

**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, 21 November 2022.

**PRESENT**

Mrs P Holderness (in the Chair), Mrs M Ahmed, Mrs L Devlin, Mrs S Hadji-Lary, Mrs H Nichols, Mr K Massett, Mrs P Smith, Mrs D Wilson (Head Teacher)

**In attendance**

Mrs N West (Minute Clerk)

No.	Item	Action
24.	<b><u>PRESENTATION BY LEADER OF LEARNING AND TEACHING FOR ICT</u></b>	
	<p>Mr Gomersall joined the meeting to present to Governors about ICT in school.</p> <p>The presentation included the following key information:-</p> <ul style="list-style-type: none"> <li>- Mr Gomersall undertook learning walks and lesson observations to monitor and review the quality of computing to identify strengths and areas for development.</li> <li>- There is set vocabulary for computing which develops as children progress through school.</li> <li>- Children in Early Years are introduced to computers and computing vocabulary, for example, teachers discuss what happens when you press buttons on keypads and touch screens.</li> <li>- In Nursery, there are less computers in order to encourage social interaction and play but discussions still take place about online safety and what children should do if they do not feel safe.</li> <li>- Teachers use technology well and have good knowledge but some equipment is old which can be a barrier.</li> <li>- Children spent a lot of time on computers, phones and tablets during lockdown so there is a focus on reminding parents and children about appropriate screen time and appropriate app's and games.</li> <li>- One of the next steps from the report was to hold a parent session about online safety. This has now taken place.</li> <li>- The school website signposts parents to further resources regarding online safety.</li> </ul> <p>Year 1 lesson observations highlighted the following:-</p> <ul style="list-style-type: none"> <li>- There is a focus on online safety.</li> <li>- There is consistent use of computing vocabulary and lots of opportunity to use the vocabulary.</li> <li>- Lesson planning is effective.</li> <li>- Lessons include a recap.</li> <li>- Pupils are able to describe how they log onto a computer.</li> <li>- There is an ICT technician on hand to assist with lessons.</li> <li>- Teaching Assistants check equipment and are used well during lessons.</li> </ul>	

	<ul style="list-style-type: none"> <li>- Lessons are active with pupils moving around the classroom.</li> <li>- High quality safety videos are used.</li> <li>- A child-friendly google search is used on computers and advert blockers are used.</li> <li>- Teachers discuss with pupils how to keep their personal information private.</li> </ul> <p>Year 2 observations highlighted the following:-</p> <ul style="list-style-type: none"> <li>- Lessons build on knowledge from Year 1.</li> <li>- Some parents are not aware that children can talk to strangers on online games so we discuss this in parent assemblies.</li> <li>- Some children have their own You Tube accounts and post videos. Parents are not always aware of this so staff regularly discuss the importance of keeping safe online with children.</li> <li>- There is consistency in teaching across the year group.</li> <li>- There is clear evidence of vocabulary progression.</li> <li>- Children are able to identify appropriate and inappropriate games and app's although this may lead to further discussion as it is clear some children access content which is not age-appropriate.</li> <li>- Discussions take place about what children should do if they do not feel safe online.</li> <li>- Incidents are logged if pupils disclose that they have viewed something online which has upset them. This can happen 3 – 4 times per week. In these instances, parents are contacted and discussions take place about how viewing certain content can lead to children becoming desensitised to violence and aggression.</li> </ul> <p><b>Q: When did the parent sessions take place?</b>  <b>A:</b> There were two last week which were well-attended approximately 40 parents at each session.</p> <p><b>Q: Have there been any barriers to implementing the next steps?</b>  <b>A:</b> As previously mentioned some of the equipment is outdated. Staff knowledge is good but it would be useful to have further training for staff about online safety as there are always new developments and updates.</p> <p>Governors thanked Mr Gomersall for his presentation.</p>	
25.	<b><u>ELECTION OF CHAIR</u></b>	
	It was agreed this this item will be deferred until the next meeting.	
26.	<p><b><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></b></p> <p>Apologies for absence were received from A Deering, L Jagger and A Williams. These were accepted with consent.</p> <p>There were no declarations of interest.</p> <p>(a) <b><u>Approve the Governors' Code of Conduct</u></b></p> <p><b>RESOLVED:</b> That Governors agreed to adopt the NGA Governor Code of</p>	

	Conduct.	
27.	<p><u>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</u></p> <p>There were no items raised for discussion under Any Other Business.</p>	
28.	<p><u>CONFIRMATION OF ELECTION OF VICE-CHAIR</u></p> <p><b>RESOLVED:</b> That Mrs P Holderness be appointed Vice-Chair.</p>	
29.	<p><u>CONFIRMATION OF COMMITTEE MEMBERSHIP, INCLUDING HEADTEACHER'S PERFORMANCE MANAGEMENT WORKING GROUP</u></p> <p><b>RESOLVED:</b> That the committee membership be agreed as follows:-</p> <p><u>Resources Committee</u>  Mrs S Hadji-Lary  Mr K Massett  Mrs. P Smith  Dr A Williams  Mrs D Wilson</p> <p><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</p> <p><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> <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><b>RESOLVED:</b> That the membership be agreed as follows:</p> <p><u>Pay and Teacher Appraisal</u>  Mrs P Holderness  Mrs P Smith</p>	

	Dr A Williams The Kirklees Learning Partner had been appointed as the external advisor to the committee.	
30.	<u>TO APPROVE GOVERNORS WITH SPECIFIC RESPONSIBILITIES</u>	
	<p><b>RESOLVED:</b> That Governors be appointed the following Specific Responsibilities:</p> <ul style="list-style-type: none"> <li>• SEN/D Governor –A Deering, L Devlin</li> <li>• Single Equalities Governor –A Deering</li> <li>• Governor Training Contact –D Wilson, L Stockman</li> <li>• Governor for Looked After Children –S Hadji-Lary</li> <li>• Child Protection and Safeguarding Governor –S Hadji-Lary</li> <li>• Early Years Governor – K Massett</li> <li>• Wellbeing Governor –A Deering, L Devlin</li> <li>• Pupil and Sports Premium Link Governor –P Smith</li> <li>• Website Compliance – A Williams</li> <li>• Attendance – P Holderness</li> <li>• Health and Safety – All Governors (H&amp;S walk around – A Williams).</li> </ul>	
31.	<u>DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER</u>	
	<p><b>RESOLVED:</b> That the Governing Body delegates to the Head teacher the power to carry out on its behalf the following delegated duties :</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 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><b>RESOLVED:</b> That the Governing Body 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>	
32.	<u>MINUTES OF THE MEETING HELD ON 3 OCTOBER 2022</u>	
	<b>RESOLVED:</b> That minutes of the meeting held on 3 October 2022 be approved and agreed by the Governing Body.	
33.	<u>MATTERS ARISING</u>	

	There were no matters arising.	
34.	<u>REPORTS FROM COMMITTEES</u>	
	<p><u>Resources Committee</u></p> <p>Mr Massett reported that Governors had discussed the budget which has been impacted by rising costs such as energy. There has been some additional funding which has helped.</p> <p>The Finance Policy was reviewed and amended in relation to purchase of equipment up to £5,000 per item.</p> <p>The Kirklees Model Pay Policy and Pupil Premium Strategy were also reviewed.</p> <p>Governors discussed the additional workloads created for the Head in terms of KLP work and agreed that the situation should be monitored over the rest of the academic year.</p> <p><u>Standards and Effectiveness Committee</u></p> <p>Mrs Holderness reported on the meeting which took place earlier today.</p> <p>Governors had discussed the pyramid Attendance Policy as well as the individual school absence procedures.</p> <p>Governors had looked at the KLP report from Mr Whitfield which included some recommendations about SEND provision and revisiting the feedback from the last Ofsted report. This includes continuing development of Flashback Friday books. The idea is to identify “sticky knowledge” which is key information that pupils should know in each topic. The “sticky knowledge” and key vocabulary will help to condense the existing curriculum documents as feedback is that these documents are too lengthy. The Flashback Friday books will be used to help revisit and refresh on topic areas over the course of the academic year. It was agreed that the Head will bring examples of this to the next Full Governors meeting.</p> <p><b>Q: Where does the term “sticky knowledge” come from?</b>  <b>A:</b> It relates to key information which pupils need to learn as part of the national curriculum. The term came from the LA conference the Intentional Curriculum -Phil Riozzi.</p>	
35.	<u>HEAD TEACHER’S REPORT/DATA REPORT AND GOVERNOR QUESTIONS</u>	
	<p>The Head Teacher’s report and School Improvement Plan update had been circulated to Governors ahead of the meeting.</p> <p>There was a discussion about the number of pupils on roll and the changing demographic of the community.</p>	

	<p><b>Q: On the Welfare &amp; Attendance report there are 21 children under Other Ethnicity, do we have further information about this group?</b></p> <p>A: No, but we can check and feedback.</p> <p><b>Q: What is the audience for the School Improvement Plan update?</b></p> <p>A: It is for Governor purposes only.</p> <p>The Head reported on the priority about developing the confidence of the most able pupils. This is difficult to track especially as pupils move through year groups and may take time to settle. School is using KLP advice in this area.</p> <p>Mrs Smith reported on the Active School webinar. The webinar was hosted by the Yorkshire Sports Foundation and was to launch the report about the Active Schools pilot. The webinar looked at the strengths, successes and barriers and included some examples of what different schools are doing to increase activity for pupils and families. One example was a school which is using additional school land for families to plant and grow their own Christmas trees. Families are encouraged to walk to the tree and water it regularly. Mrs Smith said that implementation of the scheme followed the theory and practice of School Improvement. Since the webinar, Mrs Manser has presented at other Active School events and talked about what Birkby implemented. The Head reiterated that Active Schools is about much more than increasing activity in the traditional sense of more PE and sports. It is about movement in terms of fine motor skills, encouraging pupil engagement, making teaching more memorable and making sure pupils regularly stand up and move around the classroom to ensure they are alert and ready to learn. Mrs Smith will undertake a Governor visit after Christmas to see this in action.</p> <p>The Head referred to the Welfare and Attendance report which states that there are currently no Child Protection or Child in Need cases in school. There is concern that this does not reflect the real situation and there is further concern that communication between professionals involved in welfare cases is not as effective as it should be. There are currently 40 families being monitoring with domestic violence being a common issue. This will be raised at the next Head Teacher meeting.</p>	
36.	<p><b><u>PAN UPDATE</u></b></p> <p>The Head reported that the document requesting a reduction in the PAN from 150 to 120 has been submitted to the local authority. This is on the Kirklees School Admissions website and also on the school website. The consultation period ends on 23 December 2022.</p>	
37.	<p><b><u>TEACHERS PAY AND CONDITIONS PROPOSALS</u></b></p> <p>The Teacher Pay Policy had been reviewed at the Resources Committee meeting.</p> <p><b>RESOLVED:</b> That Governors approve the Kirklees Model Pay Policy 2022.</p>	
38.	<p><b><u>POLICIES FOR REVIEW BY FULL GOVERNING BODY</u></b></p>	

	<p><b>RESOLVED:</b> That Governors approved the following policies:</p> <ul style="list-style-type: none"> <li>- Behaviour Policy</li> <li>- Charging and Remissions Policy</li> <li>- Complaints Policy</li> <li>- Data Protection Policy</li> <li>- Early Years Policy</li> <li>- Health and Safety Policy – this has been updated to include new online reporting processes</li> <li>- Nursery Admissions Policy – this includes a new section relating to over-subscription and details that a panel will be formed and outlines the criteria the panel will use to make decisions.</li> <li>- Parent Code of Conduct</li> <li>- School Safeguarding – this is a new policy created in September 2022 and was a recommendation from the Safeguarding team.</li> <li>- Safeguarding Policy</li> <li>- Keeping Children Safe in Education 2022</li> <li>- School Admissions Policy</li> <li>- Whistleblowing Policy</li> </ul>	
39.	<p><b><u>GOVERNING BODY SELF-EVALUATION, GOVERNOR VISITS AND DEVELOPMENT</u></b></p> <p>It was agreed that Governing Body Self-Evaluation will be discussed at the next Full Governors meeting.</p> <p>Governors were reminded about the Kirklees Governor Learning and Development (GLAD) training package which includes governor access to all the governor training courses.</p> <p>It was noted that Mrs Devlin, Mrs Hadji-Lary, Mrs Holderness, Mr Massett and Mrs Smith completed Safeguarding training.</p> <p>Mrs Deering carried out a Governor visit on 8 November 2022 in relation to SEND and looked at the Single Central Record.</p> <p>It was agreed that Mrs Hadji-Lary will complete Safer Recruitment training.</p>	
40.	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p>There were no items of Any Other Business.</p>	
41.	<p><b><u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u></b></p> <p><b>RESOLVED:</b> That future meetings of the Governing Body be held at 6.30pm on</p> <ul style="list-style-type: none"> <li>• Monday 6 February 2023</li> <li>• Monday 27 March 2023</li> <li>• Monday 15 May 2023 (Approval of budget)</li> <li>• Monday 3 July 2023</li> </ul>	
42.	<p><b><u>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</u></b></p>	

	<b>RESOLVED:</b> 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.	
	<b>Meeting Close Time: 8:25 pm</b>	