

THE GOVERNING BODY OF BIRKBY INFANT AND NURSERY SCHOOL

Minutes of the meeting of the Governing Body held at 6.00 pm at the school on Monday, 20 November 2023.

PRESENT

Mrs P Holderness (Chair), Mrs M Ahmed, Mrs S Hadji-Lary, Miss L Jagger, Mr K Massett, Mrs P Smith, Dr A Williams, Mrs D Wilson (Head Teacher).

In Attendance

Mrs N West (Minute Clerk)
Mrs P Manser (Assistant Head Teacher)

24. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies from Lesley Devlin (consent). No declarations of interest were declared.

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

The following matters would be raised under Any Other Business:-

- School budget projections
- Pay and appraisal committee meeting.

26. REPRESENTATION

(a) The following matters of representation were noted:

<u>Resignation</u> <u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Lisa Jagger	Co-opted	31/12/2023
<u>Appointment</u> <u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Pat Holderness	Co-opted (Chair)	18/10/2023

(b) Parent Governor vacancy

The Head Teacher reported that there was one Parent Governor vacancy and this was an ongoing area of focus.

27. MINUTES OF THE MEETING HELD ON 2 OCTOBER 2023

RESOLVED: That the minutes of the meeting held on 2 October 2023 be approved and signed by the Chair as a correct record.

28. MATTERS ARISING

There were no matters arising.

29. PRESENTATION – ACTIVE SCHOOLS

Mrs Manser, Assistant Head Teacher provided an update for governors on Active Schools which included the following:-

- Active Schools started as part of a Pennine Sports Partnership pilot scheme.
- In June 2022, Birkby Infant and Nursery School received the Centre of Excellence Award for Physically Active Learning.
- Physical and mental wellbeing was at the heart of the school ethos.
- The aim was to ensure that children receive 60 minutes of physical activity every day. Increased activity makes children more engaged in their learning.
- There was a lot of research which shows the effectiveness of active learning.
- There were some inconsistencies at the beginning of the journey and a key aspect of success had been ensuring that movement was purposeful and supports learning.
- Another key aspect of success had been discussing barriers for teachers and how these can be overcome.
- School was invited to attend The Yorkshire Sports 2023 conferences and delivered presentations based on the active school journey.
- Schools from Huddersfield, Wakefield, Batley, Halifax and Doncaster had visited to see active learning in action.
- Presentations had also been delivered at Huddersfield University and school networks.
- The Active School work was now having a positive impact on other schools.
- As well as increasing physical activity, Active Schools also helps children share ideas, develop oracy skills and helps mobility.
- The Active School journey continues and it was continually monitored, reviewed and refined.
- It was acknowledged that some staff were more confident than others and staff would continue to receive support as needed.

Mrs Manser shared a video on the importance of movement in terms of physical and mental well-being.

Q: Do you have videos of active learning?

A: This will be filmed this week by Yorkshire Sport whilst staff from Netherton Infant School and governors will be welcome to come and watch the video. Once approved, the video will appear on both the school website and the Yorkshire Sport website.

Q: Can you see the impact of active learning in PE lessons?

A: Improvements can be seen in terms of how children navigate around spaces and are more mobile. The PE curriculum is currently being redeveloped to concentrate on some basic skills such as hopping and skipping.

Q: Is active learning effective in junior and high schools?

A: Yes, however the uptake is not as high.

Governors thanked Mrs Manser for the presentation.

30. REPORTS FROM COMMITTEES

Mrs Holderness updated governors on the Standards and Effectiveness Committee meeting which had taken place earlier today. Governors had reviewed benchmarking data of assessment results compared against local authority and national figures. Governors had also looked at wider curriculum subject monitoring.

Mrs Smith updated governors on the Resources Committee meeting which took place on 13 November 2023. Governors had received a budget update and noted that the Business Manager and Head Teacher were doing a great job managing the budget in difficult circumstances. Governors reviewed the Sports Premium Outcomes for 2022/23, Sports Premium Plan 2023/24 and Pupil Premium expenditure statement 2023/24 in detail. Governors also looked at the RAAC report which stated that there were no concerns in relation to the school building.

Q: Has the detailed building report been received?

A: No, this is something which will be chased up.

ACTION: HT to chase up the written report for the building/RAAC survey.

31. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher's report had been circulated ahead of the meeting.

The Head Teacher reported that the current number of pupils on roll was 484. The Head Teacher explained that over 50 pupils were children of students. From January due to a change in rules, less students would be able to bring dependents when studying so this number would reduce. Year 2 was currently full.

The Head Teacher noted that there were still high levels of leavers and joiners with a total of 40 new starters since September and 33 leavers. Although staff deal with this very well, it was acknowledged that this was very difficult as it means additional planning, reorganisation and sometimes reallocation of ETA support. The reduction in PAN would allow for a more stable cohort.

The report included an analysis of SEN/AN needs across school. The Head Teacher Reported that the overall percentage was 27.4% which was significantly lower than the same point in previous years. However, SEN was significantly higher in Nursery, Year1 and Year 2 than last data analysis in May 2023. The report included an overview of the number of EHCP's, MSP's and I-APDR's.

Q: What does I-APDR stand for?

A: Individual Assess, Plan, Do Review.

The report included an update on progress of School Improvement Plan actions.

The Head Teacher updated governors on a local authority visit which was to look at indoor and outdoor PE equipment. There were some pieces of equipment which would need to be repaired or replaced. This would be looked at in more detail at the next Resources Committee meeting.

ACTION: Resource Committee to follow up P.E inside and outside equipment.

32. FINANCIAL MANAGEMENT AND MONITORING

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

- Finance Policy 2023
- Sports Premium Plan 2023/24
- Pupil Premium statement.

33. TEACHERS PAY AND CONDITION PROPOSALS – SEPTEMBER 2023

It was noted that the Kirklees Model Teacher Pay Policy had been finalised and was circulated ahead of the meeting. This had been updated to include the teacher pay award which would be backdated to 1 September 2023.

RESOLVED: That the Governing Body approve the Kirklees Model Teacher Pay Policy and had no feedback to report.

34. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2025/26

There was no governor feedback or comments in relation to admission arrangements for 2025/26.

35. ATTENDANCE AND SAFEGUARDING

An Attendance and Safeguarding report had been circulated to governors ahead of the meeting. It was noted that attendance without TTA was 95.9% which was close to the national target-96%.

The Head Teacher clarified that the query regarding Libya in the Ethnicity breakdown raised at the last meeting had been checked and was correct- Any Other Asian which includes West and South Asian Countries and in line with La Integris recording.

36. GOVERNING BODY EVALUATION AND GOVERNOR TRAINING/VISITS

The Chair circulated template governor questionnaires produced by the local authority and NGA. Governors discussed how they would prefer the self-evaluation to be carried out. Governors agreed that the local authority skills audit would be completed by all governors and brought back for discussion at the next Full Governor meeting. It was agreed that the School Business Manager would circulate the questions again ahead of the meeting as a reminder.

Dr Williams updated governors on a Health and Safety walkaround which was completed on 17 November 2023. A report had been circulated ahead of the meeting. Dr Williams reported that there was a safe and calm learning/working environment and only a few very minor issues had been identified.

Mr Massett reported on a governor visit to Early Years at the start of the academic year. Children were happy and engaged and the visit was very pleasant. Mr Massett also reviewed the Single Central Record and met with the Senior Technician Manager (Network/ICT). There was a discussion about the opportunity to develop and network with other school IT colleagues which was limited as many schools use IT companies for support. This would be picked up with the Schools Hub to establish whether there were possible links for networking/career development.

Governors were reminded about governor training resources and were asked to contact the School Business Manager if they were interested in any training opportunities.

ACTION: School Business Manager to circulate Kirklees governor skills audit paper for governors to complete ahead of the next Full Governor meeting.

37. POLICIES FOR REVIEW BY FULL GOVERNING BODY

This was covered under Minutes 32 and 33.

38. SCHOOL WEBSITE

Dr Williams confirmed that a check of the school website would be undertaken in December/January.

39. ANY OTHER BUSINESS

(a) School Budget projections

The Head Teacher reported that schools had been asked to provide year-end budget projections by the local authority. The School Business Manager had prepared and submitted this to the local authority.

(b) Pay and appraisal committee meeting

It was noted that the Pay and Appraisal committee would need to meet and discuss the proposal regarding leadership payments following the reduction in PAN and ISDR. A business case would be shared with the unions and HR.

40. DATES OF FUTURE MEETINGS

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

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

RESOLVED: That the meeting of the Pay and Appraisal Committee would be at 5.00 pm on Tuesday, 16 January 2024.

ACTION: GCS to note the amended meeting start time of 6.00 pm.

41. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the school, in accordance with the Freedom of Information Act.

The meeting closed at 7.55 pm.

ACTION LOG:

Action Number	Minute Number	Action	By Whom
1	30	Chase up the written report for the building/RAAC survey.	HT
2	31	Resource Committee to follow up P.E inside and outside equipment.	HT
3	36	School Business Manager to circulate Kirklees governor skills audit paper for governors to complete ahead of the next Full Governor meeting.	SBM
4	40	Clerking Service to note the amended meeting start time of 6 pm.	Clerking Service