



## THE GOVERNING BODY OF BIRDSEDGE FIRST SCHOOL

Meeting	Venue	Time	Date
Full Governing Body	Birdseye First School	6pm	Wednesday 13 <sup>th</sup> October 2021

DFE	2078
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Start of meeting	18:02
Close of meeting	19:50

Attendance	85%
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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)		
John Thompson	Parent Governor		
Katie Hutton	Staff Governor	Absent with Consent	
Caroline Stevens	Parent Governor	Name	Role
Terry Sigsworth	Co-opted Governor	Andy Williams	Trust Appointed Governor
		Absent without Consent	
		Name	Role

Item	Minutes						
1 Apologies for absence and consent	RESOLVED: Apologies with consent were received from: <ul style="list-style-type: none"> <li>Andy Williams – Trust Appointed Governor</li> </ul>						
2 Declarations of interest	RESOLVED: There are no declarations of interest.						
3 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.						
4 Representation	<p>It was noted there are two community governor vacancies currently at Birdsedge First School. It was further noted there are two parties who are interested in joining Birdsedge First School.</p> <p><b>ACTION: Mrs Hyett-Allen to make contact with both parties interested in joining the governing body for Birdsedge First School.</b></p> <p>Mrs Hyett-Allen noted that succession planning and requested this to be a standard item on the agenda going forward.</p> <p><b>ACTION: Mrs Hellewell to note succession planning as an item on each agenda for academic year 21 – 22.</b></p>						
5 Notification of items to be brought up under Any Other Business	RESOLVED: The following item were raised for any other business. <ul style="list-style-type: none"> <li>Mast lanyards for Governors</li> <li>Safeguarding</li> </ul>						
6 Minutes for the meeting on 7 <sup>th</sup> July 2021	RESOLVED: All agreed the minutes of the meeting held on 7 <sup>th</sup> July 2021 are approved as a true record of the meeting.						
7 Matters arising	<table border="1"> <thead> <tr> <th data-bbox="533 1570 783 1644">Minute Reference</th> <th data-bbox="783 1570 1386 1644">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="533 1644 783 1995">07072021_M85</td> <td data-bbox="783 1644 1386 1805"> <p>Agenda item on assessment outcomes in the next meeting on Wednesday 13<sup>th</sup> October 2021.</p> <p>RESOLVED: Refer to item 8</p> </td> </tr> <tr> <td data-bbox="533 1805 783 1995"></td> <td data-bbox="783 1805 1386 1995"> <p>Mrs Hyett-Allen and Mrs Stevens to add a section for the school prospectus around governance, pupil voice, achievements that have been.</p> <p>RESOLVED: Complete</p> </td> </tr> </tbody> </table>	Minute Reference	Action	07072021_M85	<p>Agenda item on assessment outcomes in the next meeting on Wednesday 13<sup>th</sup> October 2021.</p> <p>RESOLVED: Refer to item 8</p>		<p>Mrs Hyett-Allen and Mrs Stevens to add a section for the school prospectus around governance, pupil voice, achievements that have been.</p> <p>RESOLVED: Complete</p>
Minute Reference	Action						
07072021_M85	<p>Agenda item on assessment outcomes in the next meeting on Wednesday 13<sup>th</sup> October 2021.</p> <p>RESOLVED: Refer to item 8</p>						
	<p>Mrs Hyett-Allen and Mrs Stevens to add a section for the school prospectus around governance, pupil voice, achievements that have been.</p> <p>RESOLVED: Complete</p>						

Item	Minutes
	<p>07072021_M87</p> <p>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>RESOLVED: Refer to item 8</p>
	<p>Defer Strategy 21_24 until the next meeting, which is being held on Wednesday 13<sup>th</sup> October 2021.</p> <p>RESOLVED: Refer to item 13</p>
	<p>07072021_M88</p> <p>Defer self-evaluation until the next meeting, which is being held on Wednesday 13<sup>th</sup> October 2021.</p> <p>RESOLVED: Refer to item 13</p>
	<p>Mrs Hyett-Allen to email Mrs Hellewell the list of link governor's roles for 2021 to 2022 and development groups.</p> <p>RESOLVED: Complete</p> <p>Defer succession planning until the next meeting, which is being held on Wednesday 13<sup>th</sup> October 2021.</p> <p>RESOLVED: Refer to item 4</p>
	<p>07072021_M91</p> <p>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.</p> <p>RESOLVED: Complete</p>
<p>8 School Update</p>	<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>• B11 report Birdsedge 29<sup>th</sup> April 2021</li> <li>• BFS capital planning tool – 28.09.21</li> <li>• Birdsedge First School SEF 2021 First Draft incomplete</li> <li>• Data report BFS</li> <li>• Headteacher report to governors Autumn term 2021</li> <li>• July 2020 to July 2021 Data Comparison doc</li> <li>• Pastoral data summary report full year</li> <li>• School improvement plan 2020 reviewed July 2021</li> <li>• School improvement plan 2021 22</li> <li>• Three year plan first draft</li> </ul> <p>Governors were invited to ask questions prior and during the meeting.</p> <p>Q: The outcome section noted in the Headteacher report regarding early years foundation stage was 0%, was this correct?  A: Yes, this is correct. At the beginning of the year, no children were passing but at the end of the year 60% of children met age related expectations.</p>

Q: BOOSC (Birdsedge out of school club) has seemed quiet especially in the early morning, is that a concern?

A: A costing exercise has taken place and the school were expecting numbers to dip due to children leaving and not knowing if reception children will use this facility. BOOSC (Birdsedge out of school club) have re-branded to try to encourage more children to join.

Staffing update:

Q: Staff attendance continues to be very good this term – can this be defined?

A: There has been 100% attendance with staff this term.

Pastoral and attendance data:

Q: In regards to holiday clubs, at what point are we going to be able to know when these will run in advance?

A: The school has just recently appointed someone for out of school club and someone else holiday club. Currently there is not enough bookings to be able to open for October half term.

Governors held a discussion with suggestions on how the school could move forward with the holiday club. It was suggested that the school could create a booking sheet and to ask parents to pay a deposit when booking places.

Final key stage assessment data for 2020\_21:

Q: Will there be a focus on maths support/intervention this academic year due to below expected?

A: In the summer term, Maths was our main focus. An Advanced Skills Teacher from the teaching alliance, has worked with our maths lead to support the plan.

Capital plan:

Mrs Waddington noted the following:

- The capital plan is a live document and is updated as and when needed.
- The fence and gating bid has been separated from the kitchen expansion as the school is more likely to win the CIF bid for the fence and gating as this is a safeguarding issue.

Mrs Waddington noted in regards to the kitchen expansion / preschool area and the extra provision for the school to be able to have preschool age children. The school has looked at using the village hall but has found it hard to organise with the person who runs the village hall.

**ACTION:** 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.

Item	Minutes
	<p>Mrs Waddington noted that the school will be using some of the sports premium money to fund the forest school and tree-tots has had great attendance from children.</p> <p>Q: What is the situation with the evening activities?  A: The problem is time and leasing. If the caretaker were to lock up on an evening, there would be a cost to hire him to do this. Apart from the Headteacher, there is no one else with a key that can lock up.</p> <p>Governors had a discussion around who could open up for evening activities, as this would help promote the school.</p> <p><b>ACTION:</b> Mrs Waddington to find out who can have access to a key for the school and to email governors the information found.</p> <p>Q: Is there any bad impact on staff or pupils from the roof work?  A: No, there is not. The work should be completed by the end of November 2021.</p> <p>Q: Has the roof work created any health and safety issues inside the school?  A: No, there was just one incident when it rained heavily and there was a leak but this was resolved straight away.</p> <p>It was noted all governors were happy with SEF (School Evaluation Plan), SIP (School Improvement Plan) and SDP (School Development Plan).</p> <p><b>RESOLVED:</b> The SEF (School Evaluation Plan), SIP (School Improvement Plan) and SDP (School Development Plan) are ratified.</p> <p><u>B11 report:</u></p> <p>Mrs Waddington noted on the B11 report the recommendations that were given are being addressed.</p> <p>Q: On the report do the recommendations match with actual commentary, and are we comfortable that things are in place to action?  A: As a school lots of work has taken place on British values and each week, one unit is taught and throughout the week, teachers link back to British values within lessons.</p>
9 Premiums 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>• PE and sports premium Plan 2021 to 2022.</li> <li>• Pupil premium strategy.</li> </ul> <p><u>Impact of premiums 2020_21 reports;</u></p>

Item	Minutes
	<p>Q: Why are Y3's are getting to go swimming this year? A: There has become more spaces available so there is room for year 3 to go.</p> <p>Q: How is quad kids measured? A: Quad kids is from the pyramid. They are scored for different skills and then the scoring is repeated at the end of the year to see the children's progress.</p> <p>Q: "Included in Pyramid Sports", what if kids can't get/don't want to go? What exactly is Pyramid sports? A: All school that are within the pyramid pay a certain amount of money into pyramid sports. It provides chances to work with another experienced teacher, extra curriculum, competitions entered. Some of the activities do take place within school time but some schools have struggled with prices of coaches to attend these.</p> <p><u>Premiums funding and allocation/spending plan for 21/22 (including catch up premium):</u></p> <p>Q: Part B on this document is blank. Is this still to be updated? A: This is an error that will be rectified. The document is a new structure from the DfE and the information did not transfer over correctly.</p>
10 Governor update	<p>Mrs Hyett-Allen asked all governors who didn't attend the safeguarding training, to watch the video and to email Mrs Hellewell to say they have watched it as this is mandatory training.</p> <p>Mrs Hyett-Allen gave a brief explanation about the link governor safeguarding training that she had attended.</p> <p>Mrs Waddington and Mrs Hyett-Allen both gave an explanation around the SIP (School Improvement Plan) strands. Each governor was given their own strand and time of when their visit should take place.</p> <ul style="list-style-type: none"> <li>• Dr Williams is curriculum and finance and the visit should take place in November 2021.</li> <li>• Mrs Hyett-Allen is Phonics and the visit should take place in January 2022.</li> <li>• Mr Sigsworth is Pupil Voice and Health &amp; Safety and the visit should take place in February 2022.</li> <li>• Mrs Stevens is Wellbeing and community voice and the visit should take place in June 2022.</li> <li>• Mr Thompson is enrichments and the visit should take place in the summer term.</li> </ul> <p>It was noted for Mrs Waddington to arrange time with Mrs Stevens and Mr Thompson for their induction visits.</p>

Item	Minutes
	<p>Mrs Waddington noted the following in response to queries relating to safeguarding:</p> <ul style="list-style-type: none"> <li>• All the schools safeguarding training is up to date.</li> <li>• All annual updates are complete.</li> <li>• In November, a general update of safeguarding for all teaching staff will be taking place.</li> <li>• Every September there are documents regarding safeguarding for staff to sign, completed via Smart log.</li> </ul> <p>It was noted that safeguarding is included in the Headteacher report.</p> <p>Q: Does PREVENT awareness training take place with staff? A: Yes, it does, this will be happening in November.</p> <p>Q: The Deputy DSL (Designated Safeguarding Lead) is currently based off site. Is it possible to have a deputy DSL on site? A: There is a deputy DLS off site as Mrs Waddington is rarely off site. All staff have a good awareness of safeguarding.</p> <p>Q: The Safeguarding email address, is this still available? A: This is not relevant to our age school children.</p> <p>Q: Do we have risk assessment for PREVENT agenda? A: This is at trust level.</p>
<p>11 Statutory publication requirements</p>	<p>Mrs Waddington confirmed Website compliance and GIAS (Get Information About Schools) are compliant.</p> <p>Mrs Waddington noted that the company who platform for the school website run a compliance check list and process a report.</p> <p><b>ACTION:</b> Mrs Waddington to provide website compliance checklist report at the next meeting, which is being held on the 9<sup>th</sup> February 2022.</p>
<p>12 Communications from the Trust</p>	<p><u>Governors provided an update on:</u></p> <p>Mrs Hellewell noted the safeguarding audit will be taking place in January 2022 and the report will be complete by the end of January 2022.</p> <p><b>ACTION:</b> Carry forward safeguarding audits to the next meeting, which is being held on 9<sup>th</sup> February 2022.</p> <p><u>Standard visit report:</u></p>

Item	Minutes
	<p>It was noted governors found these bar graphs to be challenging to understand, they felt some data was missing and a narrative around the graphs would be helpful.</p> <p><b>ACTION:</b> Mrs Waddington to request more information and a narrative to be added for governors in regards to the data graphs.</p> <p>Mrs Waddington noted there was no concern from the school around the data from the document 'July 2020 to July 2021 data comparison document'.</p> <p>RESOLVED: Governors noted standards visit report.</p> <p><u>Reminder on annual statutory requirement completion for governors:</u></p> <p>It was noted governors were reminded the statutory requirement forms are due to be completed by Friday 22<sup>nd</sup> October 2021.</p>
<p>13 Deferred items from previous meeting</p>	<p><u>Strategy 21_24</u></p> <p>Mrs Waddington provided the 'Three year plan 21-24 draft' document on Teams prior to the meeting for governors to review;</p> <p>It was noted Mrs Waddington gave a brief explanation of Birdsedge First School three year plan 21 – 24.</p> <p>RESOLVED: All governors approve the Strategy 21_24.</p> <p><u>Self-evaluation progress:</u></p> <p>It was noted Mrs Hyett-Allen will look at this document in further depth and will provide feedback at the next meeting.</p> <p><b>ACTION:</b> Mrs Hyett-Allen to provide feedback to governors around the self-evaluation progress.</p>
<p>14 Emerging Risks</p>	<p>RESOLVED: The emerging risks identified are listed below:</p> <ul style="list-style-type: none"> <li>• Fall in pupil numbers</li> <li>• Continued effect of Covid 19</li> </ul>
<p>15 Policy update</p>	<p>It was noted that Trust updates for schools – Autumn 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>The following policy was shared at the previous meeting which was held on 7<sup>th</sup> July 2021 for governors to ratify;</p> <ul style="list-style-type: none"> <li>• PSHCE Policy 2021</li> </ul> <p>RESOLVED: All governors approve ratification of the PSHCE policy.</p>



Item	Minutes
16 Important updates for Governing bodies	It was noted there were no current important updates for the governing bodies.
17 Any other business	<p>RESOLVED: The following was noted as any other business:</p> <p>Mrs Hyett-Allen noted that she felt all governors should have a Mast Trust lanyard and has requested this to be looked into further.</p> <p><b>ACTION:</b> Mrs Hellewell to look into the process of governors having Mast lanyards and email Mrs Hyett-Allen further information.</p> <p>The any other business item for safeguarding was discussed in item 10.</p>
18 Future date for meetings of the possible agenda items	<p>RESOLVED: That future meetings of the governing body:</p> <ul style="list-style-type: none"> <li>• Wednesday 9<sup>th</sup> February 2022 at 6pm GB</li> <li>• Monday 28<sup>th</sup> March 2022 at 10am Mid-year Review</li> <li>• Wednesday 18<sup>th</sup> May 2022 at 6pm GB</li> <li>• Tuesday 7<sup>th</sup> June 2022 at 10am Budget setting</li> <li>• Wednesday 29<sup>th</sup> June 2022 at 6pm ACM</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>
19 Agenda, minutes and related papers to be excluded 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
13102021_M4	Mrs Hyett-Allen to make contact with both parties interested in joining the governing body for Birdsedge First School.
	Mrs Hellewell to note succession planning as an item on each agenda for academic year 21 – 22.
13102021_M8	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.
	Mrs Waddington to find out who can have access to a key for the school and to email governors the information found.
13102021_M11	Mrs Waddington to provide website compliance checklist report at the next meeting, which is being held on the 9 <sup>th</sup> February 2022.
13102021_M12	Carry forward safeguarding audits to the next meeting, which is being held on 9 <sup>th</sup> February 2022.
	Mrs Waddington to request more information and a narrative to be added for governors in regards to the data graph.
13102021_M13	Mrs Hyett-Allen to provide feedback to governors around the self-evaluation progress.
13102021_M17	Mrs Hellewell to look into the process of governors having a Mast lanyards and email Mrs Hyett-Allen further information.

