

**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, 8 July 2024.

**PRESENT**

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

**In Attendance**

Mrs N West (Minute Clerk)  
Mr A Ali (Parent Designate)  
Mrs L Devlin (Observer)

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

There were no apologies for absence or declarations of interest. Mrs Rizwan was not in attendance.

Governors presented Mrs Hadji-Lary with a bunch of flowers and thanked her for her contributions as a governor.

*Mrs Hadji-Lary left the meeting at this point.*

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

There were no items notified to be raised under Any Other Business.

**97. REPRESENTATION**

The following matters of representation were noted:

a)	<u>Appointment Name</u>	<u>Category</u>	<u>With Effect From</u>
	Mrs Komal Rizwan	Parent	18/06/2024

The Head Teacher reported that Mrs Rizwan had not attended new governor training and had not attended any governor meetings to date. It was agreed that Mrs Rizwan would be contacted to discuss whether the role was suitable.

**b) Appointment of one Co-opted Governor**

The Head Teacher reported that there was possible interest in the Co-opted Governor vacancy.

**c) One Parent Governor vacancy.**

Mr Ali reported that the DBS check was now complete.

**GCS Note:** The Basic DBS check had been completed and the result had been received. The Enhanced DBS check was required and a new application had been made and the result was awaited.

98. ELECTION OF VICE-CHAIR

Nominations for the Vice-Chair were welcomed. Governors agreed that it would be useful in terms of succession planning for new governors to be given the opportunity to take on the role of Vice-Chair in the new academic year. Dr Williams agreed to continue in the role until the Annual General Meeting on 7 October 2024.

**RESOLVED:** That Dr Williams remains as Vice-Chair until 7 October 2024.

99. MINUTES OF THE MEETING HELD ON 13 MAY 2024

**RESOLVED:** That the minutes of the meeting held on 13 May 2024 be approved and signed by the Chair as a correct record, subject to the following amendments:-

- (i) Minute 84, 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.
- (ii) Minute 84, the question should read 'Was the carry forward higher than expected?'

100. MATTERS ARISING

The following actions were discussed from the previous actions log:

- (a) Governing Body Evaluation And Governor Training/Visits (Minute 36 and 83 (i) refers)

It was reported that governor skills audits had been shared with all Governors. The audits were all now complete and would be discussed later in the meeting.

- (b) Head Teacher's Report And Governors' Questions (Minute 85 refers)

The Head Teacher reported that parent communication regarding important diary dates was being looked into ready for the new academic year.

101. REPORTS FROM COMMITTEES

Mrs Holderness updated governors on the Standards and Effectiveness Committee meeting which had taken place earlier today. Governors had reviewed provisional end of year data. It had been reported that EYFS data was in line with local authority data and just below national data. Data was strong for areas such as Physical Development and areas to improve included Understanding the World. There was a discussion about how children were taken on walks and given opportunities to learn about the community and world around by learning about different buildings and what they were used for as well as visiting local places of worship.

**Q:** **Has Understanding the World always been an area for improvement?**

**A:** The result is similar to last year. There are a lot of children who join from different countries and there is a focus on helping these children to settle. Once children are

settled in Reception, the aim is to provide experiences to widen their understanding of the local community and the wider world.

Governors discussed visitors who come into school who talk about their roles and responsibilities. It was reported that the language used was sometimes too formal for younger children to understand. There was a governor suggestion about inviting a diversity officer from the police or fire service to talk to pupils.

Mrs Holderness reported that Year 1 phonics results were 72% which was similar to previous years. This was a positive result as there was a high number of leavers and joiners in this year group.

Mrs Holderness explained that Year 2 data was similar to last year. Maths was most below the local authority data.

It was reported that governors would review data in more detail at the first Standards and Effectiveness Committee meeting. Governors had asked for information on specific groups as well as data to show the impact of attendance at Birkby Nursery.

## 102. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

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

### (a) Numbers on roll

Governors reviewed the numbers on roll.

**Q: What are the numbers for Reception next year?**

**A:** 120 places have been allocated so Reception will be full. There have been some appeals which were not successful and there are 16 children on the waiting list. It was expected that this may change in September as some children may not start. Governors agreed that the new PAN was correct as other local schools do have places.

### (b) Leadership and Management

The Head Teacher reported that there had been a lot of activity which included the following:-

- Head Teacher attendance at Schools Forum, Education Improvement Committee, Education & Learning Partnership Board, Kirklees Primary Heads, ABC Hubs Head Teacher meeting.
- Assistant Head Teachers attendance at White Rose Hub meeting, DSL training, mentor training for SKITT and ECT mentoring training.
- Visit from Reinwood I & N School to observe Move and Learn and follow up training/support provided at Reinwood I & N School.
- Move and Learn student training at Huddersfield University.
- Visit from Meltham Moor to observe Move and Learn.
- Business Manager undertaking Level 4 Accountancy training.
- Attendance at School Business Manager network meetings.

### (c) Governor Visits

Dr Williams reported on a Health and Safety walkaround visit on 25 June 2024 with the School Business Manager. Dr Williams felt that there was a safe and calm

environment for pupils and behaviour was good. Dr Williams reported that health and safety procedures were followed and a few minor issues were highlighted. The School Business Manager made a detailed list of actions to follow up on to address the issues identified.

Mr Massett completed a governor visit in relation to the Single Central Record and EYFS. Mrs Holderness completed a governor visit on 10 June 2024 in relation to the governor skills audit and Single Central Record and a further visit on 2 July 2024 in preparation for Ofsted. Mrs Devlin, Mrs Holderness and Mr Ali had all completed Essential Safeguarding Awareness training for Governors.

(d) School Trips

The Head Teacher reported that school trips had taken place as follows:-

- Reception visited to Ponderosa
- Year 1 visit to Bretton Sculpture Park
- Year 2 visit to Filey
- Year 2 visit to North Huddersfield Trust School – Striking and Fielding
- Reception, Year 1 and Year 2 visits to the library.

(e) School Improvement Plan

The Head Teacher provided an update for governors on the School Improvement Plan.

(i) Priority 1: Maths

Maths in a nutshell 2023/24 sheet was circulated for governors. The sheet provided an overview of activity and progress in relation to the Maths priority as well as next steps. The Head Teacher confirmed that Maths would continue to be a key priority in 2024/25. There were a number of pupils at just below Expected in Year 2 and the aim would be to work more effectively with those pupils working at just below.

(ii) Priority 2: Reading

The revised Reading Strategy 2023/24 was circulated for governors. The Head Teacher reported that there would be a phonics refresher in the autumn term and some ETAs would have appraisal targets linked to phonic and word reading. However, most ETA targets would be based around Maths.

(iii) Priority 3: Middle Managers

The Head Teacher reported that middle leaders now met with other middle leaders in the ABC Hub. This would continue next year. Middle leaders had also undertaken a high school visit which was interesting.

**Q: Which areas are particularly strong in terms of middle leaders?**

**A:** Maths, Art, PSHE and Science. RE is strong but there is a new syllabus and a new RE Co-ordinator so there is more work to be done. Although Science results are not as strong, this is due probably to more stringent assessment.

**Q: Which subject areas would be strongest for an Ofsted deep-dive?**

**A:** PE, Science and PSHE.

(iv) Priority 4: SEND

The Interactive Interaction Hub was held in school on 27 June 2024. The Head Teacher reported that this was really well attended. Attendees watched a video and discussed different strategies and helped and supported each other. The new School Support Plan form had been formatted and would be trialled 2024-25. EHCP reviews had taken place and some new EHCP requests had been submitted. A SEND cluster meeting had taken place and the Head Teacher was on the interview panel for the role of Cluster Lead. Transition meetings had taken place as well as Educational psychologist planning, and additional transition meetings in relation to medical needs, safeguarding and SEND.

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

103. FINANCIAL MANAGEMENT AND MONITORING

There was nothing to report in relation to financial management and monitoring.

104. ATTENDANCE AND SAFEGUARDING

The Welfare and Attendance report had been circulated ahead of the meeting. It was noted that the report content had been updated in line with governor requests.

105. POLICIES FOR REVIEW BY THE FULL GOVERNING BODY

There were no policies for review.

106. GOVERNING BODY EVALUATION/GOVERNOR VISITS

Governor visits had been discussed under Minute 102.

It was noted that all governor skills audits had been completed and returned. The Chair had collated the skills audit and circulated a report to governors. The Chair reported that at least 6 governors were confident in each competency and some governors were confident in every competency. The skills audits demonstrated that the committee membership was correct and there were no gaps in knowledge which would need to be addressed by governor recruitment. Governors were assured that the governing body was strong and covers all areas of the framework.

It was noted that not all governors were confident that they know how the school evaluates teaching and learning. There was a suggestion about creating an A4 sheet for each school priority, so that governors had a clear understanding and overview of each one and progress to date. This would be similar to the Maths in a nutshell sheet which had been circulated earlier in the meeting. It was also suggested that a reading list be created for new governors which would be specific to the school rather than the role of a governor.

The Head Teacher referred to presentations at Full Governors meetings delivered by subject leaders. These presentations help to demonstrate how teaching and learning was evaluated as well as scrutiny during governor visits.

107. SCHOOL WEBSITE

Dr Williams reported that the Sports Premium Evaluation report had been received today and would be added to the school website.

108. 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.

109. ANY OTHER BUSINESS

There were no items of Any Other Business.

110. DATES OF FUTURE MEETINGS

It was agreed that meeting dates for 2024/25 would be circulated to governors as soon as possible.

111. 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 7.40 pm.

**ACTION LOG:**

No.	Minute Ref	Action	By Whom
1.	110	<u>DATES OF FUTURE MEETINGS</u> Meeting dates for 2024/25 to be circulated to governors.	HT/SBM