taken place. New objectives were set and the committee were pleased with the position of the school after a difficult year. It was a very positive meeting.	
12.	<u>HEAD TEACHER'S REPORT/DATA REPORT AND GOVERNOR QUESTIONS</u>	
	<p>The Head shared updates on Finance, the School Improvement Plan, Attendance and SEND. It was noted that there will be a full Head Report for the next Full Governor meeting in November.</p> <p>Finance – the preliminary budget forecast includes a 3% increase on staffing costs to take account of the teacher and support staff pay awards which are yet to be finalised. This leaves a carry forward of £46,000, however this will reduce due to Nursery numbers being lower than hoped for with current numbers at 58/59. This means that £16,400 will have to be paid back.</p> <p>It is still unclear what support, if any, will be available to assist with energy costs.</p> <p>School Improvement Plan – the Head shared an outline of the School Improvement Plan. The full document will be shared with Governors and this will feed into separate action plans. The key areas of focus are</p>	

Reading, Maths and SEND and objectives include:-

- Develop even further the most able pupils' confidence as independent learners – all staff will have appraisal targets linked to this.
- Continue the quest for improving comprehension skills of children across the school.
- Introduce fully the Floppy Phonics programme across school.
- Develop cohesive and coherent assessment for Language and Communication from Nursery to Year 2 which includes Launchpad for Literacy.
- Continue working with the White Rose Maths Hub to improve reasoning and fluency skills of children across school.
- To ensure Humanities is an integral part of our broad and balanced curriculum – a temporary TLR is in place to monitor, evaluate and review implementation and impact of long and medium term planning – this is already having a positive impact.
- PE – to forge stronger links with community organisations that provide opportunities for physical development – the aim is to build on the Yorkshire Sports Foundation award and provide sessions in school for local sports such as tennis, rugby, cricket and tae kwondo which will hopefully encourage parents to take children to these local facilities and clubs.
- SEN/D – to develop our own in school class-based SEN/D provision for our own children.
- Re-establish our outstanding engagement with parents to impact on both learning and personal development.
- Leadership and Management – MER of new staffing structure September 2022.
- ALL staff have appraisal targets that are linked to at least one of the afore mentioned objectives.

Q: What is MER?

A: Monitoring, evaluation and review.

- Middle managers to continue to improve the broad and balanced curriculum through monitoring, evaluation and review.

Attendance/Safeguarding data – the Head circulated a report which included the following:-

School population – 386

Nursery Full Time – 6

Nursery Part Time – 53

Reception – 123

Year 1 – 124

Year 2 – 139

Safeguarding

Current Child Protection – 0

Former Child Protection on roll – 5

Current Child in Need – 1

Former Child in Need on roll – 6

Welfare

Asylum seeker children on roll – 9
 Children referred to Play Therapy – 9
 Ukrainian children on roll (under Sponsorship Scheme) – 3
 Families currently being monitored/supported – 34
 Families referred to Early Help – 1
 Parents referred to MHST – 0
 Parents referred to Pennine Domestic Violence – 0

Pupil movement:-

Reception – 1 leaver, 7 joiners
 Year 1 – 4 leavers, 5 joiners
 Year 2 – 3 leavers, 12 joiners
 Total – 8 leavers, 24 joiners

The level of pupil movement at the start of the academic year can be very disruptive with some pupils only staying for a couple of days.

Q: Is it usual to have so many leavers and joiners?

A: Yes, it is very common.

Attendance monitoring

Reception – 7 children being monitored
 Year 1 – 4 children being monitored
 Year 2 – 7 children being monitored

School Attendance breakdown (National target 96%)

Attendance	95.41%
Attendance without TTA	96.93%

SEN Analysis – the Head circulated a report which demonstrated the high level of SEN needs in school including the following:-

Total SEN percentage – 21.6% - highest ever figure at same point in previous years since comparative analysis from 2015.

Reception SEN – 20.4% - highest ever figure at same point in previous years since comparative analysis from 2015.

Year 1 SEN – 29.8% - highest ever figure at same point in previous years since comparative analysis from 2015.

SEN Support – 86 – 2nd highest figure recorded at same point in previous years since comparative analysis from 2015.

EHCP's – 10 - 2nd highest figure recorded at same point in previous years since comparative analysis from 2015.

MSP's – 12 – highest ever number of MSP's since comparative analysis from 2015 (6 of which have been submitted for request for EHCP's)

Medical – 3

	<p>The Head stated that it was important for Governors to be aware of the high numbers of SEN children.</p> <p>School Fund Audit – The School Fund has been audited for the period up to 31 August 2022 by D Todd. The audit will be shared with Governors.</p> <p>The Chair thanked the Head teacher for the updates.</p>	
13.	<p><u>FINANCIAL MANAGEMENT AND MONITORING</u></p> <p>This was covered under Minute 12.</p>	
14.	<p><u>SCHOOL DEVELOPMENT PLAN: PRIORITIES 2022/23</u></p> <p>This was covered under Minute 12.</p>	
15.	<p><u>GOVERNING BODY SELF-EVALUATION, GOVERNOR VISITS AND DEVELOPMENT</u></p> <p>The Chair confirmed that no further self-evaluation forms had been returned since the last meeting and four had been completed in total. It was agreed that the Chair would send the form again by email and if any forms were still outstanding these could be completed at the end of the next Full Governors meeting.</p> <p>The Chair advised that there is a recommendation that self-evaluation takes place every year, and a further recommendation that an external review is completed every 3 years. There was a discussion about whether Governors feel this would be useful. Governors agreed that it would be useful to have a formal way of identifying what is working well and what could be improved but did not want to have an expensive external review. There was a suggestion that a partnership arrangement could be agreed with another school who would be willing to undertake a review on a reciprocal basis. It was agreed that this option would be researched in more detail.</p> <p>The Head reported that Mrs Devlin checked the Single Central Record on 18 July 2022 and it was also checked by the KLP on 4 July 2022.</p> <p>It was noted that all Governors should undertake Safeguarding training and all Governors were welcomed to attend the staff Safeguarding training on 31 October 2022 in school. It was agreed that the training date would be circulated to Governors not present at the meeting today. There is also online Safeguarding training as an alternative. It was noted that Dr Williams is Safer Recruitment trained although this will need to be refreshed this year.</p> <p>There was a proposal that a 2-year programme is developed of staff presentations which will be delivered at Full Governor meetings. The idea is that the presentation will be followed up with a linked Governor visit and report. This will start at the next Full Governor meeting in November 2022. This will enable Governors to work with subject leads and see subjects in practise.</p>	

16.	<u>ATTENDANCE AND SAFEGUARDING</u>	
	This was covered under Minute 12.	
17.	<u>CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2024/25</u>	
	Following the decision in principle at the last meeting to reduce the PAN from 150 to 120, the Head and Chair are awaiting feedback from the local authority. It was agreed that the Head will contact Mr Wilby, Head of Education Places to chase this up.	
18.	<u>TEACHERS PAY AND CONDITIONS PROPOSALS – SEPTEMBER 2022</u>	
	The Head referred Governors to the agenda supporting information which states that the Kirklees Model Pay Policy will be confirmed once the teacher pay award has been agreed.	
19.	<u>POLICIES FOR REVIEW BY FULL GOVERNING BODY</u>	
	<p>RESOLVED: That Governors agreed the following policies (subject to approval at the next quorate meeting):</p> <ul style="list-style-type: none"> - Behaviour Policy - Charging and Remissions Policy - Complaints Policy - Data Protection Policy - Early Years Policy - Finance Policy - Health and Safety Policy – this has been updated to include new online reporting processes P.10 - Nursery Admissions Policy – Governors requested that the section on criteria was changed to ‘A panel will be created to consider all applications for admissions if places are over-subscribed. The panel will consist of the head teacher, a member of the governing body, and the teacher in charge of nursery. A local authority officer.... - Parent Safeguarding Code of Conduct- this is a new policy created in September 2022 and was a recommendation from the Safeguarding team. - Safer Recruitment - Safeguarding and Child Protection Policy - Keeping Children Safe in Education 2022 - School Admissions Policy - Whistleblowing Policy <p>Governors were reminded of the importance of Keeping Children Safe in Education and were asked to read at least Parts 1 and 2 by the end of October.</p> <p>The main changes were outlined by the Head and Chair. This included the amended wording of peer-on-peer abuse which has been changed to child-on-child abuse. There is reference to living with domestic abuse as well as living with parents in conflict. This is an issue which school is very aware of. There is also information about awareness of exploitation and abuse.</p>	

	<p>Q: How is child-on-child abuse recorded?</p> <p>A: As our children are very young, there can be incidents which are due to curiosity, however we use CPOM's to ensure that any patterns of behaviour are identified.</p> <p>Another change is a recommendation in relation to recruitment which suggests that online checks be made as part of the recruitment process for shortlisted candidates. This may identify any incidents which are publicly available online. This will be done by the IT Manager in school.</p>	
20.	<u>DATA PROTECTION ACT (DPA) GENERAL DATA PROTECTION REGULATION (GDPR) AND INFORMATION SECURITY – GOVERNORS USE OF PERSONAL EMAIL ACCOUNTS</u>	
	The Chair confirmed that all Governor documents are shared via the Governor portal or Kirklees Business Solutions. Personal emails are not used for Governor business.	
21.	<u>ANY OTHER BUSINESS</u>	
	There were no items of Any Other Business.	
22.	<u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u>	
	<p>RESOLVED: That the next meeting of the Governing Body be held at 6.30pm on</p> <ul style="list-style-type: none"> • Monday 21 November 2022 <p>RESOLVED: That the next meetings of the Committees be held on the following dates:</p> <ul style="list-style-type: none"> • Monday 14 November 2022 – Resources – note proposed amended time of 1 pm. • Monday 21 November 2022 – Standards and Effectiveness (5.30 pm) 	
23.	<u>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</u>	
	RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available to the school, in accordance with the Freedom of Information Act.	
	Meeting Close Time: 8:20 pm	