

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, 6 February 2023.

PRESENT

Dr A Williams (Chair), Mrs M Ahmed, Mrs L Devlin, Mrs P Holderness, Miss L Jagger, Mrs H Nichols, Mrs P Smith, Mrs D Wilson (Head Teacher)

In attendance

Miss L Green (Middle Manager for Humanities)

Mrs N West (Minute Clerk)

No.	Item	Action
43.	<p><u>PRESENTATION BY MIDDLE MANAGER FOR HUMANITIES</u></p> <p>Miss Green joined the meeting to provide an update on humanities for Governors. A report was circulated – Humanities Journey 2022.</p> <p>Miss Green explained that the key objectives agreed in discussion with the Head in relation to humanities were: -</p> <ul style="list-style-type: none"> - To keep abreast of local and national initiatives. - As part of a whole school review, to monitor the history and geography curriculum. - To enrich, extend and embed a range of historical/geographic vocabulary as the children move throughout school. <p>In terms of local and national initiatives, Miss Green reported that school was involved in the heritage schools project which was a local initiative to give ideas and research in planning the history and geography curriculum with a local link. There had also been attendance at local authority network meetings and Miss Green had attended online courses in order to develop subject knowledge.</p> <p>Miss Green reported that the Snowdog project was something children really enjoyed.</p> <p>Q: What is Snowdog? A: This was a local initiative. John Lambe delivered an assembly in school about the project. Children were able to design and paint the snowdog which was then displayed in the Kingsgate Shopping Centre. There were other snowdogs designed by other schools on display in various locations in the town centre. The snowdog is now on display in the small hall.</p> <p>Miss Green explained that sticky knowledge sheets had been introduced in order to ensure that pupils retain knowledge from each topic. The sticky knowledge sheets included key points that children should learn and</p>	

remember, skills which would be used during each unit as well as a recap of what children should already have known. Prior to this, there was a sense that some topics were covered in too much detail and the topics were not revisited. As well as sticky knowledge sheets, Flashback Friday books had been introduced these were a way of revisiting topics and checking knowledge. Teachers asked key questions from the books to spark memories about what children have learned.

Q: Is the Flashback book owned by the teacher?

A: Yes, each child will have topic work in their own books, but the Flashback book is used for the whole class.

Q: How do you define what the sticky knowledge should be?

A: We tailor this for our children. It is important that children have an idea about timelines, so we talk about events which are before living memory. The sticky knowledge gives building blocks so that knowledge develops over the year groups. There are timelines on display in all classrooms.

Q: Do you call the lessons history or geography lessons?

A: Yes, and we use relevant language to describe this so in history we talk about chronology and putting events in order on a timeline. We talk about investigating using photos and pictures. In Early Years, we introduce the idea of chronology by talking about yesterday, today, and tomorrow as well as the days of the week.

In terms of vocabulary, Miss Green explained that observations showed that classes were sharing new vocabulary and most children were using the vocabulary. To improve this further, new vocabulary was now always introduced alongside an image, this was to help children with English as an additional language.

Q: Where are you in terms of progress in history and geography?

A: As part of the next steps, we will be looking at assessment.

Governors thanked Miss Green for her presentation.

Miss Green left the meeting at this point.

44. ELECTION OF CHAIR

The Minute Clerk took the Chair.

Nominations were taken from the meeting.

RESOLVED: That Dr A Williams be elected Chair.

RESOLVED: That the Chair be elected for a term of office until the end of the academic year.

Dr Williams reiterated that his term of office ends in February 2024 so this will be his final academic year as Chair of Governors.

45.	<p><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></p> <p>Apologies for absence were received from Mrs A Deering (consent), Mr K Massett (consent) and Mrs S Hadji-Lary (consent).</p> <p>There were no declarations of interest.</p> <p>All Governors present signed a copy of the NGA Governor Code of Conduct.</p> <p>It was agreed that all Governors will sign paper copies of the declaration of business interests next year.</p>							
46.	<p><u>REPRESENTATION</u></p> <p>RESOLVED: That Governors noted the following matters of representation:</p> <p>(a) <u>Vacancy</u></p> <p>One Parent Governor seat vacant.</p> <p>The Head reported that there would be an advertisement in relation to the parent Governor vacancy.</p> <p>(b) <u>Resignation</u></p> <table border="0" data-bbox="264 1205 1281 1317"> <thead> <tr> <th><u>Name</u></th> <th><u>Category</u></th> <th><u>With Effect From</u></th> </tr> </thead> <tbody> <tr> <td>Furkh Usman</td> <td>Parent</td> <td>12/11/2022</td> </tr> </tbody> </table>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Furkh Usman	Parent	12/11/2022	
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Furkh Usman	Parent	12/11/2022						
47.	<p><u>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</u></p> <p>RESOLVED: That no items be raised for discussion under Any Other Business.</p>							
48.	<p><u>MINUTES OF THE MEETING HELD ON 21 NOVEMBER 2022</u></p> <p>RESOLVED: That minutes of the meeting held on 21 November 2022 be approved and agreed by the Governing Body.</p>							
49.	<p><u>MATTERS ARISING</u></p> <p><u>PAN (minute 36 refers)</u></p> <p>It was noted that there was no further update on the proposed change to PAN.</p>							
50.	<p><u>REPORTS FROM COMMITTEES</u></p> <p>(a) <u>Resources Committee</u></p>							

Mrs Smith provided an update on the Resources Committee meeting. Governors had received a budget update from the Business Manager. There had been some fantastic work to ensure the budget was on track given the challenges of higher-than-expected pay awards and increased energy costs. The Business Manager had planned into the budget an increase in energy costs based on advice from the local authority and projections. Governors were reassured that the budget was well-organised and manageable although there would need to be continued careful monitoring.

Governors had also looked at the DfE benchmarking information which compared similar schools in terms of financial expenditure. The 5 schools compared to Birkby I & N were different in terms of size but similar in terms of SEND and FSM. Mrs Smith reported that Birkby fell into the average range in most categories and the only anomaly was in relation to catering costs. This was due to the voucher system which involves claiming back costs.

The Governor Allowance Policy had been reviewed in detail and this would be brought forward for approval later in the meeting.

Governors had agreed to monitor the Head's workload in relation to the extra work involved in undertaking duties as KLP.

The Chair noted that the budget information was on SharePoint for all Governors to view.

(b) Standards and Effectiveness Committee

Mrs Holderness reported on the meeting which took place earlier today.

Governors had discussed the KLP report on phonics and reading. The report was extremely positive.

Governors had also looked at maths book scrutiny reports and information from the oracy conference.

There had been a discussion about the KL class and concerns around attendance. There was a trial change to the school day in order to try and make it more manageable for children and improve attendance.

51. HEAD TEACHER'S REPORT/DATA REPORT AND GOVERNOR QUESTIONS

The Head reported that the January census information was the same as last year at 388 pupils. However, the data showed that a total of 58 pupils had joined since the start of the academic year and 27 had left.

The Head report included updates on progress on the School Improvement Plan. The Head explained that updates were in red text. There was a

	suggestion that it would be useful to have a simple way of identifying progress on the plan – whether this was on track, complete or not on track.	
52.	<p><u>ATTENDANCE AND SAFEGUARDING</u></p> <p>A welfare and attendance report had been circulated to Governors ahead of the meeting.</p> <p>The Head reiterated that attendance in the KL class was a cause for concern. This had led to the decision to amend the school day for KL pupils in Reception and Year 1.</p> <p>Q: Can you track the amount of time spent with the teacher in this class? A: Yes.</p>	
53.	<p><u>SCHOOL IMPROVEMENT PLAN</u></p> <p>This was covered under Minute 51.</p>	
54.	<p><u>SCHOOL WEBSITE</u></p> <p>It was agreed that the Chair would complete an audit of the school website to ensure all statutory requirements were met.</p>	
55.	<p><u>KLP VISIT</u></p> <p>This was covered under Minute 50. The report was on SharePoint for Governors to read.</p>	
56.	<p><u>POLICIES FOR REVIEW BY FULL GOVERNING BODY</u></p> <p>The Governors Allowance Policy had been discussed in detail at the Resources Committee. The Head explained that finances should not be a barrier to becoming a Governor. The Head asked whether Governors would prefer to have hard copy documents for meetings so they did not need to be printed at home. The Head noted which Governors required hard copy documents.</p> <p>It was noted that Governors should use the Governor email address for Governor business and in order to access SharePoint.</p> <p>RESOLVED: That Governors approved the Governor Allowance Policy.</p>	
57.	<p><u>GOVERNING BODY SELF-EVALUATION, GOVERNOR VISITS AND DEVELOPMENT</u></p> <p>It was agreed that the Chair would re-circulate the Governing body self-evaluation forms so that new Governors could take part. The Chair reminded Governors that there was a recommendation that Governing body self-evaluation should take place annually.</p>	

	<p>It was noted that Mr Massett had completed two school visits – one in relation to Early Years and the other regarding literacy and numeracy mapping. Mr Massett noted that pupils were highly engaged during his classroom visit.</p> <p>Mr Massett would complete a further visit on 20 March 2023.</p> <p>Dr Williams completed a Health and Safety walkaround on 14 November 2022 with the Business Manager. A report was circulated for Governors. There were a couple of small issues such as the recommendation of cable ties and a fire evacuation notice which was not visible when the door was open. Dr Williams concluded that school represents a very safe environment for children and staff and Health and Safety appears to be taken seriously and pursued rigorously by school managers.</p> <p>Mrs Deering had completed a visit to the KL class and Ms Grant, Kirklees Learning Partner had also visited KL class.</p> <p>Mrs Smith was visiting school on 23 February 2023 to look at PE, active schools and sports premium.</p> <p>The Head reported that other schools were requesting visits to Birkby to look at active learning, with 2 visits taking place tomorrow.</p> <p>It was noted that the Chair, Mrs Hadji-Lary and Mrs Smith visited school in relation to a HR issue in December 2022.</p> <p>Other planned Governor visits were:</p> <ul style="list-style-type: none"> • Dr Williams – history visit • Mrs Holderness – attendance visit • It was noted that Miss Jagger had completed Safeguarding training and Mrs Smith was attending Safer Recruitment training on 15 March 2023. • There would be a Prevent training session for Governors at the next Full Governors meeting. The Head believed it was important for Governors to have an awareness and understanding of the issues in the local area. 	
58.	<u>WELL-BEING AND MENTAL HEALTH</u>	
	<p>It was noted that a member of office staff had completed mental health training.</p> <p>Staff morale was good and there tended to be more personal issues rather than work related issues amongst staff. Staff knew that there was always someone to talk to and there was a supportive environment. Staff felt positive about coming to work. There would be a staff welfare questionnaire at the end of the year.</p> <p>Staff were made aware of Employee Healthcare and can self-refer. There were physiotherapy and counselling services available through Employee Healthcare. It was noted that Employee Healthcare were also available to meet Governors and Governors agreed that they would welcome the opportunity.</p>	

59.	<u>CONSIDER THE IMPACT OF THE COST OF LIVING CRISIS</u>	
	Governors noted that the financial strain on families was something which was considered all the time and particularly during the current crisis.	
60.	<u>ANY OTHER BUSINESS</u>	
	There were no items of Any Other Business.	
61.	<u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u>	
	<p>RESOLVED: That, the future meetings of the Governing Body be held at 6.30pm on</p> <ul style="list-style-type: none"> • Monday 27 March 2023 – to include Prevent training. • Monday 15 May 2023 (Approval of budget) • Monday 3 July 2023 <p>It was agreed that the Head will invite Employee Healthcare to the Governor meeting on 15 May or 3 July 2023.</p>	
62.	<u>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</u>	
	<p>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.</p>	
	Meeting Close Time: 8:20 pm	