

## THE GOVERNING BODY OF BIRKBY INFANT AND NURSERY SCHOOL

Minutes of the annual meeting of the Governing Board held at 6.00 pm at the school on Monday, 7 October 2024.

### PRESENT

Mrs P Holderness (Chair), Mrs M Ahmed, Mr A Ali, Mrs A Deering, Mr K Massett, Mrs P Smith, Dr A Williams, Mrs D Wilson (Head Teacher)

### In Attendance

Mrs N West (Minute Clerk)  
Mr M Wattley (Observer, Co-opted Designate)  
Mrs L Devlin (Observer, Co-opted Designate)

Mr Wattley was welcomed to the meeting.

### 1. 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 two years.
- (ii) Nominations were sought.
- (iii) Nominations were received for Mrs Holderness.

**RESOLVED:** That Mrs Holderness be elected chair for a period of two years.

### 2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

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

The Governing Board also confirmed the following:

- (a) Approve the Governors' Code of Conduct

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

- (b) Declaration of Business Interest information

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

- (c) Get Information about Schools

The Head Teacher confirmed that Get Information about Schools was regularly updated by the School Business Manager. This will be updated to include the new governors.

### 3. NOTIFICATION OF ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS

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

### 4. REPRESENTATION

The following matters of representation were noted:

(a)	<u>Appointment</u>		
	<u>Name</u>	<u>Category</u>	<u>With effect from</u>
	Amar Ali	Parent	23/09/2024.

**RESOLVED:** That the Governors approve the following governors to serve a further term of office:

- Mrs L Devlin, Co-opted wef 7/10/2024, DBS required due to break in service.
- Mrs A Deering, Co-opted wef 11/12/2024, reappointment.
- Mrs. P Smith, Co-opted wef 01/01/2025, reappointment.

It was noted that Mrs P Holderness's current term of office as a Co-opted Governor was due until 17/10/2027.

#### (b) Appointment of two Co-opted Governors

Mr Wattley had been invited to attend the Full Governors meeting with a view to joining the Governing Board as a Co-opted Governor.

**RESOLVED:** That governors approve the appointment of Mr Mel Wattley as a Co-opted Governor.

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

#### (c) LA Vacancy

Governors noted one LA vacancy, and it was agreed that Mrs Holderness move into the Local Authority Governor vacancy as this role had been difficult to fill.

**GCS Note:** The Governor seat swap cannot take place as Mrs Holderness would need to complete an LA application, with a good reason for the seat swap, for consideration at the next LA Panel meeting in November.

### 5. ELECTION OF VICE CHAIR

Before requesting nominations, it was agreed that the term of office of the vice chair would be two years.

Nominations were sought. Nominations were received for Dr Williams.

**RESOLVED:** That Dr Williams be elected vice chair for a period of two years.

## 6. REVIEW OF COMMITTEES

### (a) Membership of Committees

Committee membership was agreed as follows:

#### Resources Committee:

Mr A Ali  
Mr K Massett  
Mrs P Smith  
Mr M Wattley  
Dr A Williams  
Mrs D Wilson

#### Standards and Effectiveness Committee:

Mrs M Ahmed  
Mrs A Deering  
Mrs L Devlin  
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.

#### Dismissal Appeals Committee:

That the membership of this committee was determined from a pool of all eligible governors (excludes staff governors), should the committee be required to meet. It was accepted that any such committee would not include members who had already been involved in the initial dismissal proceedings.

#### 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.

### (b) 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.

(c) 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 Kitson
- Governor for Looked After Children –M Wattley
- Child Protection and Safeguarding Governor – M Wattley
- Early Years Governor – K Massett
- Wellbeing Governor –A Deering, L Devlin
- Equalities Governor –A Ali
- 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 Board 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 Board were such as to enable it to fulfil the obligations specified for it.

**RESOLVED:** That the Governing Board 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 £25,000 (£10,000 per item) on emergency repair work. That the Governing Board consent to the spending of up to £15,000 by the Head Teacher without reference to the Governing Board.

9. MINUTES OF THE MEETING HELD ON 8 JULY 2024

**RESOLVED:** That the minutes of the meeting held on 8 July 2024 be approved and signed by the Chair as a correct record, subject to the following amendment:-

Under Minute 102, it should state that Mrs Holderness completed training on 2 July 2024 in relation to preparation for Ofsted, not a governor visit.

10. MATTERS ARISING

The following item from the Actions Log was discussed:

Meeting Dates (Minute 110)

The meeting dates had now been confirmed and the action was completed.

11. SCHOOL IMPROVEMENT

A draft School Improvement Plan for 2024/25 had been circulated ahead of the meeting. The Head Teacher confirmed that the plan was currently being developed and will be completed by the next Full Governors meeting. The Head Teacher explained that the 3 key priorities will be Maths, Writing and Inclusion. Whole school training had already taken place for Cognition and Learning and Understanding Autism.

The Head Teacher reported that half-termly assemblies will be held in relation to Inclusion and this will include EAL, SEND and disadvantaged pupils. The aim will be to help children understand each other and support positive relationships.

The Head Teacher explained that each subject area will have an action plan which links to the School Improvement Plan.

12. REPORTS FROM COMMITTEES

Mrs Smith provided feedback from a meeting with the School Business Manager today regarding the budget. Two areas were highlighted, the first being the purchase of teacher absence insurance cover from a private company. This will be a trial until the end of the financial year as the local authority provision ended from September. Mrs Smith reported that the cost of £19,000 was manageable with the current budget position.

**Q: What happened previously?**

**A:** There was a local authority insurance provision which provided second day cover which was automatically repaid into the school budget. The private company process will work in the same way.

The other issue highlighted was the teacher pay award which had now been agreed at 5.5%. It was unknown how much of the increase will be government funded. The support staff pay award was still in negotiations. The original budget was based on a 6% increase for pay awards and this had now been amended to 3%.

Mrs Holderness provided feedback on the Standards and Effectiveness committee meeting which took place on 23 September 2024. The minutes had been circulated to governors ahead of the meeting. Mrs Holderness reported that governors had reviewed achievement data in detail and although some results were in line or below national data, there had been exceptional progress in terms of the school context and taking account of the high number of leavers and joiners.

13. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

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

It was noted that the current Reception numbers for September 2024 should read 117. The Head Teacher reported that discussions were ongoing in relation to Children Missing in Education. The Head Teacher had been told that these children must remain on roll even though they were abroad and there were other children awaiting places.

The Head teacher reported that Early Years had been more settled at the start of this academic year compared to last year with less leavers and joiners.

*Mrs Devlin joined the meeting at this point.*

**Q: What is the reason for the reduction in Free School Meal pupils?**

**A:** It usually means that pupils have left.

**Q: Nursery numbers are currently 62, do you expect this to increase?**

**A:** Yes, there will be some new starters in October and January and there may be a further slight increase in April 2025.

#### 14. FINANCIAL MANAGEMENT AND MONITORING

This was covered under Minute 12.

#### 15. ATTENDANCE AND SAFEGUARDING

The Welfare and Attendance report had been circulated ahead of the meeting. The Head Teacher explained that the report had been amended to include punctuality data as well as attendance data.

**Q: Are there fines for punctuality?**

**A:** It is in the guidance, and we will use the Dfe system and try and support parents to get their children to school on time.

The Head Teacher and Staff Governor explained that there was an impact when pupils were late for school. Children may miss the first activity or some of the phonics teaching or assembly. If children miss phonics, this had to be caught back up on a 1:1 basis. There was also a negative impact on the child, as they may feel anxious or embarrassed if they arrive late and were therefore not in the best state to learn.

There was a discussion about whether fines were appropriate for punctuality. Governors felt that it may not be an appropriate strategy if parents cannot afford to pay the fine. The Head Teacher explained that many different methods had been used including sticker rewards and vouchers and confirmed that the threat of a fine may work in some situations. The Head Teacher explained that individual circumstances were considered and there was support for families who may have difficult situations where there may be drop offs at different schools. There was the breakfast club offer so that children can come into school at 8.00 am.

**Q: Is there a charge for breakfast club?**

**A:** It is for working parents so there is a charge, however there are free spaces if parents are struggling

Governors agreed that attendance data was really impressive.

**Q: What period is the attendance data and leavers/joiners information for?**

**A:** From the start of term up to 25 September when the report was produced.

**Q: The attendance data is based on 386 pupils, which children does this include?**

**A:** Nursery children are excluded from this data.

16. SCHOOL DEVELOPMENT PLAN: PRIORITIES 2024/25

This was covered under Minute 11.

17. GOVERNING BODY DEVELOPMENT: ACTIONS AND PRIORITIES 2024/25

It had been identified that some governors did not feel confident that they knew how school evaluates teaching and learning during the governing Board self-evaluation process. As a new governor, Mr Ali was invited for a governor visit and met with the Head Teacher to see how monitoring was carried out and how lesson observations were conducted.

There had also been a suggestion at the last meeting 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. The Head Teacher confirmed that this will be looked at once the School Improvement Plan was complete.

18. POLICIES FOR REVIEW BY FULL GOVERNING BODY

It was noted that the Kirklees Model Appraisal Policy 2024 was not yet available. The Whistleblowing Policy was also to be updated.

**RESOLVED:** That the governing Board approve the following policies:

- Kirklees Model Complaints Policy
- Online Safety Policy.

19. GOVERNOR TRAINING AND GOVERNOR VISITS

This was covered under Minute 17.

20. SCHOOL WEBSITE

The Head Teacher confirmed that half-termly diary dates had been added to the school website following a governor suggestion. The Online Safety Policy had been added to the school website. The School Business Manager attended an update session on filtering and monitoring, and this included a video which would be useful information to share with governors. Governors were asked to contact the School Business Manager, and the video can be shared. The Head Teacher reported that the IT team had created a filtering and monitoring flowchart. The Head Teacher and School Business Manager now also receive alerts if a child accesses something unsuitable as well as the IT team.

The Head Teacher reported that staff had signed to confirm that Keeping Children Safe in Education and the Child Protection Policy had been read. Dr Williams circulated an overview sheet for the changes to Keeping Children Safe in Education for governors. This will also be added to the shared area.

21. ANY OTHER BUSINESS

There were no items of Any Other Business.

22. DATES OF FUTURE MEETINGS

**RESOLVED:** That future meetings of the full Governing Board will be held at school at 6.00 pm on:

- i. 18 November 2024
- ii. 3 February 2025
- iii. 24 March 2025
- iv. 12 May 2025
- v. 7 July 2025.

23. 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 8.00 pm.

**ACTION LOG:**

No.	Minute Ref	Action	By Whom
1.		No actions to note.	