



THE GOVERNING BODY OF BIRDSEDGE FIRST SCHOOL

Meeting	Venue	Time	Date
Full Governing Body	Virtual on Teams	6pm	Wednesday 11 th November 2020

DFE	2078
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Start of meeting	18:04
Close of meeting	19:58

Attendance	77%
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Present		In attendance	
Name	Role	Name	Role
Donna Waddington	Headteacher	Melanie Humphreys	Clerk Support
Sian Hyett-Allen	Co-opted Governor (Chair)	Sorrel Hellewell	Clerk
Andy Williams	Trust Appointed Governor		
Terry Sigsworth	Co-opted Governor		
Caroline Stevens	Parent Governor	Absent with Consent	
John Thompson	Parent Governor	Name	Role
Katie Hutton	Staff Governor		
		Absent without Consent	
		Name	Role
		Jan Ansell	Co-opted Governor
		Sarah Greene	Co-opted Governor

21	Apologies for absence, consent and	<p>RESOLVED: No apologies had been received</p> <ul style="list-style-type: none"> Mrs Greene was absent without consent Mrs Ansell was absent without consent
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Item	Minutes
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declarations of interest.	RESOLVED: There are no declaration of interest.								
22 Notification of items to be brought up under Any Other Business	<ul style="list-style-type: none"> • Ofsted visit <p>ACTION: Defer Ofsted Visit until next meeting on Wednesday 27th January 2021.</p>								
23 Approval of the minutes of the meeting held on 30 th September 2020	RESOLVED: All agreed the minutes of the meeting held on 30 th September 2020 are approved as a true record of the meeting.								
24 Matters Arising	<p>Actions from 28th September 2020</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #444; color: white;"> <th style="width: 25%;">Minute Reference</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td style="background-color: #ccc;">30092020_M5</td> <td> <p>A skills audit for the Birdsedge Governing body will be made available on teams for completion by all governors prior to the start of the next academic year'. Those governors who have not completed are kindly requested to do so prior to the next governing body meeting.</p> <p>RESOLVED: Review and analysis without data.</p> <p>ACTION: Mrs Hellewell to book a meeting on Wednesday 25th November 2020 for all governors to complete their self-review.</p> </td> </tr> <tr> <td style="background-color: #ccc;">30092020_M6</td> <td> <p>Mrs Waddington to get in contact with Mr Thompson and confirm his appointment as parent governor.</p> <p><i>RESOLVED: Refer to item 26</i></p> <p>Mrs Waddington to contact previously interested party regarding parent governor position and see if she is still considering a place.</p> <p><i>RESOLVED: Refer to item 26</i></p> </td> </tr> <tr> <td style="background-color: #ccc;">30092020_M8</td> <td> <p>All governors required to have declarations of interest, code of conduct and contact details completed by 31st October 2020.</p> <p>ACTION: Governors who haven't filled their declaration of interest, code of conduct and updated contact details, need to fill these out as soon as possible.</p> </td> </tr> </tbody> </table>	Minute Reference	Action	30092020_M5	<p>A skills audit for the Birdsedge Governing body will be made available on teams for completion by all governors prior to the start of the next academic year'. Those governors who have not completed are kindly requested to do so prior to the next governing body meeting.</p> <p>RESOLVED: Review and analysis without data.</p> <p>ACTION: Mrs Hellewell to book a meeting on Wednesday 25th November 2020 for all governors to complete their self-review.</p>	30092020_M6	<p>Mrs Waddington to get in contact with Mr Thompson and confirm his appointment as parent governor.</p> <p><i>RESOLVED: Refer to item 26</i></p> <p>Mrs Waddington to contact previously interested party regarding parent governor position and see if she is still considering a place.</p> <p><i>RESOLVED: Refer to item 26</i></p>	30092020_M8	<p>All governors required to have declarations of interest, code of conduct and contact details completed by 31st October 2020.</p> <p>ACTION: Governors who haven't filled their declaration of interest, code of conduct and updated contact details, need to fill these out as soon as possible.</p>
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	30092020_M12	<p>Mrs Waddington to advise once the website is complete, and provide the governors with a compliance check to assure the website meets statutory requirements.</p> <p>ACTION: Mrs Humphreys to provide Mrs Waddington governor data for meet the governor page.</p>
		<p>The emergency plan to be provided to all governors.</p> <p><i>RESOLVED: Completed</i></p>
	30092020_M13	<p>Governors to complete the self-evaluation document prior to a separately arranged meeting.</p> <p><i>RESOLVED: Refer to minute 30092020_M5</i></p>
		<p>Chair and clerk to liaise and propose dates to the governors of the self-evaluation meeting.</p> <p><i>RESOLVED: Completed. Refer to minute 30092020_M5</i></p>
	30092020_M14	<p>Mrs Humphreys to resend the link of Trust training available in the Autumn term on Teams for everyone to see.</p> <p><i>RESOLVED: Mrs Humphreys sent link on Teams.</i></p>
	30092020_M17	<p>Mrs Waddington to put the link of the exclusion policy on the behaviour policy.</p> <p><i>RESOLVED: Completed</i></p>
25	Representation	<p>Mrs Humphreys provided an update of the composition of the governing body.</p> <p>It was noted that a parent governor election had commenced and closed for nominations. There were two nominations received.</p> <p>RESOLVED: Mrs Caroline Stevens appointed as parent governor effective from 2nd November 2020 for a period of 4 years.</p> <p>RESOLVED: Mr John Thompson appointed as parent governor effective from 2nd November 2020 for a period of 4 years.</p>

Item	Minutes
	<p>It was noted that a staff governor election had commenced and closed for nominations. There was one nominations received.</p> <p>RESOLVED: Mrs Katie Hutton appointed as staff governor effective from 11th November 2020 for a period of 4 years.</p>
<p>26 Headteacher Report including equalities</p>	<p>Mrs Waddington provided an update on Headteachers report to governors Autumn. This document was put on Teams prior to the meeting for governors to read.</p> <p>Q: With the budget section, how are we doing now? A: In terms of support staff hours and funding. ETA hours are staying the same all this year. We are saving money which was set aside for PPA cover as Mrs Waddington is covering this.</p> <p>Q: What are the current predictions indicate standards remain table referring too? A: This was data that was given to me which was complete in the summer term before I started as Headteacher. Teachers were asked to give predictions for each pupil. The level of data we sourced are for all years not just one certain year.</p> <p>All children have a target set from the information we have received from the year before.</p> <p>ACTION: Mrs Waddington and Dr Williams will meet to review the data in detail.</p> <p>Q: Is phonics an area you are concerned about? A: Not at the moment. Mrs Hutton is the head of phonics, Mrs Hutton has overviewed how we are teaching phonics and what we are expecting children to learn each week; what we teach and when.</p> <p>Q: Is the self-evaluation (SEF) available? A: Yes, there is one for last year I can share with you and is being developed this year.</p> <p>Q: How are staff responding with the situation COVID-19 A: Generally, all staff are a team and are rallying within the school, they look after each other, staff are supporting each other really well. Staff are in tune with each other and if there are problems these are acted on. Brilliant atmosphere between all members of staff.</p> <p>Q: Is there support for you? A: Staff are very supportive to myself, they will offer to do extra duties on a busy day. I have support from the Trust and from the school improvement officer.</p> <p>Q: What could the governors do extra to help with support?</p>

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	<p>A: By saying a thank you; recognition can go a long way.</p> <p>RESOLVED: A wellbeing questionnaire to be sent to all staff.</p> <p>ACTION: Governors to send Mrs Hellewell ideas on questions for a well-being form and Mrs Hellewell can assist in creating the form. Mrs Allen and Mrs Stevens to meet up and discuss questions first.</p> <p>Governors note their thanks to Mrs Waddington for the Headteacher's report.</p>
<p>27 Review the school evaluation plan, improvement plan (action plan), capital plan proposals, grant funding plan</p>	<p>Mrs Waddington provided an update on School Improvement Plan 2020 (SIP). This document was put on Teams prior to the meeting for governors to read.</p> <p>The School Improvement plan is a year plan and is a live document that is updated throughout the year.</p> <p>It was noted that governor's request and additional column next to the status which states where we are at the minute and were we are wanting to be at.</p> <p>Grant funding – we have already secured the funding for the fire doors we were put in to school over October half term, funding plans are for a new roof, a higher fencing, and higher gate with electric intercom.</p> <p>Q: Is there an idea about moving the office where the kitchen is?</p> <p>A: Yes, I have the idea but I haven't put in for any funding in for this yet. I am also wanting to look into being able to have a pre-school setting.</p>
<p>28 Premiums update: report and spending plan</p>	<p>ACTION: Defer Premiums update report and spending plan until next meeting which is taking place on Wednesday 27th January 2021.</p>
<p>29 Safeguarding Audit Report</p>	<p>Mrs Waddington provided an update on Safeguarding Audit Report and this document was put on Teams prior to the meeting for governors to read.</p> <p>Governors requested assurance that the actions highlighted were being addressed, which was confirmed by Mrs Waddington.</p> <p>It was suggested that when the reviews are complete, it would be a good idea to put a 'by when' date on so governors can check against it. Mrs Waddington agreed and would speak to Mrs Senior regarding this suggestion.</p>

Item	Minutes
30 Summary standard outcomes and pastoral data	<p>Mrs Waddington provided a verbal brief update on Summary standard outcomes and pastoral data. The following points were noted:</p> <ul style="list-style-type: none"> • Attendance isn't actually affected by COVID-19 because if a child is off due to having to isolate or due to having COVID-19 they are marked on the register with an X and not absent due to illness. • Online work for children at home who are isolating has been updated.
31 Identify emerging risks	<p>Mrs Humphreys gave a brief explanation about what are emerging risk and how the governors can identify any and what action need to be taken if any risks are identified.</p> <p>RESOLVED: This will be a standing item for all the meetings</p> <p>ACTION: Mrs Humphreys or Mrs Hellewell to provide the governors with access to the risk register after termly review by Trust Board.</p>
32 Governor Visits	<p>Dr Williams provided his report 'Governor Visit_AW Nov 2020' on Teams prior to the meeting for governors to read. The main points were noted:</p> <ul style="list-style-type: none"> • Dr Williams was very impressed with all of the work and how well Birdsedge First School is doing. • Impact of COVID-19 school closure (summer term 19_20). Class 1: on track with attainment; Class 2: There are a few children that are behind; Class 3 – Year 5 have a higher number of children behind. <p>It was noted that interventions have been made for these children and that school is doing everything they can do for these children.</p> <p>All the children seem well and happy at coming back to school and its look like a very positive picture.</p> <p>Q: Would this report be shared to staff at Birdsedge First School?</p> <p>A: Yes, this can be shared</p> <p>Q: What does intervention entail?</p> <p>A: Intervention means we are having to use some additional resources that a child needs, for example if a child has dyslexia they can use a coloured overlay, if a child has a speech delay we can look into getting speech and language help. We then review after a certain amount of time and see if the intervention is working.</p>

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33 Governor Training	RESOLVED: Any training you have if you let Mrs Hellewell or Mrs Humphreys know, they can record this on the configuration document.
34 Policies for review	RESOLVED: None
35 Any other business	<p><u>Meet the Governors and support from the Governors.</u></p> <p>This was suggested in the previous meeting for governors to provide a mini bio about themselves to be put on the school website.</p> <p>ACTION: All governors to provide Mrs Waddington with their mini bios for the website as soon as possible.</p>
36 Dates of future meetings and possible agenda items	<p>RESOLVED: That future meetings of the governing body:</p> <p><i>Wednesday 27th January 2021 at 6pm</i></p> <p><i>Wednesday 5th May 2021 at 6pm</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> <p>RESOLVED: It was agreed to change the meeting date from 28th April to 5th May as Mrs Waddington couldn't attend the April meeting.</p>
37 Agenda, minutes and related papers	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
11112020_M22	Defer Ofsted visit until next meeting on Wednesday 27 th January 2021.
11112020_M24	Mrs Hellewell to book a meeting on Wednesday 25 th November 2020 for all governors to complete their self-review.
	Governors who haven't filled their declaration of interest, code of conduct and updated contact details, need to fill these out as soon as possible.
	Mrs Humphreys to provide Mrs Waddington governor data for meet the governor page.
11112020_M26	Mrs Waddington and Dr Williams will meet to review the data in detail.
	Governors to send Mrs Hellewell ideas on questions for a well-being form and Mrs Hellewell can assist in creating the form. Mrs Allen and Mrs Stevens to meet up and discuss questions first.
11112020_M28	Defer Premiums update report and spending plan until next meeting which is taking place on Wednesday 27 th January 2021.
11112020_M31	Mrs Humphreys or Mrs Hellewell to provide the governors with access to the emerging risk register after termly review by Trust Board.
11112020_M35	All governors to provide Mrs Waddington with their mini bios for the website as soon as possible.

