

THE GOVERNING BODY OF BIRKBY INFANT AND NURSERY SCHOOL

Minutes of the annual meeting of the Governing Body held at 6.30 pm at the school on Monday, 2 October 2023.

PRESENT

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

In Attendance

Mrs N West (Minute Clerk)

1. REPRESENTATION

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

1.1 **RESOLVED:** The following matters of representation were noted:

<u>End of Term of Office</u>		
<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Pat Holderness	Co-opted (Vice Chair)	17/10/2023
Dr Andrew Williams	Co-opted (Chair)	08/03/2024

RESOLVED: That governors approve the reappointment of Mrs Holderness as a Co-opted Governor.

1.2 It was noted that following the resignation of Mrs Nichols as Staff Governor, Mrs Ahmed had been appointed Staff Governor. There were 2 Parent Governor vacancies and there have been recent unsuccessful attempts to recruit new Parent Governors. This will remain a focus.

GCS NOTE: Head teacher to forward staff election notification form to GCS service to process Mrs Ahmed's new role.

1.3 The Head Teacher reported that Miss Jagger had resigned from her role as governor with effect from 31 December 2023. The Head Teacher thanked Miss Jagger for her work in the role.

2. ELECTION OF CHAIR

The minute clerk took the chair.

Before requesting nominations, the following was agreed:

(i) That the term of office of the new chair would be one year until the next AGM.

Nominations were sought. Nominations were received for Mrs Holderness.

Mrs Holderness left the room at this point in case governors wished to raise any concerns.

Mrs Holderness rejoined the meeting.

RESOLVED: That Mrs Holderness be elected chair for a period of one year until next AGM.

3. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence had been received from Mrs Hadji-Lary and Mr Massett. These were accepted with consent.

There were no declarations of interest.

The Governing Body also confirmed the following:

3.1 Approve the Governors' Code of Conduct

RESOLVED: That governors approve the Governing Board Code of Conduct.

3.2 Declaration of Business Interest information

Governors present at the meeting completed paper copies of the Declaration of Business Interests information.

ACTION: Mrs Hadji-Lary to complete Declaration of Business Interests. Mr Massett came into school prior to the meeting to complete his.

3.3 Get Information about Schools

The Head Teacher confirmed that Get Information about Schools was regularly updated by the School Business Manager. The Business Manager will update the GIAS accordingly to reflect changes to the Governing Body asap.

4. NOTIFICATION OF ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS

The following matter would be raised under Any Other Business:

Deletion (see Minute 23).

5. ELECTION OF VICE CHAIR

Before requesting nominations, it was agreed that the term of office of the vice chair would be one year until the next AGM.

Nominations were sought. Nominations were received for Dr Williams.

RESOLVED: That Dr Williams be elected vice chair until 8 March 2024.

6. REVIEW OF COMMITTEES

6.1 Membership of Committees

Committee membership was agreed as follows:

Resources Committee:

Mrs S Hadji-Lary
 Mr K Massett
 Mrs P Smith
 Dr A Williams
 Mrs D Wilson

Standards and Effectiveness Committee:

Mrs M Ahmed
 Mrs A Deering
 Mrs L Devlin
 Mrs S Hadji-Lary
 Mrs P Holderness
 Dr A Williams
 Mrs D Wilson

Staff Dismissal Committee:

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.

Complaints Committee:

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.

Pupil Discipline Committee:

All non-staff Governors would be eligible for this committee which would be called by the Chair, when necessary, subject to Governors' availability.

6.2 Head Teacher's Performance Management

RESOLVED: That the membership be agreed as follows:

Pay and Teacher Appraisal:

Mrs P Holderness
 Mrs P Smith
 Dr A Williams

6.3 Terms of Reference of Committees

RESOLVED: That governors approve the Governing Board Terms of Reference.

7. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES

RESOLVED: That the following specific responsibilities be agreed:

- SEND (Special Educational Needs & Disability) Governor – A Deering, L Devlin

- 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
- Equalities Governor –A Deering
- Pupil and Sports Premium Link Governor –P Smith
- Attendance – P Holderness
- Website Compliance – A Williams
- Health and Safety – All Governors (H&S walk around – A Williams)

8. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER

RESOLVED: That the Governing Body delegates to the Head teacher the power to carry out on its behalf the following delegated duties:

- (a) Planning and conducting the affairs of the school to remain solvent.
- (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.
- (c) Ensuring that funding from the LA and any other sources was used only in accordance with the conditions attached to that funding.
- (d) Providing such information as the LA may reasonably require to satisfy the LA that the financial management and organisation of the governing Body were such as to enable it to fulfil the obligations specified for it.

RESOLVED: 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.

9. MINUTES OF THE MEETING HELD ON 3 JULY 2023

RESOLVED: That the minutes of the meeting held on 3 July 2023 be approved and signed by the Chair as a correct record.

10. MATTERS ARISING

There were no matters arising.

11. REPORTS FROM COMMITTEES

There were no Committee Reports for discussion.

12. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher provided a verbal update for governors.

The Head Teacher confirmed that there had been a good start to the term with children settling in well.

The Head Teacher reported that the local authority was looking at the high levels of mobility within primary schools as this was particularly high for children taking SAT's last year.

13. FINANCIAL MANAGEMENT AND MONITORING

A finance report up to Period 6 was shared with governors. The Head Teacher reported that there were some areas of overspend but these will even out over the financial year.

There will be a Teacher Pay Award grant but the detail was unknown at the present time.

14. SCHOOL DEVELOPMENT PLAN: PRIORITIES 2023/24

The School Development Plan and SEF had been shared with governors ahead of the meeting.

Q: What does the colour coding mean?

A: Each section of the plan is in a different colour – Quality of Education, Behaviour and Attitudes, Personal Development, Leadership & Management and Early Years provision.

The Head Teacher confirmed that the School Development Plan will be reviewed again in December 2023.

Q: The report refers to obesity levels being above the national average, what is being done about this?

A: Packed lunches are not allowed in school as the aim is to encourage children to enjoy a healthy balanced meal. Some Reception children have very narrow diets and it is difficult to get them to eat anything. There is a focus on exercise and physical activity sessions have been introduced twice per week after school for parents and children to attend together. Walking to school is being encouraged with pupils and parents. There is the breakfast club offer and continued discussion with and education of parents.

Governors reviewed and agreed judgements in the School Development Plan and SEF. Governors feel that as attainment was below the national average, it was important to emphasis and demonstrate the excellent progress that children make in school as well as ensuring that there was reference to the robust and accurate progress tracking systems within the plans. Governors also feel that reference should be made to the high number of new starters and leavers, often from around the world and the resources required to support pupils on a 1:1 basis and the impact this can have on other children.

Governors suggested an addition under Leadership & Management about the great ethos and culture within school which make a great environment for staff and pupils.

15. GOVERNING BODY DEVELOPMENT: ACTIONS AND PRIORITIES 2023/24

Governors discussed the self-evaluation questionnaire and how best to collate answers and ideas. It was agreed that governors will go through the questionnaire at the next Full Governors meeting.

ACTION: GCS: to add "Governing Body Development Questionnaire" to the next agenda.

16. ATTENDANCE AND SAFEGUARDING

A Welfare and Attendance report had been circulated to governors ahead of the meeting.

The Head Teacher reported that currently 41 families were being monitored.

There continues to be a high number of new starters with 24 children joining since the start of term.

Q: What does 1 through school mean in the pupil movement table?

A: It means that the child has moved into a local through school.

The Head Teacher noted that unauthorised absence was increasing again and 64 children were being monitored in relation to absence.

Q: Libya appears to be under the wrong heading in the ethnicity data?

A: This will be checked and corrected.

Mrs Devlin reported that a governor visit had been undertaken in relation to the Single Central Record. Mrs Devlin explained that although the Single Central Record looked very daunting at first, the School Business Manager gave a clear explanation of how the records were maintained and updated and how data was archived for staff leavers as necessary. The School Business Manager explained how letters of assurance were recorded for staff from external agencies and how checks were carried out. There was also a demonstration of how staff safeguarding training was recorded as well as evidence that staff have read the statutory policies.

Mrs Devlin reported that the atmosphere in school was calm and welcoming.

Mrs Devlin left the meeting at this point.

17. POLICIES FOR REVIEW BY FULL GOVERNING BODY

The following model Kirklees policies had been shared with the governors with a recommendation for governing bodies to adopt.

- Kirklees Model Appraisal Policy 2023
- Kirklees Model Complaints Policy 2023
- Whistleblowing Policy.

RESOLVED: That the Governing Body approve the following policies: -

- Kirklees Model Appraisal Policy 2023
- Kirklees Model Complaints Policy 2023
- Whistleblowing Policy.

School policies had also been shared with governors ahead of the meeting.

RESOLVED: That the Governing Body approve the following policies: -

- Behaviour Policy 2023
- Governor Visits Guidance
- Governor Visits Policy

- Health and Safety Policy
- Keeping Children Safe in Education 2023
- Looked After Children Policy
- Online Safety Policy
- Parent Carer Guide to SEN leaflet
- Safeguarding and Child Protection Policy
- SEN and Disability Policy
- The Prevent Duty.

The Head Teacher reported that all staff have read and signed the relevant section of Keeping Children Safe in Education.

The Head Teacher explained the key changes to Keeping Children Safe in Education and reported that there was a new governor responsibility in relation to checking the effectiveness of IT monitoring and filtering systems.

The Head Teacher referred to the report by Mr Whitfield, Associate Kirklees Learning Partner which had been circulated ahead of the meeting. Mr Whitfield undertook a visit in relation to the Single Central Record as well as a visit with the IT Manager. Mr Whitfield reviewed the Impero software which creates a filtering log to pick up any inappropriate language or potential safeguarding issues. The system enables immediate follow up and action. Mr Whitfield stated that Impero and Smoothwall ensure that IT was safe in school for all to use.

Governors agreed that it will be useful to see data relating to issues flagged to ensure that governor responsibilities were met in relation to online safety and filtering and monitoring systems.

18. GOVERNING BODY SELF-EVALUATION

This was covered under Minute 15.

19. GOVERNOR TRAINING AND GOVERNOR VISITS

Mrs Deering reported on a governor visit to KL class in July 2023 following the last Full Governors meeting. Mrs Deering reported that it was evident that all staff were confident and knowledgeable. The atmosphere was calm and clear strategies for learning were in place. Mrs Deering had been updated on the successful use of Makaton in KL class and heard how weekly progress meetings take place. There was clear communication with parents and recording systems were effective.

Mrs Deering also visited the School Business Manager regarding the Single Central Record. This was very comprehensive and Mrs Deering was assured that systems were working well.

Dr Williams updated governors on a SEN funding meeting. There was an aim to allocate more funding for early help in order to prevent issues further down the line. There will be a move away from allocating funding to specific pupils and a focus on upskilling staff in mainstream settings. The detail of the plan was unknown at the current time. A further meeting was taking place tomorrow which Dr Williams was unable to attend.

It was confirmed that the Head Teacher, Mrs Smith, and Dr Williams were all Safer Recruitment trained.

The Chair reminded governors about the governor training package which was available and asked that training requests were made to the School Business Manager.

20. SCHOOL WEBSITE

Dr Williams reported that a school website check will take place this term.

21. ANY OTHER BUSINESS

Deletion (see Minute 23).

22. DATES OF FUTURE MEETINGS

RESOLVED: That future meetings of the Full Governing Body will be at 6.00 pm on:-

- i. Monday, 20 November 2023
- ii. Monday, 5 February 2024
- iii. Monday, 8 April 2024
- iv. Monday, 13 May 2024
- v. Monday, 8 July 2024.

23. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That Minute 21 be excluded from the copy to be made available at the school, in accordance with the Freedom of Information Act.

ACTION LOG:

Action Number	Minute Number	Action	By Whom
1	1.2	GCS NOTE: Head teacher to forward staff election notification form to GCS service to process Mrs Ahmed's new role.	HT
2	3.2	Mrs Hadji-Lary to complete Declaration of Business Interests.	SH/KM
3	15	Governor self-evaluation to be added to the next Full Governors meeting agenda.	GCS