



## THE GOVERNING BODY OF BIRDSEDGE FIRST SCHOOL

Meeting	Venue	Time	Date
Full Governing Body	Birdseye First School	6pm	Wednesday 10 <sup>th</sup> May 2023

DFE	2078
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Start of meeting	18:05
Close of meeting	19:33

Attendance	85%
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Present		In attendance	
Name	Role	Name	Role
Donna Waddington	Head teacher	Sorrel Hellewell	Clerk
Sian Hyett-Allen	Chair of Governors	Natasha Greenough	CEO
Philip Marshall	Trust Appointed Governor	Kimberley Clee	Governor at KMS
Terry Sigsworth	Co-opted Governor	Julia Moorhouse	Governor at SFS
Katie Hutton	Staff Governor	Absent with Consent	
Karren Howgill	Co-opted Governor	Name	Role
John Thompson	Parent Governor	Caroline Stevens	Parent Governor
		Absent without Consent	
		Name	Role

Item	Minutes				
38 Welcome and introductions	Welcome and introductions were made by all.				
39 Apologies for absence and consent	RESOLVED: Apologies with consent were received from: <ul style="list-style-type: none"> <li>Mrs Caroline Stevens – Parent Governor</li> </ul>				
40 Declarations of interest	RESOLVED: There are no declarations of interest.				
41 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.				
42 Representation	<p>Mrs Hyett-Allen noted Mrs Stevens is now unable to attend any meetings on a Wednesday due to work commitments.</p> <p>There was a discussion between governors regarding potentially moving the date of the meeting but it was agreed with governors it would be best to keep the meetings on a Wednesday.</p> <p>Mrs Hellewell noted Mr Marshall term ends ended on 18<sup>th</sup> May 2023.</p> <p>Mr Marshall confirmed he would like to renew his term for 1 year.</p> <p>All governors approve Mr Marshall to renew his term as a Trust appointed governor for another 1 year.</p> <p>RESOLVED: Mr Marshall to be appointed as a Trust Appointed governor from 18<sup>th</sup> May 2023 to 17<sup>th</sup> May 2024.</p> <p>It was noted the decision for Mr Marshall to be appointed as a Trust appointed governor for 1 year will be brought to the upcoming trust board meeting for ratification from Trustees.</p>				
43 Notification of items to be brought up under Any Other Business	<p>RESOLVED: There were two items brought up under any other business.</p> <ul style="list-style-type: none"> <li>Two factor authentication</li> <li>New structure of governor conference</li> </ul>				
44 Minutes for the meeting on 22 <sup>nd</sup> February 2023	RESOLVED: All agreed the minutes of the meeting held 22 <sup>nd</sup> February 2023 are approved as a true record of the meeting.				
45 Matters arising	<table border="1"> <thead> <tr> <th>Minute Reference</th><th>Action</th></tr> </thead> <tbody> <tr> <td>M27_22022023</td><td>Mrs Howgill to send Mrs Waddington a</td></tr> </tbody> </table>	Minute Reference	Action	M27_22022023	Mrs Howgill to send Mrs Waddington a
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		picture and mini bio for the school website. RESOLVED: Complete
	M31_22022023	Mr Marshall to speak with the Trust Operation's Officer regarding health and safety and where it lies within governance. RESOLVED: Complete
		Mrs Hellewell to email all governors training method form for governors to complete. RESOLVED: Complete
	M33_22022023	Mrs Waddington to email policies to governors that are specific to their link governor role to be reviewed. RESOLVED: Complete
		Governors to review policies that have been sent by Mrs Waddington and to let her know they have been reviewed the policy and if they have any comments or amendments. RESOLVED: Complete
		Mrs Hellewell to send all governors the acronym document. RESOLVED: Complete
45	School Update	<p>Mrs Waddington provided the following document on Teams prior to the meeting for governors to review;</p> <ul style="list-style-type: none"> <li>• Headteacher report May 2023</li> <li>• Attainment Data Term 2 update</li> <li>• Pastoral Data Term 2 update</li> <li>• School Improvement plan 2022 Birdsedge First School</li> </ul> <p>Q: In the finance section on the KPI (Key Performance Indicator) report it has been marked red across all 3 columns, is this something governors should be worried about?</p> <p>A: This has been marked red due to the school's in-year deficit. The school has a healthy surplus and there are a high number of children joining school in 2023/2024 which will see an increase in money. The school has saved money in previous years to be able to cover for events like this. The deficit has been reduced throughout the year and this shouldn't be a concern for governors.</p> <p>Q: Could you provide governors with an update on Read to write in either June or Octobers meeting?</p> <p>A: This will be presented as a presentation at the next local governing body meeting.</p> <p><b>ACTION: Mrs Hellewell to add Read to Write presentation to the next meeting which is being held on Wednesday 28<sup>th</sup> June 2023.</b></p>

Item	Minutes
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	<p>Q: How are the interventions and training sessions for SEND pupils having an impact on pupils and staff? A: Interventions are working well. There are several parents who are choosing to send their child to the school due to the high standard of SEND care. The school have invested in support staff training and staff are now feeling more empowered and equipped.</p> <p>Q: The Trust have scored staff wellbeing as amber due to the lack of response. Is it mandatory for staff to complete the survey? A: This was due to the response of the survey. The survey isn't mandatory but with there being such a low number off staff in school, its needed for all staff to complete the survey. The school will look at how they can encourage staff to complete the survey in the future.</p> <p>Mrs Hutton noted staff at Birdsedge First School feel supported and are positive about working at school.</p> <p>Q: How many staff responded to the survey? A: Seven out of eleven staff completed the survey.</p> <p>A discussion was held regarding training and how to encourage governors to attend training. Mrs Hellewell noted the results from the training method form were extremely close for each option. Moving forward the method the Trust provide training will be determined each session.</p> <p>Mrs Waddington noted the following points:</p> <ul style="list-style-type: none"> <li>• Persistence absence has been brought down.</li> <li>• There are no major changes to attainment data and there are good progress rates.</li> </ul> <p>Q: English results seem to be a lot higher than Maths, why is this? A: There is no specific reason as to why maths is lower. The school is now receiving support from Shelley First School who has a maths leads. Math results should start to increase over the next coming months.</p> <p><u>Events</u></p> <ul style="list-style-type: none"> <li>• Year 5 have a family assembly on Friday 12<sup>th</sup> May.</li> <li>• Sports day will be taking place on Thursday 15<sup>th</sup> June.</li> <li>• There is a school trip to the seaside taking place on Thursday 13<sup>th</sup> June.</li> <li>• Year 5 leaving party will be taking place on Wednesday 12<sup>th</sup> July.</li> </ul> <p><u>Pupil premium</u></p> <p>Interventions in English and Maths are taking place every day. These sessions are either group or individual sessions.</p> <p>Q: Will pupil premium funding increase with the new intake of children in reception? A: This information won't be known until September.</p>
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Item	Minutes
46 Safeguarding update	<p>Mrs Waddington the following points;</p> <ul style="list-style-type: none"> <li>• There are no safeguarding updates.</li> <li>• Regular safeguarding updates are given to staff.</li> <li>• There are two DSL (Designated Safeguarding Leads) in school and both colleagues are fully trained.</li> </ul>
47 Communications from the Trust	<p><u>Operations KPI report:</u></p> <p>RESOLVED: Governors noted receipt of the operations KPI (Key Performance Indicator) report.</p> <p><u>Governance update term 2</u></p> <p>RESOLVED: Governors noted receipt of the governance term one document.</p>
48 Governor update	<p><u>Assurance visits</u></p> <p>Mr Marshall noted he has a visit booked in June.</p> <p>Mrs Allen noted she has a visit booked in.</p> <p><u>Update development session - assessments</u></p> <p>Mrs Howgill noted she attended the development session which focused on assessment and gave a brief explanation regarding the session.</p> <p><u>Training attended</u></p> <p>Mrs Hellewell noted there are still some governors who are outstanding cyber security training and safeguarding training.</p> <p>Mrs Allen noted the governors who are outstanding training have been aware and will complete the training.</p> <p><u>Upcoming training</u></p> <p>Mrs Hellewell noted the following training session will be taking place shortly;</p> <ul style="list-style-type: none"> <li>• Monday 5<sup>th</sup> June 2023 – Wider Curriculum training. The focus will be Arts &amp; Culture, Technology, Careers, PE &amp; RE.</li> </ul> <p><u>Skills audit 22/23</u></p> <p>Mrs Hellewell noted Skills Audit 2023 form will be sent out to all governors to complete after the meeting. This form will need completed by 31<sup>st</sup> May 2023.</p>

Item	Minutes
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	<b>ACTION:</b> Mrs Hellewell to send all governors Skills Audit 2023 form.
49 Emerging Risks	<p><b>RESOLVED:</b> Governors agreed to keep the below risks on the risk register to enable to have visibility of the risks.</p> <ul style="list-style-type: none"> <li>• Long term staff absence leading to the effect of education provision, vision of the school, which could lead to mental stress and strain to staff and pupils.</li> <li>• Short term staff absence leading to the effect of education provision, vision of the school, which could lead to mental stress and strain to staff and pupils.</li> </ul>
50 Policy update	<p>Mrs Waddington noted there will be several policies for governors' approval in September 2023.</p> <p>It was noted that Trust updates for schools – Spring 2023 document had been shared in advance of the meeting for governor's information.</p> <p><b>RESOLVED:</b> Governors noted receipt of this document.</p>
51 Important updates for Governing bodies	<p>The following documents had been provided to governors prior to the meeting for information:</p> <ul style="list-style-type: none"> <li>• NGA Changing the length of the school day.</li> </ul>
52 Any other business	<p><b>RESOLVED:</b> There was two items brought up under any other business.</p> <p><u>Two factor authentication</u></p> <p>Mrs Hellewell noted two factor authentication was discussed in the chairs of board meeting and it was noted this will be mandatory that all governors and trustees download and use two factor authentication when using their mast email addresses.</p> <p>There will be an IT specialist available at the upcoming governor conference for any governors who are struggling to download or use two factor authentication.</p> <p><u>New structure of governor conference</u></p> <p>Mrs Hellewell noted a form has been sent out to all governors to complete to confirm their attendance at the annual conference. The booking form and agenda for the conference is on the Mast website. The Trust will provide mandatory safeguarding training at the conference meaning it's important for all governors to attend.</p>

Item	Minutes
<p>53 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>Monday 5<sup>th</sup> June 2023 at 10am Finance and Operations meeting</li> <li>Wednesday 28<sup>th</sup> June 2023 at 6pm ACM (Annual Configuration Meeting)</li> <li>Wednesday 19<sup>th</sup> July 2023 at 6pm Annual Conference</li> </ul>
<p>54 Agenda, minutes and related papers to be excluded from published version.</p>	<p>RESOLVED: A matter discussed in item 45 has been excluded from the minutes for confidential reasons.</p>

## Summary of Actions

Minute Reference	Action
M45_10052023	Mrs Hellewell to add Read to Write presentation to the next meeting which is being held on Wednesday 28 <sup>th</sup> June 2023.
M48_10052023	Mrs Hellewell to send all governors Skills Audit 2023 form.



I confirm these minutes of the meeting of the Birdsedge First School Governing Body held at 6pm at Birdsedge First School on Wednesday 10<sup>th</sup> May 2023 are true reflection of the meeting and are approved.

Signature	
Name	
Role	
Date	

