



THE GOVERNING BODY OF BIRDSEDGE FIRST SCHOOL

Meeting	Venue	Time	Date
Full Governing Body	Virtual on Teams	6pm	Wednesday 9 th February 2022

DFE	2078
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Start of meeting	18:00
Close of meeting	20:04

Attendance	85%
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Present		In attendance	
Name	Role	Name	Role
Donna Waddington	Head teacher	Sorrel Hellewell	Clerk
Andy Williams	Trust Appointed Governor	Philip Marshall	Chair of Trustees
John Thompson	Parent Governor		
Katie Hutton	Staff Governor	Absent with Consent	
Caroline Stevens	Parent Governor	Name	Role
Terry Sigsworth	Co-opted Governor	Sian Hyett-Allen	Co-opted Governor (Chair)
		Absent without Consent	
		Name	Role

Item	Minutes
20 Apologies for absence and consent	<p>RESOLVED: Apologies with consent were received from:</p> <ul style="list-style-type: none"> • Sian Hyett-Allen – Co-opted Governor <p>It was noted in the absence of Mrs Hyett-Allen, Mrs Stevens will be chairing the meeting.</p>
21 Declarations of interest	<p>RESOLVED: There are no declarations of interest.</p>
22 Confidentiality reminder	<p>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.</p>
23 Update from the Chair of Trustees	<p>Mr Marshall who is Chair of Trustees' introduced himself to the governing body.</p> <p>Mr Marshall noted the following points around the Trust;</p> <ul style="list-style-type: none"> • The Trust has been developing and evolving over the last couple of years. • All schools within the Trust are performing well. • There was a good outcome from Kirkburton Middle School Ofsted inspection. • There is a strong chance Shelley First School and Birdsedge First School could potentially have an Ofsted visit in the next 12 months. The Trust have no concerns around these visits and are expecting positive outcomes. • The Trust is in a strong position to grow and welcome more schools to the Trust. • Help from the Trust to Birdsedge First School will carry on moving forward. • Each school within the Trust, help the other schools by providing ideas, support and resources. <p>Collaborative team in the Trust are providing support for Birdsedge First School in the following areas;</p> <ul style="list-style-type: none"> • CIF (Condition Improvement Funds) bids • Procurement • Financial support • Development support • Risk assessments • Cleaning <p>It was noted Governors express their thanks and gratitude to Mr Marshall, The Trust Board and the Trust for all the support and help that is provided for Birdsedge First School.</p> <p>Mrs Waddington noted the support from the Trust and governors is extremely appreciated.</p>

Item	Minutes						
24 Representation	<p>Mrs Stevens noted there are no resignations and no appointments currently.</p> <p>Mrs Stevens noted Mrs Hyett-Allen wanted to have a discussion around the configuration number of the governing body.</p> <p>ACTION: Defer discussion regarding configuration number of the governing body to the next meeting, which is being held on Wednesday 18th May 2022.</p>						
25 Notification of items to be brought up under Any Other Business	<p>RESOLVED: The following items were raised for any other business.</p> <ul style="list-style-type: none"> • Extra summer term date to discuss self-review. • Safeguarding quiz 						
26 Minutes for the meeting on 13 th October 2021	<p>RESOLVED: All agreed the minutes of the meeting held on 13th October 2021 are approved as a true record of the meeting.</p>						
27 Matters arising	<table border="1"> <thead> <tr> <th data-bbox="533 1043 783 1120">Minute Reference</th> <th data-bbox="783 1043 1386 1120">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="533 1120 783 1435">13102021_M4</td> <td data-bbox="783 1120 1386 1435"> <p>Mrs Hyett-Allen to make contact with both parties interested in joining the governing body for Birdsedge First School.</p> <p>RESOLVED: Complete</p> <p>Mrs Hellewell to note succession planning as an item on each agenda for academic year 21 – 22.</p> <p>RESOLVED: Refer it item 32</p> </td> </tr> <tr> <td data-bbox="533 1435 783 1960">13102021_M8</td> <td data-bbox="783 1435 1386 1960"> <p>Governors to make contact with the person in charge who runs the village hall to discuss using the facility for general use for groups and to make stronger links with the school</p> <p>RESOLVED: Mrs Waddington noted relationships between the school and the village hall members need to develop further.</p> <p>Mrs Waddington to find out who can have access to a key for the school and to email governors the information found.</p> <p>RESOLVED: Mrs Waddington noted this isn't straight forward as there could be a potential insurance breach dependent on who has access to a key.</p> </td> </tr> </tbody> </table>	Minute Reference	Action	13102021_M4	<p>Mrs Hyett-Allen to make contact with both parties interested in joining the governing body for Birdsedge First School.</p> <p>RESOLVED: Complete</p> <p>Mrs Hellewell to note succession planning as an item on each agenda for academic year 21 – 22.</p> <p>RESOLVED: Refer it item 32</p>	13102021_M8	<p>Governors to make contact with the person in charge who runs the village hall to discuss using the facility for general use for groups and to make stronger links with the school</p> <p>RESOLVED: Mrs Waddington noted relationships between the school and the village hall members need to develop further.</p> <p>Mrs Waddington to find out who can have access to a key for the school and to email governors the information found.</p> <p>RESOLVED: Mrs Waddington noted this isn't straight forward as there could be a potential insurance breach dependent on who has access to a key.</p>
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28 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"> • Headteacher report to Governors Spring Term 2022 • Accessibility Plan Reviewed January 2022 <p>Mrs Waddington noted there was a delay in receiving finance update.</p> <p>The main points from the finance update were as followed;</p> <ul style="list-style-type: none"> • The year-end carry forward was £172,164 • Accounts are concluded and have been submitted to DFE (The Department for Education) 								

- The Finance systems have been updated, this is now complete and in bedded. Reporting should be easier now and more understandable for Headteachers and governors.
- Month end procedures have been completed on time, there was a few coding anomalies which are being rectified.
- Management accounts will be sent to governors around the 25th of each month.
- There will be a reforecast of the budget to reflect staff updates and savings expected.
- Impacts to finances are teacher retiring, out of school club, Covid grants that have been received.

Mrs Waddington noted the ambers on the KPI report were as followed;

- Capacity for Mrs Waddington has increased - more monitoring and work with staff on the ground is taking place due to much lower teaching commitment.
- The school is hopeful the outcome of an Ofsted visit should be good with some areas in outstanding.
- Received a good standards visit from the CEO (Chief Executive Officer).
- There was a pupil progress meeting that took place in December and provision maps. Provision maps are plans of additional support or intervention for any pupils or groups who we have any concerns around in terms of progress.
- The school has the School Improvement Officer in school one day a week.
- The amber on governors statutory responsibilities is relating to Smart log training not been completed.

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

Q: The Trust has their own KPI (Key Performance Indicator) report and they have marked some areas different to the school. Is it possible for governors to see the Trust's KPI report to compare to the school's KPI and the rag ratings?

A: This would need to be asked to the Trust.

ACTION: Mrs Waddington to speak to the Trust in relation to governor's being able to see the Trust KPI report to compare rag ratings.

Q: When the School Improvement Officer is in school, what do they do?

A: The School improvement officer will complete tasks that are asked from the Headteacher, some of these tasks are weekly monitoring of teaching and learning alongside the Headteacher and supporting staff Training and Development from the outcomes of this.

ACTION: Mrs Stevens to create a page on behalf of the governors for a book which is being made by Birdsedge First School as a leaving present for a teacher who is retiring shortly. Page to be sent to governors prior for approval.

Pastoral and attendance data

Mrs Waddington noted any PA (Persistent Absent) children, have half termly attendance reports sent home to parents and any other children that were flagged up as PA and under 90% attendance had attendance reports sent home and individual actions plans have been put in place.

Q: Is there an uptake on parents taking children out for holidays?

A: No there isn't at the moment.

Q: How much discretion is there for parents taking children out of school for a holiday?

A: It is the Headteacher decision ultimately.

It was noted by governors a suggestion to have an acronyms expanded and to have a document with acronyms on as a guide.

ACTION: Mrs Hellewell to add acronyms documents to each Birdsedge First School local governing body meeting folder.

Progress Data

- Phonics outcome was 100%.
- The mentoring of phonics this term is strong and all teachers are up to date with the scheme.
- There is an improved provision for phonics with the new scheme.
- The new phonics scheme is called Sounds Right.

Q: If there is 7 out of 9 children who are at age related expectations, by the end of the year do you feel the other 2 children will be age related expectations or not?

A: The school will provide intervention for the 2 children try and help these children aim for age related expectations. The school are predicting to be at national average for phonics.

Accessibility equality scheme

- The school is updated with the actions that have been noted.
- One action has been added relating to children's mental health.

Staff update

- A part time ETA has resigned before Christmas.
- One teacher will be retiring in February.

Item	Minutes
	<p>Governors would like to thank the ETA for all of their work at Birdsedge First School. It was note Governors express their thanks to the teacher who is due to retire shortly for all of their hard work whilst teaching at Birdsedge First School.</p>
<p>29 Safeguarding Audit report</p>	<p>The 'Mast Birdsedge SG and SEND annual review 2022' was provided on Teams prior to the meeting for governors to review.</p> <p><u>Safeguarding audit report</u></p> <p>Mrs Waddington noted the following points;</p> <ul style="list-style-type: none"> • The review was positive. • Pupil voice was strong • Children felt school is a happy place and children know they can talk to any adult if they need or want to. <p>ACTION: Mrs Hellewell to put safeguarding as a standard item on the agenda going forward.</p>
<p>30 Governor update</p>	<p><u>Assurance visits</u></p> <p>Dr Williams gave a brief explanation about visit in school. Dr Williams noted the following;</p> <ul style="list-style-type: none"> • As a trust committee member some of the visit was part of his linked visit. • There are some suggestions he has made at the end of the document. • Had a school dinner in the hall with the children and felt it was a really good atmosphere. <p>It was noted by governors a concern in regards to the signing in sheet at school and whether DBS (Disclosure and Barring Service) number should be written down along with name etc. There was a suggestion to add a column to the signing in sheet to note if a DBS number has been presented.</p> <p>ACTION: Mrs Waddington to follow up with the Trust, the best course of action regarding DBS being presented when visitors are signing in at school.</p> <p>Mr Thompson gave a brief explanation about his induction visit at school.</p> <p>Mrs Stevens noted that the next link visit is Health and safety and pupil voice.</p> <p>ACTION: Mr Sigsworth to arrange his link visit to school regarding health and safety and pupil voice.</p> <p><u>Development group update</u></p> <p>Mrs Hellewell noted to governors there will be two extra governing body meetings next year which will be for development groups. All governors will be invited to these meetings.</p> <p><u>Training attended, other activity attended</u></p>

Item	Minutes
	<p>Mrs Stevens requested for governors to check Smart log and to complete any overdue training.</p> <p>Governors noted they were unable to see if they had any overdue training.</p> <p>ACTION: Mrs Waddington to look at Smart log and let governors know if they have any overdue training that needs completing.</p> <p><u>Upcoming training and further governor development.</u></p> <p>Mr Marshall noted going forward a new method of training will be implemented for the rest of the year and will be accessed by the Trust to see if this is a more suitable method. Training will now be pre-recorded and uploaded on to Teams for governors to watch.</p> <p><u>Chairs of governor meeting update</u></p> <p>ACTION: Defer the Chairs of governors meeting update to the next meeting, which is being held on Wednesday 18th May 2022.</p>
31 Communications from the Trust	<p><u>Operational compliance KPI review</u></p> <p>RESOLVED: Governors noted receipt of this document</p> <p><u>Peer review from term one</u></p> <p>RESOLVED: Governors noted receipt of this document</p> <p><u>Receipt of term one governance update from the Trust</u></p> <p>RESOLVED: Governors noted receipt of this document</p>
32 Succession Planning	<p>Mrs Stevens suggested to defer succession planning to the next meeting, so the chair can be involved in the discussion.</p> <p>ACTION: Mrs Hellewell to defer succession planning to the next meeting, which is being held on Wednesday 18th May 2022.</p>
33 Emerging Risks	<p>RESOLVED: The emerging risks identified are listed below:</p> <p>Governors noted there is a potential risk around Headteacher absence and questioned whether the Trust has a continuance plan in place for Headteacher absence.</p> <p>ACTION: Mrs Hellewell to speak to the CEO of the Trust in relation to any continuance plans in place for if the Headteacher is absence and let governors know at the next meeting, which is being held on Wednesday 18th May 2022.</p>
34 Policy update	

Item	Minutes
	<p>It was noted that Trust updates for schools – Spring 2022 HT1 document had been shared in advance of the meeting for governor’s information.</p> <p>RESOLVED: Governors noted receipt of this document</p>
<p>35 Important updates for Governing bodies</p>	<p>The following documents had been provided to governors prior to the meeting for information:</p> <ul style="list-style-type: none"> • School uniform statutory guidance November 2021 <p>RESOLVED: Governors noted receipt of these documents.</p>
<p>36 Any other business</p>	<p>RESOLVED: There were two items brought up under any other business.</p> <p><u>Extra date for summer term meeting</u></p> <p>All governors to let Mrs Hellewell know if they are available either Wednesday 8th June 2022 or Wednesday 15th June 2022.</p> <p>ACTION: All governors to email Mrs Hellewell the date they are available for the extra summer term meeting.</p> <p><u>Safeguarding Quiz</u></p> <p>Mrs Hellewell reminds governors that some governors are yet to complete the safeguarding quiz relating the safeguarding training that took place.</p> <p>ACTION: Mrs Hellewell to email a reminder to the specific governors who need to complete their safeguarding quiz.</p>
<p>37 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"> • Monday 28th March 2022 at 10am Mid-year Review • Wednesday 18th May 2022 at 6pm GB • Tuesday 7th June 2022 at 10am Budget setting • Wednesday 29th June 2022 at 6pm ACM • Wednesday 20th July 2022 at 6pm Annual Conference <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>38 Agenda, minutes and related papers to be excluded</p>	

Item	Minutes
from published version.	RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the school.

Summary of Actions

Minute Reference	Action
09022022_M24	Defer discussion regarding configuration number of the governing body to the next meeting, which is being held on Wednesday 18 th May 2022.
09022022_M27	Mrs Waddington to provide governors with the website audit report once available.
	Mrs Hyett-Allen to provide feedback to governors around the self-evaluation progress, at the next meeting which is being held on Wednesday 18 th May 2022.
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	Mr Sigsworth to arrange his link visit to school regarding health and safety and pupil voice.
	Mrs Waddington to look at Smart log and let governors know if they have any overdue training that needs completing.
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