



## THE GOVERNING BODY OF BIRDSEDGE FIRST SCHOOL

Meeting	Venue	Time	Date
Full Governing Body	Virtual on Teams	6pm	Wednesday 5 <sup>th</sup> May 2021

DFE	2078
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Start of meeting	18:01
Close of meeting	19:58

Attendance	100%
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Present		In attendance	
Name	Role	Name	Role
Donna Waddington	Head teacher	Sorrel Hellewell	Clerk
Sian Hyett-Allen	Co-opted Governor (Chair)		
Andy Williams	Trust Appointed Governor		
Terry Sigsworth	Co-opted Governor	Absent with Consent	
Caroline Stevens	Parent Governor	Name	Role
John Thompson	Parent Governor		
Katie Hutton	Staff Governor		
		Absent without Consent	
		Name	Role

Item	Minutes
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57	Apologies for absence and consent	RESOLVED: All governors present.										
58	Declarations of interest	RESOLVED: Mrs Hutton declared interest relating to item 74, it was noted that Mrs Hutton will be requested to leave the meeting at item 74.										
59	Confidentiality reminder	Governors were reminded by Chair that you are a critical friend to the whole school and community and a governor for the school and not a particular person, and a governor role is confidential.										
60	Representation	It was noted there are two co-opted governor vacancies available. An advertisement for filling these vacancies is in progress.										
61	Notification of items to be brought up under Any Other Business	RESOLVED: The following items were raised for any other business. <ul style="list-style-type: none"> <li>• Skills audit</li> </ul>										
62	Minutes for the meeting on 27 <sup>th</sup> January 2021	RESOLVED: All agreed the minutes of the meeting held on 27 <sup>th</sup> January 2021 are approved as a true record of the meeting.										
63	Matters arising	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: black; color: white;"> <th style="width: 30%;">Minute Reference</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td style="background-color: #d3d3d3;">27012021_M47</td> <td>Mrs Stevens and Mrs Waddington to meet and discuss the accessibility plan and disability equality scheme. RESOLVED: Refer to item 66</td> </tr> <tr> <td style="background-color: #d3d3d3;"></td> <td>Carry forward the agenda item 'accessibility plan and disability equality scheme' to the next governing meeting, which is taking place on Wednesday 5<sup>th</sup> May 2021. RESOLVED: Refer to item 66</td> </tr> <tr> <td style="background-color: #d3d3d3;">27012021_M48</td> <td>Mrs Stevens, Mrs Hyett-Allen and Mrs Waddington to meet and discuss an action plan on how to move forward with the staff well-being survey results. RESOLVED: Complete</td> </tr> <tr> <td style="background-color: #d3d3d3;"></td> <td>Mrs Stevens to provide Mrs Waddington a governors update for February newsletter by Friday 12<sup>th</sup> February 2021.</td> </tr> </tbody> </table>	Minute Reference	Action	27012021_M47	Mrs Stevens and Mrs Waddington to meet and discuss the accessibility plan and disability equality scheme. RESOLVED: Refer to item 66		Carry forward the agenda item 'accessibility plan and disability equality scheme' to the next governing meeting, which is taking place on Wednesday 5 <sup>th</sup> May 2021. RESOLVED: Refer to item 66	27012021_M48	Mrs Stevens, Mrs Hyett-Allen and Mrs Waddington to meet and discuss an action plan on how to move forward with the staff well-being survey results. RESOLVED: Complete		Mrs Stevens to provide Mrs Waddington a governors update for February newsletter by Friday 12 <sup>th</sup> February 2021.
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		RESOLVED: Complete
	27012021_M51	Mrs Hyett-Allen to speak to Mrs Humphreys to ask where we as governors note these emerging risks. RESOLVED: Complete
	27012021_M52	To have calendar and policy review as a standing agenda item going forward. RESOLVED: Refer to item 71 and 72
	27012021_M53	Governors to consider the GB schedule meeting document and List of statutory policies document and advise Dr Williams amends by the end of February 2021. RESOLVED: Refer to item 71 and 72

64 School Update	<p>Mrs Waddington provided the following documents on Teams prior to the meeting for governors to review;</p> <ul style="list-style-type: none"> <li>• Head teacher report outline summer 2021</li> <li>• Academic Data April 2021</li> <li>• Creative GML quote 2021 GM Birdsedge 1<sup>st</sup> School</li> <li>• Pastoral Data form Birdsedge April 2021</li> <li>• Birdsedge safeguarding review 2020</li> <li>• Peer review</li> <li>• Birdsedge rapid improvement plan</li> </ul> <p>The headteacher report contained the following:</p> <ul style="list-style-type: none"> <li>• KPI</li> <li>• Financial</li> <li>• Outcomes</li> <li>• Quality of Education</li> <li>• Leadership</li> <li>• Pastoral Standards</li> <li>• HR Standards</li> <li>• Health and Safety</li> <li>• GDPR</li> <li>• Safeguarding</li> <li>• Community update</li> <li>• Trust wide update</li> </ul> <p>The Headteacher gave a brief summary of her report:</p> <p><u>Financial:</u> Dr Williams gave a brief explanation regarding the mid year review he attended in April. The following points were noted.</p> <ul style="list-style-type: none"> <li>• Next year's budget will be ok</li> <li>• There will be a fall in budget the next year due to number of pupils.</li> <li>• Financial monthly reports will be put on Teams for governors to be able to view every month.</li> </ul> <p><u>Outcomes</u></p>
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The following points were noted:

- Assessment points were a Trust agreement.
- Further assessments are taking place in May / June.
- A positive increase in reading for year 4 and year 5.
- Maths outcome has gone down slightly which is due to two children.
- We have had help from an advance skills teachers from a teaching school who has really helped with Maths. This has been virtual so far.
- Children are making good progress in writing.

Quality of education

- A plan is in place for the summer term around assessment for learning and developing provisions for intervention.

HR Standards:

- Still very mindful of staff well-being.
- All staff are determined to demonstrate well Birdledge are doing.
- Communicate as a team as a whole. Everyone feels in the loop and know what is going on.

Governors were invited to ask questions.

Q: Governors would welcome the opportunity at the meeting to understand the changes to attendance in more detail?

A: Attendance is looking good. We have four children, which is three families whose attendance has been brought up for PA (persistence absent). There are real reasons behind these absences and are not holidays etc.

Q: Assuming that this represents this is showing were children currently are, what are the predictions for the end of year?

A: Yes, this is current attainment. Predictions for the end of the year are on track or above national expectations.

Q: Regarding the peer review rapid improvement plan – were the actions listed set by the peer group, or are they actions decided upon within the school?

A: They were actions listed by the peer group and are updated by school as we work towards them.

Q: Are you able to show the percentage of children who have made expected progress and how many have reached above expected standards? Can you show were they were and were they are now?

A: Yes, this is possible to do.

Q: How is the peer review being monitored?

A: The schools monitoring plan for the summer term will monitor impact of points on Rapid Improvement plan. Maths SLE will be supporting a maths audit, book look and teaching observations.

Item	Minutes
	<p>Q: What were the three reviews that put staff under pressure?  A: 1<sup>st</sup> week - peer review; 2<sup>nd</sup> week - review of SEND; 3<sup>rd</sup> week - B11 external review. The 1<sup>st</sup> and 3<sup>rd</sup> review are for schools who are in the Ofsted window.</p> <p>Governors held a discussion on the frequency of the internal and external reviews that had taken place and expressed their concerns on the frequency of these.</p> <p><b>ACTION: Chair of governors to discuss internal and external reviews and the frequency of these with the Trust.</b></p> <p>Governors note their thanks to Mrs Waddington for the all of her hard work regarding the reviews that have taken place.</p>
65 Premiums Update	<p>Mrs Waddington provided the following documents on Teams updated prior to the meeting for governors to review;</p> <ul style="list-style-type: none"> <li>• PE and Sport premium plan 2020 BFS updated</li> <li>• Pupil Premium Strategy 2020 BFS.</li> </ul> <p>Governor were invited to ask questions.</p> <p>Q: Regarding the impact column on the PP plan, would it be better to try to capture the impact of the actions. Is the action now complete, did it make any difference?  A: Yes, it has made a difference and will note your request for future updates.</p>
66 Accessibility Plan and Disability Equality Scheme	<p>Mrs Waddington provided Accessibility plan document on Teams prior to the meeting for governors to review.</p> <p>Governor were invited to ask questions.</p> <p>Q: Do we have any pupils on roll to apply this plan?  A: No, we don't have any children in school who need this as yet but the support is there if any child needs this.</p>
67 Capital Plans	<p>Mrs Waddington provided Capital Plan document on Teams prior to the meeting for governors to review.</p> <p>Governor were invited to ask questions.</p> <p>Q: Do we have any information regarding building works?  A: The outcome of our CIF bids have been pushed back until mid-June so we will not know anything until then.</p>
68 Governor activity	<p>It was noted governors have attended various training online. All of these are logged on BFS configuration document, which is on Teams.</p>

Item	Minutes
	<p>Governors discussed training and visits they have attended.</p> <p>Q: Has the NGA consultant written a report regarding BFS last local governing body meeting?  A: An email was sent to Mrs Hyett-Allen and Mrs Waddington but it wasn't an actual report, just a few notes.</p> <p><b>ACTION:</b> Mrs Hyett-Allen to email the NGA consultant and request a report from the Local Governing Body meeting that he attended.</p> <p>Link governor roles will be considered at the next meeting.</p> <p>Skills audit: Governors were reminded that they have all been sent a skills audit to complete.</p>
<p>69 Consider communications from the Trust</p>	<p>The Trust provided the following documents on Teams prior to the meeting for governors information;</p> <ul style="list-style-type: none"> <li>• Birdsedg 26.02.21 (GDPR)</li> <li>• Birdsedg March Update (Safeguarding review update)</li> <li>• ICT Systems and Equipment Audit – Birdsedg First School</li> <li>• RPA Audit – Birdsedg First School</li> </ul> <p>Governor were invited to ask questions.</p> <p>Q: The ICT audit lists a range of recommendations, what are the funding options?  A: We need to consider the budget for funding these.  Devices for children are a priority for us.</p> <p>It was suggested by governors to contact Friends of Birdsedg regarding fund raising options to be able to buy some ICT resources.</p> <p><b>ACTION:</b> Mrs Hyett-Allen to email Mrs Greenough in regards to funding for the ICT Resources; what governors can do to help and support this.</p> <p>Q: What is RPA audit?  A: RPA stands for Risk Protection Agreement. Mrs Waddington explained a Health and Safety audit was completed in January and another audit is taking place next Thursday to make sure all the correct actions have taken place.</p> <p><b>ACTION:</b> Mrs Stevens and Mr Thompson to arrange a meeting with Mr Field to be able to get a clearer picture of the GDPR document.</p>
<p>70 Emerging Risks</p>	<p><b>RESOLVED:</b> The emerging risks identified are listed below:</p>

Item	Minutes
	<ul style="list-style-type: none"> <li>• Pupil numbers</li> <li>• Ensuring staff well-being</li> </ul>
71 Policy update	<p>It was noted that Trust updates for schools – Spring 2021 document had been shared in advance of the meeting for governor's information.</p> <p>RESOLVED: Governors noted receipt of this document.</p> <p>Dr Williams gave a brief explanation in regards to the Trust policy document around what the document shows and what information is contained within the document.</p> <p>Mrs Waddington let governors know that the Risk management has been completed and will be in the documents for the next meeting in July 2021 for governor to ratify.</p> <p>RESOLVED: There were no policies for approval or ratification.</p>
72 Calendar of business	<p>RESOLVED: Calendar of business document to be discussed at the next meeting which is being held on Wednesday 7<sup>th</sup> July 2021.</p> <p>ACTION: Mrs Allen to send Dr Williams calendar dates for the next academic year once she has received them so Dr Williams can update the calendar document prior to the next meeting.</p>
73 Important updates	<p>The following documents had been provided to governors prior to the meeting for information:</p> <ul style="list-style-type: none"> <li>• EYFS_framework_March_2021</li> <li>• Keeping children safe in education 2020 update January 2021</li> <li>• Statutory induction guidance 2021 final.</li> </ul> <p>Mrs Hutton gave a brief explanation around the EYFS Framework March 2021 document.</p> <p>RESOLVED: Governors noted receipt of these documents.</p>
74 Staffing structure	<p>Mrs Hutton left the meeting at 19.43pm.</p> <p>Mrs Waddington gave governors a brief explanation regarding Birdsedge First School staffing structure for the next academic year.</p> <p>ACTION: Further meeting to be arranged with governors to ratify staffing structure.</p>
75 Any other business	

Item	Minutes
	RESOLVED: There were no any other business items were identified.
76 Future date for meetings of the possible agenda items	<p>RESOLVED: That future meetings of the governing body:</p> <p><i>Wednesday 7<sup>th</sup> July 2021 at 6pm</i>  <i>Thursday 22<sup>nd</sup> July at 6pm – Trust annual conference</i></p> <p>The meetings are hoped to be held in the school, this will be determined nearer the time based on the current guidance for COVID-19.</p>
77 Agenda, minutes and related papers to be excluded from published version.	RESOLVED: The discussion and associated documents for item 74 has been excluded from the minutes as confidential.



## Summary of Actions

Minute Reference	Action
05052021_M64	Chairs of governors to discuss internal and external reviews and the frequency of these with the Trust.
05052021_M68	Mrs Hyett-Allen to email the NGA consultant and request a report from the Local Governing Body meeting that he attended.
05052021_M69	Mrs Hyett-Allen to email Mrs Greenough in regarding to funding for ICT resources, what governors can do to help and support this. Mrs Stevens and Mr Thompson to arrange a meeting with Mr Field to be able to get a clearer picture of the GDPR document and to ask their questions.
05052021_M72	Mrs Hyett- Allen to send Dr Williams calendar dates for the next academic year once she has received them so Dr Williams can update the calendar document prior to the next meeting.
05052021_M74	Further meeting to be arranged with governors to ratify staffing structure.

