



## THE GOVERNING BODY OF BIRDSEDGE FIRST SCHOOL

Meeting	Venue	Time	Date
Full Governing Body	Virtual on Teams	6pm	Wednesday 7 <sup>th</sup> July 2021

DFE	2078
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Start of meeting	18:02
Close of meeting	20:42

Attendance	66%
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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		
Katie Hutton	Staff Governor	Absent with Consent	
Caroline Stevens	Parent Governor	Name	Role
		John Thompson	Parent Governor
		Absent without Consent	
		Name	Role
		Terry Sigsworth	Co-opted Governor

Item	Minutes
78 Apologies for absence and consent	<p>RESOLVED: Apologies with consent were received from:</p> <ul style="list-style-type: none"> <li>• John Thompson – Parent Governor</li> </ul> <p>RESOLVED: Absent without consent:</p> <ul style="list-style-type: none"> <li>• Terry Sigsworth – Co-opted Governor</li> </ul> <p>Mr Anthony Mugan was present at the meeting as an observer as part of his ongoing NGA strategic support and development.</p>
79 Declarations of interest	RESOLVED: There are no declarations of interest.
80 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.
81 Representation	<p>It was noted there are two community governor vacancy currently at Birdsedge First School.</p> <p>RESOLVED: Advertisements are currently ongoing.</p> <p><u>Chair / Vice Chair</u></p> <p>Mrs Hyett-Allen reported that an email had been sent to all Governors requesting nominations for Chair and Vice-Chair.</p> <p>RESOLVED: That nominations will only be accepted from Governors present at the meeting; the Term of Office is until the end of the academic year 2021_2022 and in the event of a tie a name would be drawn.</p> <p>RESOLVED: Mrs Hyett-Allen will be Chair of the governing body for Birdsedge First School Governing Body from 1<sup>st</sup> September 2021 until end of the academic year 2021 – 2022.</p> <p>RESOLVED: Mrs Stevens will be Vice chair of the governing body for Birdsedge First School Governing Body from 1<sup>st</sup> September 2021 until end of the academic year 2021 – 2022.</p>
82 Notification of items to be brought up under Any Other Business	<p>RESOLVED: The following item were raised for any other business.</p> <ul style="list-style-type: none"> <li>• Trust annual governance conference</li> </ul>

Item	Minutes
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83	Minutes for the meeting on 5 <sup>th</sup> May 2021	RESOLVED: All agreed the minutes of the meeting held on 5 <sup>th</sup> May 2021 are approved as a true record of the meeting.														
84	Matters arising	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: black; color: white;"> <th style="width: 20%;">Minute Reference</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td style="background-color: #e0e0e0;">05052021_M64</td> <td>Chairs of governors to discuss internal and external reviews and the frequency of these with the Trust. RESOLVED: Complete</td> </tr> <tr> <td style="background-color: #e0e0e0;">05052021_M68</td> <td>Mrs Hyett-Allen to email the NGA consultant and request a report from the Local Governing Body meeting that he attended. RESOLVED: Mr Mugan joined the meeting on Wednesday 7<sup>th</sup> July 2021.</td> </tr> <tr> <td style="background-color: #e0e0e0;">05052021_M69</td> <td>Mrs Hyett-Allen to email Mrs Greenough in regarding to funding for ICT resources, what governors can do to help and support this. RESOLVED: Complete. 15 laptops have been received.</td> </tr> <tr> <td style="background-color: #e0e0e0;"></td> <td>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. RESOLVED: Mrs Stevens emailed Mr Field to arrange a meeting to discuss the GDPR document in more depth and ask questions.</td> </tr> <tr> <td style="background-color: #e0e0e0;">05052021_M72</td> <td>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. RESOLVED: Complete</td> </tr> <tr> <td style="background-color: #e0e0e0;">05052021_M74</td> <td>Further meeting to be arranged with governors to ratify staffing structure. RESOLVED: Refer to item 85.</td> </tr> </tbody> </table>	Minute Reference	Action	05052021_M64	Chairs of governors to discuss internal and external reviews and the frequency of these with the Trust. RESOLVED: Complete	05052021_M68	Mrs Hyett-Allen to email the NGA consultant and request a report from the Local Governing Body meeting that he attended. RESOLVED: Mr Mugan joined the meeting on Wednesday 7 <sup>th</sup> July 2021.	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. RESOLVED: Complete. 15 laptops have been received.		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. RESOLVED: Mrs Stevens emailed Mr Field to arrange a meeting to discuss the GDPR document in more depth and ask 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. RESOLVED: Complete	05052021_M74	Further meeting to be arranged with governors to ratify staffing structure. RESOLVED: Refer to item 85.
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85	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>BFS Prospectus 2021 final draft</li> <li>Birdsedge First School SEF 2021 First Draft Incomplete</li> <li>OOSC – REPORT TO GOVERNORS AND TRUSTEES June 2021</li> <li>The MAST Academy Trust SEND BFS</li> </ul>														

Governors were invited to ask questions prior and during the meeting.

Assessment outcomes, progress and attainment update:

Mrs Waddington provided an overview of key areas from the data.

- There were good outcomes in the summer assessments with good progress from the baselines.
- EYFS: 0% of children on track to achieve Good level of development (GLD) at baseline which improved to 60% GLD..
- Year 1 Phonics: 0% children passing phonics screening test at baseline which improved to 100% pass(lowest score 36 out of 40).
- Key Stage 1: 77% of children are on track to achieve in September, which has improved to 89% of children achieving in July 2021.
- In the year 2 cohort were there are 9 children and only 1 child didn't meet their expected outcomes.
- All year groups have made expected progress.
- 78% children are achieving in writing and 89% in reading
- The school will continue to monitor this progress to make sure that children keep on track

Q: Can we have a more in depth look at comparing the data from the beginning of last year to now?

A: Yes, this is a good idea.

**ACTION: Agenda item on assessment outcomes in the next meeting on Wednesday 13<sup>th</sup> October 2021.**

Q: How were assessments done?

A: They were NTS and GL assessments.

It was noted governors expressed their thanks to all staff at Birdsedge First School for all of their hard work through the last year, they have all done an amazing job.

Q: How did you moderate your findings?

A: For Key Stage 1, a teacher within the Trust is a qualified moderator, this teacher has been moderating throughout the first schools.

SEND (Special Educational Needs and Disabilities) Review

- The school found this report extremely helpful.
- Pupil voice came across as a real strength
- Pupils are in tune with changes and improvements
- Very positive around the systems in regards to SEND.

Q: How does it work with the transition to middle school and how is the information transferred over?

A: Information is shared with the middle school along with the pupils file. These are personally handed over face to face.

Item	Minutes
	<p>It was noted that Mrs Waddington has had a meeting with a member of staff at the middle schools to ensure a smooth transition for the SEND children.</p> <p>Dr Williams noted there is no section for impact on the report and will mention this at the Trust Board meeting.</p> <p><u>School prospectus</u> The following was noted:</p> <ul style="list-style-type: none"> <li>• A section has been added to the Trust newsletter from the governing body. It captured the mood of the school and what we have achieved.</li> </ul> <p><b>ACTION:</b> Mrs Hyett-Allen and Mrs Stevens to add a section for the school prospectus around governance, pupil voice, achievements that have been.</p> <p>It was noted governors suggest, as a marketing tool, to send a section of the school prospectus per week on to social media to keep coverage going through the summer holidays. A link could be added to this post, which will direct people to the schools website.</p>
86 Finance Update	<p>The following documents were provided on Teams prior to the meeting for governors to review:</p> <ul style="list-style-type: none"> <li>• BFS Draft budget 2021-22 Income &amp; Expenditure report</li> <li>• BFS Draft budget dashboard 2021-22</li> <li>• BFS capital planning tool 14.06.21</li> </ul> <p>Dr Williams gave an update from the budget setting meeting that had taken place in June:</p> <ul style="list-style-type: none"> <li>• The school achieved budget this year.</li> <li>• The school had a carry forward of around £52,079 and a rolling carry forward of £100,000. The total surplus is £152,079.</li> <li>• The budget has been set for next year and will be a balanced budget.</li> <li>• The carry forward will be more modest next year.</li> <li>• Changes to the budget are that teaching staff costs will go up and support costs will go down.</li> <li>• Support costs have decreased due to lower pupil numbers.</li> <li>• Going forward the school will need minimum of 9 pupils to join each year</li> <li>• The Head will be freed up from teaching to concentrate on leadership.</li> <li>• The school is having a full time teaching assistant from next year to help with the new structure, the headteacher will still be teaching half a day per week.</li> </ul> <p>Q: We have a large surplus, we are balancing from having a surplus and knowing items need buying? How does having this surplus work?</p>

Item	Minutes
	<p>A: If a school carries more than 5% of their budget they need to justify why they are carrying it forward and not spending it, but with the current situation this carry forward needs to protect the school over the new few years. We are wanting to spend our money carry forward total £36,000 on capital for:</p> <ul style="list-style-type: none"> <li>• Whiteboard in year 2</li> <li>• Internal decoration</li> </ul> <p><u>Conditional Improvement Funding (CIF) bid outcomes:</u></p> <ul style="list-style-type: none"> <li>• The bid for new fencing, gates and changing the entrance of the school wasn't approved, this is going to be appealed.</li> </ul>
87 School strategy and development	<p>Mrs Large provided the following documents on Teams prior to the meeting for governors to review:</p> <ul style="list-style-type: none"> <li>• School Improvement plan 2020 reviewed June 2021</li> <li>• School Improvement plan 2021 22 First Draft Outline</li> </ul> <p>Governors were invited to ask questions prior and during the meeting.</p> <p><u>SEF ( School Evaluation Form) report</u></p> <p>Q: Are we saying we are a good school by the Ofsted criteria? A: This hasn't been put in the SEF report, but after discussions with governors this will be noted in the SEF report.</p> <p><b>ACTION:</b> All governors to email Mrs Waddington with questions and comments regarding the SEF document and the final SEF report to be uploaded for governors to approve at the next meeting on Wednesday 13<sup>th</sup> October 2021.</p> <p><u>School development and improvement plan</u> Mrs Waddington gave a brief overview of the document. The following points were noted:</p> <p>There is a new plan but the same layout has been used.</p> <ul style="list-style-type: none"> <li>• Strand 1:Curriculum</li> <li>• Strand 2: Quality of teaching and learning</li> <li>• Strand 3: Whole school vision</li> <li>• Strand 4: Community work</li> </ul> <p>It was noted by governors to add leadership to this document as this was an Ofsted concern.</p> <p>It was noted for Mrs Waddington and Mrs Hutton to speak to the chair of friends of Birdsedge around fundraising for Mrs Hutton to go through her forest school training.</p> <p><u>Strategy 21_24</u></p> <p><b>ACTION:</b> Defer Strategy 21_24 until the next meeting, which is being held on Wednesday 13<sup>th</sup> October 2021.</p>

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<p>88 Governance for 2021 – 2022</p>	<p>The following documents were provided on Teams prior to the meeting for governors to review:</p> <ul style="list-style-type: none"> <li>• Link Governance Mast 21_22</li> <li>• BFS GB configuration document 21_22</li> <li>• BFS skills audit analysis June 2021</li> <li>• BFS Self-evaluation Autumn Term 2020</li> </ul> <p><u>GB self-evaluation</u></p> <p><b>ACTION:</b> Defer self-evaluation until the next meeting, which is being held on Wednesday 13<sup>th</sup> October 2021.</p> <p><u>Skills audit</u></p> <p>It was noted that the skills audit identified a broad range of skills and a strong governing team within the governing body. The area we could strengthen on is as followed:</p> <ul style="list-style-type: none"> <li>• Develop our knowledge and understanding on the financial aspects</li> </ul> <p><u>Link governance and Development groups</u></p> <p><b>ACTION:</b> Mrs Hyett-Allen to email Mrs Hellewell the list of link governor's roles for 2021 to 2022 and development groups.</p> <p><u>Succession planning</u></p> <p><b>ACTION:</b> Defer succession planning until the next meeting, which is being held on Wednesday 13<sup>th</sup> October 2021.</p>
<p>89 Governor activity</p>	<p>It was noted governors have attended various training online. All of these are logged on Birdsedge First School configuration document.</p> <p>Mrs Hyett-Allen noted she had a visit into school and her report is uploaded in the meeting folder on Teams.</p>
<p>90 Emerging Risks</p>	<p><b>RESOLVED:</b> The emerging risks identified are listed below:</p> <ul style="list-style-type: none"> <li>• Finance</li> <li>• Pupil numbers</li> </ul>
<p>91 Policy update</p>	<p>It was noted that Trust updates for schools – Summer 2021 document and PSHE policy booklet had been shared in advance of the meeting for governor's information.</p> <p><b>RESOLVED:</b> Governors noted receipt of this document.</p> <p><b>ACTION:</b> Governors to read through the PSHE policy booklet that Mrs Waddington has uploaded on to Teams and to email</p>

Item	Minutes
	<p>Mrs Waddington with any questions regarding this policy.</p> <p>It was noted that an idea was suggested for governors to look at specific policies that are connected to their link governor role.</p>
<p>92 Any other business</p>	<p>RESOLVED: The following was noted as any other business:</p> <ul style="list-style-type: none"> <li>• Trust annual Governance conference attendance. Mrs Hyett-Allen asked governors to confirm using the form provided by the Trust to confirm attendance.</li> </ul>
<p>93 Future date for meetings of the possible agenda items</p>	<p>RESOLVED: That future meetings of the governing body:</p> <ul style="list-style-type: none"> <li>• <i>Wednesday 13<sup>th</sup> October 2021 at 6pm GB</i></li> <li>• <i>Wednesday 9<sup>th</sup> February 2022 at 6pm GB</i></li> <li>• <i>Monday 28<sup>th</sup> March 2022 at 10am Mid-year Review</i></li> <li>• <i>Wednesday 18<sup>th</sup> May 2022 at 6pm GB</i></li> <li>• <i>Tuesday 7<sup>th</sup> June 2022 at 10am Budget setting</i></li> <li>• <i>Wednesday 29<sup>th</sup> June 2022 at 6pm ACM</i></li> </ul> <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>
<p>94 Agenda, minutes and related papers to be excluded from published version.</p>	<p>RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the school.</p>



## Summary of Actions

Minute Reference	Action
07072021_M85	Agenda item on assessment outcomes in the next meeting on Wednesday 13 <sup>th</sup> October 2021.
	Mrs Hyett-Allen and Mrs Stevens to add a section for the school prospectus around governance, pupil voice, achievements that have been.
07072021_M87	All governors to email Mrs Waddington with questions and comments regarding the SEF document and the final SEF report to be uploaded for governors to approve at the next meeting on Wednesday 13 <sup>th</sup> October 2021.
	Defer Strategy 21_24 until the next meeting, which is being held on Wednesday 13 <sup>th</sup> October 2021.
07072021_M88	Defer self-evaluation until the next meeting, which is being held on Wednesday 13 <sup>th</sup> October 2021.
	Mrs Hyett-Allen to email Mrs Hellewell the list of link governor's roles for 2021 to 2022 and development groups.
	Defer succession planning until the next meeting, which is being held on Wednesday 13 <sup>th</sup> October 2021.
07072021_M91	Governors to read through the PSHE policy booklet that Mrs Waddington has uploaded on to Teams and to email Mrs Waddington with any questions regarding this policy.

