

**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, 13 May 2024.

**PRESENT**

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

**In Attendance**

Mrs N West (Minute Clerk)  
Mr A Ali (Parent Designate).

**79. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST**

Apologies from Mrs S Hadji-Lary and Mr K Massett (consent). There were no declarations of interest.

**80. NOTIFICATION OF ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS**

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

- MAT update.

**81. REPRESENTATION**

- (a) The following matters of representation were noted:

<u>Resignation</u> <u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Sharon Hadji-Lary	LA	01/08/2024
Governors to note that School Governor Service had been notified for a replacement.		

<u>Appointment</u> <u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Andrew Williams	Co-opted	22/04/2024

- (b) The ongoing Co-opted Governor vacancy was noted.
- (c) Mr Amar Ali and Ms Komal Rizwan will be confirmed as Parent Governors on completion of a satisfactory DBS check.

**82. MINUTES OF THE MEETING HELD ON 8 APRIL 2024**

**RESOLVED:** That the minutes of the meeting held on 8 April 2024 be approved and signed by the Chair as a correct record.

83. MATTERS ARISINGActions log:

- i. To circulate Kirklees Governor skills audit paper for Governors to complete ahead of the next Full Governor meeting.

It was noted that some governors had completed the skills audit and some were outstanding. It was agreed that outstanding audits would be completed and returned to the School Business Manager and the Chair would collate the results and bring for discussion at the next meeting.

- ii. Persistent absentee information to be included in the Attendance and Welfare report.

This was now complete.

- iii. School Business Manager to support Mrs Deering to access online Safeguarding training

This was now complete.

84. REPORTS FROM COMMITTEES

Mrs Smith updated governors on the Finance and Resources Committee meeting which had taken place earlier today. There was a focus on the school budget which included a final update on the 2023/24 budget and a review of the budget plan for 2024/25. Budget information (B3) for 2024/25 was circulated for governors. Mrs Smith explained that the 2024/25 budget had been drafted following a meeting between the Head Teacher, School Business Manager and a representative from the local authority finance team. The budget had been reviewed in detail at the committee meeting and the committee had recommended approval at the Full Governors meeting.

**Q: Was the carry forward higher than expected?**

**A:** The budget was carefully managed and the carry forward is due to unplanned income. The income element of the budget is difficult to estimate as it is based on grants and funding which may not be confirmed until part way through the financial year, therefore the budget planning is cautious to take this into account. The carry forward will be vital this year as it is needed for the staffing budget.

the Mrs Smith reported that the Head Teacher and School Business Manager had done a great job to ensure that school was in a strong financial position. Dr Williams reported that committee had made some suggestions for improvement in terms of budget monitoring.

The Chair thanked members of the Finance and Resources Committee for their work on reviewing the budget information.

**RESOLVED:** That governors approve the 2024/25 budget.

Mrs Smith reported that governors had also reviewed the Pupil Premium Strategy Statement.

85. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

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

The Head Teacher provided an update on pupil numbers. The Head Teacher explained that although pupil numbers at 505 were similar to this time last year at 525, this does not reflect the true picture in terms of the numbers of leavers and joiners. The Head Teacher referred to the Welfare and Attendance report which had been circulated ahead of the meeting. This included data on leavers and joiners as follows:-

Reception	19 leavers	32 joiners
Year 1	17 leavers	32 joiners
Year 2	15 leavers	19 joiners
KL class	1 leaver	5 joiners
Total	52 leavers	88 joiners

The Head Teacher explained that the impact of such a high number of leavers and joiners including the huge amounts of time and effort involved in settling children into school.

**Q: Where have the 5 joiners in KL class come from?**

**A:** A variety of places, one has moved from abroad and another is a late starter.

**Q: Will they move from KL class?**

**A:** They may do. It depends on ability. Some may have significantly high needs whilst others may, over time be able to effect a transition into a mainstream class.

The Head Teacher reported on recent actions relating to Leadership and Management. There had been a visit from the Head Teacher and a teacher from Reinwood Infant and Nursery School to observe Move and Learn and Mrs Manser had attended a KAS meeting at the Zone on 3 May 2024.

Middle Managers had presented medium- and long-term planning for scrutiny for continuity, progression, and cohesiveness.

Training for teachers had included Physical Literacy on 15 April, Movement Matters on 23 April and CHATTA on 29 April. Now that all teachers had observed CHATTA role-modelling, this would be further reviewed to see how it would work best in school.

The Head Teacher reported that £801 had been raised for Kirkwood Hospice by the Bunny Hop. There was a discussion about how much notice was provided for parents for such events and it was suggested that a termly diary of events could be added to the school website.

The Head Teacher referred to attendance data on the Welfare and Attendance report. Persistent absentee information had been added to the report. The Chair noted that the attendance data without Eid was 95.1% which compares to national attendance of 94.6%. Governors were also pleased to note that there was a significant improvement since last year. The Head Teacher reported that there was a consistent approach to the issuing of penalty notice fines but this was not always a deterrent due to the high costs of flights and holidays during school holidays. It was reported that some families had lengthy periods of absence on an annual basis and this had a detrimental impact on education.

**Q: It has been reported in the press that attendance is worse on Fridays since Covid, is this the case in school?**

**A:** This is not something that has been noticed but the data will be checked.

The Chair thanked the Head Teacher for the report and updates.

86. ATTENDANCE AND SAFEGUARDING

This was covered under Minute 85.

87. FINANCIAL MANAGEMENT AND MONITORING

This was covered under Minute 84.

88. POLICIES FOR REVIEW BY THE FULL GOVERNING BODY

A Menopause Pledge was circulated for governor information. The Head Teacher reported that it was adapted from the Kirklees Council Pledge. The aim was to raise awareness about menopause and perimenopause and to encourage a supportive and respectful environment so that colleagues feel that they can discuss the subject should they feel comfortable doing so. The pledge includes possible symptoms, signposts to support available from Employee Healthcare and also includes links to other useful information.

**Q: How will this be introduced to staff?**

**A:** There will be discussions with teachers and the information will be made available for all staff.

89. GOVERNING BODY EVALUATION AND GOVERNOR TRAINING/VISITS

Mrs Deering reported on a SEND governor visit on 23 April 2024. The visit looked at the use of Cherry Garden assessment in KL class and Mrs Deering reported that the assessment tool empowers staff to see what the next steps were for pupils and this was reassuring to observe.

Mrs Deering also visited Nursery and reported that parents were arriving to attend Stay and Play sessions and a lot of great work was going on in.

Mrs Deering had completed Safeguarding training and Mr Ali had completed Prevent training.

90. SCHOOL WEBSITE

Dr Williams reported that the school website review had been followed up and all gaps had now been addressed. There was just an amendment to be made to the homepage to update the Chair of Governors and some suggested improvements to the Sports Premium and Pupil Premium information. Governors had discussed the Sports Premium and Pupil Premium information in the Finance and Resources Committee meeting and the School Business Manager would update the information on the school website to reflect the suggestions.

91. REGISTER OF BUSINESS INTERESTS

It was noted that a link to the Register of Business Interests for 2024/25 had been included on the agenda. It was agreed that governors would complete paper copies of the form at the first Full Governors meeting in the academic year 2024/25.

92. ANY OTHER BUSINESSMAT Update

The Head Teacher reported that working party meetings were ongoing for the Industrious Multi Academy Trust. It was noted that Dr Williams had written to the Trust to outline the governing body decision to not join the MAT at the present time. There had also been written confirmation to staff. It was noted that no response had been received from the Trust. It was noted that 3 schools were going ahead with the application as founder schools and due diligence had been completed for some schools.

93. DATES OF FUTURE MEETINGS

**RESOLVED:** That future meetings of the Full Governing Body would be at 6.00 pm on Monday, 8 July 2024.

94. 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 7.50 pm.

**ACTION LOG:**

No.	Minute Ref	Action	By Whom
1.	83 (i)	Any outstanding Governor skills audits should be returned to the School Business Manager in order that the Chair can collate results for discussion at the next Full Governor meeting.	SBM/Chair
2.	85	The Head Teacher to consider how best to give advance notice of events to parents, suggestion of a termly diary of events on the school website.	Headteacher