

**THE GOVERNING BODY OF BIRKBY INFANT AND NURSERY SCHOOL**

Minutes of the meeting of the Governing Board held at 6.00 pm at the school on Monday, 18 November 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)  
Mrs L Devlin (Observer, Co-opted Designate)  
Mrs P Manser (Assistant Head Teacher)  
Mr M Wattleby (Observer, Co-opted Designate)

**24. MOVE AND LEARN PRESENTATION**

Mrs Manser provided an update for governors on Move and Learn. Mrs Manser explained that Move and Learn activities were really important to support a range of abilities within the classroom and could be adapted for new starters or children who struggled to get involved. Move and Learn activities engaged all children and especially those who may find it difficult to sit still for long periods of time. Mrs Manser shared a video on screen which was produced by the Yorkshire Sports Foundation and showed how Birkby I & N was a centre of excellence. The video included feedback from teachers and support staff about how effective Move and Learn had been and how it had helped specific pupils to make progress who had previously struggled in the classroom environment.

Governors took part in some activities and discussed what percentage of children they thought met the recommended guideline of 60 minutes of exercise per day, what age they thought children became inactive and whether physical activity could be a distraction to learning. Governors were able to answer the questions in the activities in a number of different ways. Mrs Manser related this to how children answered questions during Move and Learn tasks in the classroom. The activities give the opportunity for all children to input their thoughts and ideas whereas in a normal classroom setting it could be that only some children put their hand up and not everyone has the opportunity to contribute.

Mrs Manser shared some of the negative consequences of not moving enough such as increased obesity, poor physical literacy, inequality and negative impact on attendance and attainment. Governors discussed the reasons why children were less physically active in current times such as the increased use of mobile phones/electronic gadgets, lack of time and parental concern about the safety of children playing outside.

Mrs Manser updated governors on actions which had taken place already in this academic year including numerous school visits and training. There has been a lot of great feedback – some of the positive comments were shared with governors.

Mrs Manser outlined activities to improve physical literacy through Active travel and Mode shift which was a focus on increasing road safety for children. There was an increased range of activities at lunch and breaks times such as dance, scooters and skipping as well as extra curriculum activities and parent & child clubs.

**Q: How are new staff introduced to Move and Learn?**

**A:** Move and Learn is modelled by ETA's in the classroom environment and there is a lot of opportunity for questions and discussion.

**Q: Are some areas of the curriculum more active than others?**

**A:** Move and Learn works particularly well in phonics and maths lessons. The key idea is that in any subject area, the activity has to be relevant and pertinent to the lesson.

**Q: What happens when children move into junior school and high school?**

**A:** Some schools have much more rigid settings and it is a brave step to move away from this and implement Move and Learn. There are plans to discuss Move and Learn as part of the transition to junior school. Some schools and particularly high schools may see behaviour as a barrier to Move and Learn but as long as expectations are clear, behaviour can actually be improved.

**Q: Can you see a positive impact for children who experience anxiety?**

**A:** Some children are very worried about getting answers 'wrong', Move and Learn encourages children to get involved and share their opinions and getting up and moving around can help children to feel less anxious.

Governors thanked Mrs Manser for the presentation.

*Mrs Manser left the meeting at this point.*

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

Apologies for absence had been received from Mrs Deering. These were accepted with consent. There were no declarations of interest.

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

That the following item would be raised under Any Other Business:-

- IDSR
- Staffing update

## 27. REPRESENTATION

The following matters of representation were noted:

### Appointments

| <u>Name</u>   | <u>Category</u>    | <u>With Effect From</u> |
|---|--------------------|-------------------------|
| Mr Mel Wattley<br>DBS started, relink sent.         | Co-opted Designate | tbc                     |
| Mrs L Devlin<br>DBS started due to break in service | Co-opted Designate | tbc                     |
| Mrs Alison Deering<br>Reappointment                 | Co-opted           | 11/12/2024              |

Mrs Pamela Smith  
Reappointment

Co-opted

01/01/2025

It was noted that Mrs Holderness had completed an application to become the LA Governor and a meeting would take place later this month regarding this.

28. MINUTES OF THE MEETING HELD ON 7 OCTOBER 2024

**RESOLVED:** That the minutes of the meeting held on 7 October 2024 be approved and signed by the Chair as a correct record.

29. MATTERS ARISING

There were no matters arising.

30. SCHOOL IMPROVEMENT

The School Improvement Plan 2024/25 had been circulated ahead of the meeting. The 3 key priorities were Maths, Writing and Inclusion. Three further information sheets had been shared ahead of the meeting to support governor understanding of the priorities:-

- Maths in a nutshell
- Writing in a nutshell
- Inclusion in a nutshell

In addition to the 3 main priorities, the School Improvement Plan included other areas of focus which included teaching and learning, reading and attendance.

There was a discussion about how the impact of the priorities could be measured. This would include pupil progress meetings and book evidence. Each priority would have a detailed action plan which included more information.

31. REPORTS FROM COMMITTEES

Mrs Smith provided feedback from the Resources and Finance committee meeting which took place last week. Governors had reviewed Period 7 budget information and had discussed gas and electricity prices. There was a discussion about the schedule of building maintenance which may need to be brought forward due to issues with the floor upstairs, leaks and the boiler which was very old. The local authority had been made aware of these issues. Mrs Smith reported that governors had reviewed the Finance Policy and recommended approval at Full Governors. The Pupil Premium statement had been reviewed as well as the Safer Recruitment Policy.

Mrs Holderness provided feedback on the Standards and Effectiveness committee meeting which took place earlier today. Governors had reviewed the Behaviour Policy and Pyramid Attendance Policy. The committee terms of reference had been noted. Governors had reviewed data in detail and looked at specific pupil groups. Governors had also discussed positive feedback from the Move and Learn presentation at the Kirklees Wellbeing Conference.

32. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

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

**Q: What are the characteristics of the new starters?**

**A:** There are some new starters from other schools but most are from other countries including Egypt, Syria and Pakistan, some pupils do not speak any English and some are from French speaking countries in Africa. There is still a high level of mobility.

Governors commented that the Head Teacher report was very thorough and helped governors to understand what is happening in school.

### 33. ATTENDANCE AND SAFEGUARDING

The Welfare and Attendance report had been circulated ahead of the meeting.

It was noted that current attendance was 96.07% which had improved from 95.14% at the same time last year. The report also included attendance data for different groups. Governors felt that attendance data was very impressive.

### 34. POLICIES FOR REVIEW BY FULL GOVERNING BODY

Policies for approval had been circulated ahead of the meeting.

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

- Whistleblowing Policy
- Complaints Policy
- Finance Policy
- Pyramid Attendance Policy
- Looked After Children Policy
- SEND Policy

It was noted that the Kirklees Model Appraisal Policy 2024 included 2 options for schools to consider. Governors felt that further information was needed in order to be able to make a decision.

### 35. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2026/27

It was noted that the PAN would remain unchanged at 120.

### 36. TEACHERS PAY AND CONDITIONS PROPOSAL

This was covered under Minute 34.

### 37. GOVERNOR TRAINING

It was noted that governor training information had been circulated ahead of the meeting.

### 38. GOVERNING BOARD SELF EVALUATION, GOVERNOR VISITS AND DEVELOPMENT

It was noted that Mrs Smith visited school on 24 October 2024 in relation to PE and Sports Premium funding. A written report had been circulated ahead of the meeting.

Mr Massett provided a verbal report on a recent visit to Early Years. Mr Massett explained that the visit was positive, and it was great to see the range of activities that children were taking part in. Mr Massett reported that the successes from KL class had been rolled out and used in other classrooms and there was clear progress since the last visit in summer. Mr Massett would produce a written report of the visit.

*Mr Massett left the meeting at this point.*

### 39. SCHOOL WEBSITE

Dr Williams reported that a meeting was taking place this week with the School Business Manager regarding the school website and health and safety. Dr Williams explained that the checks of the school website were underway and it was looking good with a Physically Active Learning Centre of Excellence video on the front page. Dr Williams confirmed that there would be a more detailed report regarding the school website in the January Full Governors meeting.

### 40. ANY OTHER BUSINESS

#### (a) ISDR

ISDR information was circulated to all governors.

#### (b) Staffing update

The Chair reported that the Head Teacher has submitted her resignation and would be retiring at Easter. The Chair explained how the recruitment process for a Head Teacher worked and that a recruitment selection panel would need to be agreed.

The Chair explained that Governors could expect to commit 3-4 days to the recruitment Process with the actual interviews taking place over 2 days. The suggested number of panel members was 5 Governors who were not paid to work in school.

**RESOLVED:** That members of the Head Teacher selection panel be agreed as follows:

Mr A Ali, Mrs P Holderness, Mrs P Smith, Mr M Wattley, Dr A Williams

**RESOLVED:** That the terms of reference for the selection panel be agreed as follows:-

To carry out the process of Headteacher recruitment on behalf of the Governing Body:

1. Agreeing the following:
  - The advertisement for the job
  - The job description
  - The personnel specification
  - Information for the candidates
  - Procedure for interview
2. Select applicants for interview
3. Notify the Local Authority, in writing, of the names of applicants selected for interview for the job of Headteacher;
4. Interview the applicants selected; and
5. Where appropriate, recommend one of the interviewed applicants to the Governing Body for approval (ratification).

A provisional timescale was agreed of an initial panel meeting on 25 November 2024 and interviews taking place on 20 and 21 January 2025.

41. DATES OF FUTURE MEETINGS

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

- i. 3 February 2025
- ii. 24 March 2025
- iii. 12 May 2025
- iv. 7 July 2025.

42. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

**RESOLVED:** That Minute 40 (b) 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.  | 38         | <u>Governor visits</u><br><br>Mr Massett to produce a visit report for the recent Early Years governor visit. | KM      |