

**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, 24 March 2025.

**PRESENT**

Dr A Williams (in the Chair), Mrs M Ahmed, Mr A Ali, Mrs A Deering, Mrs P Smith, Mr M Wattley, Mrs D Wilson (Head Teacher)

**In Attendance**

Mrs N West (Minute Clerk)

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

Apologies for absence had been received from Mrs Devlin, Mrs Holderness and Mr Massett. These were accepted with consent.

There were no declarations of interest.

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

That the following item would be raised under Any Other Business

- Staff update

**45. REPRESENTATION**

(a) The following matters of representation were noted:

**End of Term of Office**

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs Pamela Smith	Co-opted	31/12/2024

**Appointments**

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs L Devlin	Co-opted	15/11/2024
Mrs Alison Deering	Co-opted	11/12/2024
Mr Mel Wattley	Co-opted	17/12/2024
Mrs Pamela Smith (Re-appointment)	Co-opted	01/01/2025

**Resignation**

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs P Holderness	Co-opted	25.3.2025

It was noted that Mrs Holderness had resigned from the role of Co-opted Governor in order to become the Local Authority Governor.

(b) Appointment of LA Governor

Governor accepted the LA nomination received from Mrs Holderness to fill the LA seat which had also been approved by the LA Panel.

**RESOLVED:** That Mrs Holderness be appointed LA Governor.

It was agreed that Mrs Holderness will continue in the role of Chair once appointed as Local Authority Governor.

46. MINUTES OF THE MEETING HELD ON 18 NOVEMBER 2024

**RESOLVED:** That the minutes of the meeting held on 18 November 2024 be approved and signed by the Chair as a correct record.

47. MATTERS ARISINGGovernor visit

Mr Massett had produced a written report regarding the Early Years governor visit and the report had been circulated to governors.

48. MINUTES OF THE SPECIAL MEETING HELD ON 21 JANUARY 2025

**RESOLVED:** That the minutes of the meeting held on 21 January 2025 be approved and signed by the Chair as a correct record.

49. MATTERS ARISING

It was noted that the news of Mrs Manser's appointment was well-received by staff. The handover had commenced and Mrs Manser had attended the Kirklees Primary Heads meeting and had been introduced to the other pyramid Head Teachers. Mrs Manser would also attend the next 2 Full Governor meetings.

50. REPORTS FROM COMMITTEESResources Committee – 17<sup>th</sup> March 2025

Mrs Smith provided feedback from the Resources and Finance committee meeting which took place on 17 March 2025. The meeting minutes had been shared on Sharepoint.

Governors had reviewed budget information. It was noted that there was an overspend on the ETA budget due to an increase in SEN needs. There had been a review of the teacher absence insurance scheme, and it was decided to continue with the current provider for 3 years. Mrs Smith reported that governors felt that the budget was being managed extremely well and energy costs, in particular, had been managed well. There was an expected carry forward of £138,637.

**Q: What was the previous carry forward?**

**A:** It was a similar amount.

**Q: What is the carry forward made up of?**

**A:** There is sometimes unexpected income or funding such as the teacher pay award grant. The budget is based on estimates and is subject to change. The local authority finance team provide advice and guidance on aspects of the budget planning.

It was explained that in general around 80% of the school budget was spent on staffing costs. There was also the DFC budget which was for buildings and maintenance and could also be used for ICT. This funding would be used for the planned rewiring and new boiler. Other factors which impacted the budget included SENDIF funding which had to be applied for every term. The budget was based on pupil numbers so if there was a reduction in pupil numbers, there was also a reduction in the budget.

**Q: How does this work?**

**A:** It is based on census information.

Mrs Smith explained that financial benchmarking information showed that the school fell into the average range in most categories and there were no areas of concern.

Mrs Smith explained that the SFVS had been reviewed in detail at the Resources committee meeting. There were no major changes since last year and the recommendation was for approval by governors. The SFVS was circulated to governors not present at the Resources committee meeting.

It was noted that Dr Williams completed a Health and Safety visit. Some minor issues were identified, including missing PAT testing labels. PAT testing was due to be completed again at Easter. It was noted that fire equipment had been recently tested.

In relation to the upcoming building works, Mrs Smith reported that governors had requested copies of the tender documents. The Head Teacher explained that there were tight timescales for the work to be carried out in the summer holidays and further meetings were going to take place to gather more information and ensure there was enough time for cleaning to take place before the school reopened in September. There was a suggestion made by a governor that a date was set during the holidays for someone to be able to go into school and review progress.

### Standards and Effectiveness Committee – 24<sup>th</sup> March 2025

Mrs Deering reported on the Standards and Effectiveness committee meeting which took place earlier today. Governors had reviewed progress on School Improvement Plan priorities and discussed related training and lesson observations. Governors had also reviewed staff feedback on training. Governors agreed that there was a lot of work going on in relation to the priorities. The Head Teacher confirmed that external visitors and trainers had commented on how quickly staff have taken things on board and put improvements into place. The report on School Improvement Plan progress was shared with governors not present at the Standards and Effectiveness committee meeting.

Governors had also reviewed the Ofsted consultation information on proposed changes to the inspection process. Governors agreed that the proposals do not appear to reduce workloads or pressure for schools.

Governors had also reviewed attendance data. The DfE attendance summary report for Spring term 2024 to 2025 had been shared. Attendance was above national and attendance for pupil groups was also above national. Persistent absence was below national. It was noted that there continued to be strategies in place to further improve attendance and tackle punctuality.

## 51. SCHOOL IMPROVEMENT

This item was covered under Minute 50.

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

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

### Pupil Numbers

**Q: Do you know pupil numbers for September?**

**A:** Yes, there will be 120 children in Reception.

There was a discussion about changes in numbers of Free School Meal pupils in different year groups and the reasons for this. It was noted that this was due to the data being based on numbers at May, July, September, November and March so the numbers included two cohorts in each year group as they span two academic years. The Head Teacher explained that school applied for free school meal funding on behalf of parents when children started school.

## 53. ATTENDANCE AND SAFEGUARDING

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

Safeguarding data was discussed. The Head Teacher reported that a total of 21 families were being supported. There were 3 pupils on Child Protection, although the Head Teacher explained that the actual level of need was higher than this number suggested. There were 5 children living in hotels, this had reduced from 12. There was a lack of resources and support from external agencies due to demand and it had been difficult to get successful referrals as a result.

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

## 54. FINANCIAL MANAGEMENT AND MONITORING

**RESOLVED:** That governors approve the SFVS.

It was confirmed that the 2025/26 budget would be discussed at the next Full Governors meeting on 12 May 2025.

## 55. MONITOR SCHOOL IMPROVEMENT PLAN

This item had been covered under Minute 50.

## 56. TEACHERS' PAY AND CONDITIONS PROPOSALS – 2024/25

**RESOLVED:** That the Governing Body approve the Kirklees Model Teacher Pay Policy which has removed the link between performance and pay progression.

## 57. POLICIES FOR REVIEW BY FULL GOVERNING BODY

It was noted that the Teacher Appraisal Policy was a local authority model policy. There were no major changes.

**RESOLVED:** That the governing board approve the Teacher Appraisal Policy.

## 58. SCHOOL SELF-EVALUATION 2024/25

This item had been covered under Minute 50.

59. GOVERNOR TRAINING AND GOVERNOR VISITS

The following visits were noted:

- Mrs Deering and Mr Massett had completed online staff dismissal training.
- Mrs Deering had completed a governor visit last week in relation to SEND and wellbeing.
- Dr Williams had visited school in relation to HR issues.
- Mr Ali attended a parent Stay and Play session.

60. GOVERNING BOARD SELF EVALUATION

It was noted that Governing board self-evaluation had been discussed at the Full Governors meeting on 8 July 2024.

61. SCHOOL WEBSITE

It was noted that the Head Teacher and School Business Manager regularly checked the school website to ensure compliance.

62. DATES OF FUTURE MEETINGS

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

- i. 12 May 2025
- ii. 7 July 2025.

*Mrs Ahmed left the meeting at this point.*

63. ANY OTHER BUSINESS

**Deletion – See Minute 64**

64. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

**RESOLVED:** That Minute 63 be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.

**RESOLVED:** That Minute 63 be excluded as confidential under Regulation 15 (3) School Governance (Roles, Procedures and Allowances) Regulations 2013 from the copy of the minutes to be circulated to staff.

The meeting closed at 7.10 pm.

**ACTION LOG:**

No.	Minute Ref	Action	By Whom
n/a	n/a	n/a	n/a