



## THE GOVERNING BODY OF BIRDSEDGE FIRST SCHOOL

Meeting	Venue	Time	Date
Full Governing Body	Birdseye First School	6pm	Wednesday 18 <sup>th</sup> May 2022

DFE	2078
-----	------

Start of meeting	18:00
Close of meeting	20:20

Attendance	83%
------------	-----

Present		In attendance	
Name	Role	Name	Role
Donna Waddington	Head teacher	Sorrel Hellewell	Clerk
Sian Hyett-Allen	Chair of Governors	Philip Marshall	Chair of Trustees
John Thompson	Parent Governor		
Katie Hutton	Staff Governor	Absent with Consent	
Terry Sigsworth	Co-opted Governor	Name	Role
		Caroline Stevens	Parent Governor
		Absent without Consent	
		Name	Role

Item	Minutes
39 Apologies for absence and consent	RESOLVED: Apologies with consent were received from: <ul style="list-style-type: none"> <li>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 Phonics update	<p>Mrs Hutton who is a class one teacher gave a talk regarding phonics at Birdsedge First School.</p> <p>The following points were noted around the new phonics scheme;</p> <ul style="list-style-type: none"> <li>The school has purchased a new phonics scheme called Sounds Write.</li> <li>Children’s phonics score has increased from December to April and part of the impact of the score becoming much higher is the new phonics scheme.</li> <li>There are different scripts for each lesson and there are parent courses and resources available on Sounds Write.</li> <li>The Sounds Write scheme is DfE approved.</li> <li>The new scheme has had a great impact on all of the children in school.</li> </ul> <p>Mr Sigsworth arrived to the meeting at 18:08pm.</p> <p>Mrs Hutton shared a PowerPoint with governors with information on around Sounds Write phonics scheme and examples of how the scheme works.</p> <p>Q: Will the new phonics scheme be used throughout the whole school or is it just for reception children? A: It will be used for the whole school.</p> <p>Mrs Hutton displayed on screen a timetable of expected milestones for phonics.</p> <p>Q: Has the school created the timetable or has the scheme come with it? A: The milestones were set by the scheme but the school developed the timetable.</p> <p>Q: If children are using tablets and wipe boards, is this going to reduce their writing time? A: All children still write in their phonics book and complete daily writing.</p> <p>Q: With the children who struggle with phonics, how does the school support them?</p>

Item	Minutes
	<p>A: The children will repeat activities and they can use post it notes to write words down. There can be support lines used on the board to help these children and the school can offer more one to one or small group support.</p> <p>Q: Does phonics help with children's speech and language? A: Yes it does.</p> <p>Mrs Hutton noted she will be holding workshops for parents so they have a clearer understanding around the scheme. These could potentially start in September.</p> <p>Q: Is there evidence that the scheme has had an impact on children in other schools who also use the scheme? A: There are testimonials from other schools and the scheme is DfE approved.</p> <p>Q: Are there other schools in Kirklees who use this new scheme? A: No, Birdsedge First School is the first school in Kirklees to use the scheme.</p>
43 Representation	<p>It was noted that Mr Andy Williams has resigned as a Governor.</p> <p>RESOLVED: Mr Andy Williams has resigned from the governing body on 26<sup>th</sup> February 2022.</p> <p>Mrs Allen noted there has been discussion's around the governing body at Birdsedge First School and a proposal has been made for Mr Marshall to temporarily be the Trust appointed governor on a short-term basis and for the CEO of the Trust to be available for support in an education basis.</p> <p>Mr Marshall noted there has been discussions with the Trust Board regarding a Trustee to become a Trust appointed governor but due to different circumstances this wasn't possible. The Trust Board has approved for Mr Marshall to provide support to Birdsedge First School on a temporary basis for 12 months.</p> <p>RESOLVED: All governors voted and agreed for Mr Marshall to be Trust appointed governor on a 12 months basis whilst the school are managing vacancies.</p> <p>Governors had a discussion around the configuration number of Birdsedge First School which is currently at 9 and the proposal of lowering the number to 7.</p> <p>RESOLVED: All governors voted and agree for Birdsedge First School configuration number to change from 9 to 7.</p> <p>Mrs Allen further noted if there was to be enquires regarding governor spaces the configuration number could be changed back to 9 if needed.</p>

Item	Minutes
------	---------

44	Notification of items to be brought up under Any Other Business	RESOLVED: There was one item brought up under any other business. <ul style="list-style-type: none"> <li>Ofsted training session</li> </ul>														
45	Minutes for the meeting on 9 <sup>th</sup> February 2022	RESOLVED: All agreed the minutes of the meeting held on 9 <sup>th</sup> February 2022 are approved as a true record of the meeting.														
46	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: #d3d3d3;">09022022_M24</td> <td>Defer discussion regarding configuration number of the governing body to the next meeting, which is being held on Wednesday 18<sup>th</sup> May 2022. RESOLVED: Complete, refer to item 43</td> </tr> <tr> <td style="background-color: #d3d3d3;">09022022_M27</td> <td>Mrs Waddington to provide governors with the website audit report once available. RESOLVED: Complete</td> </tr> <tr> <td style="background-color: #d3d3d3;"></td> <td>Mrs Hyett-Allen to provide feedback to governors around the self-evaluation progress, at the next meeting which is being held on Wednesday 18<sup>th</sup> May 2022. RESOLVED: Complete</td> </tr> <tr> <td style="background-color: #d3d3d3;">09022022_M28</td> <td>Mrs Waddington to speak to the Trust in relation to governor's being able to see the Trust KPI report to compare rag ratings. RESOLVED: Mrs Waddington noted Mrs Greenough is providing this information and she will upload the Trust KPI report on to Teams once available. <b>ACTION: Mrs Waddington to upload the Trust KPI report once available.</b></td> </tr> <tr> <td style="background-color: #d3d3d3;"></td> <td>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. RESOLVED: Complete</td> </tr> <tr> <td style="background-color: #d3d3d3;"></td> <td>Mrs Hellewell to add acronyms documents to each Birdsedge First School local governing body meeting folder. RESOLVED: Complete</td> </tr> </tbody> </table>	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 <sup>th</sup> May 2022. RESOLVED: Complete, refer to item 43	09022022_M27	Mrs Waddington to provide governors with the website audit report once available. RESOLVED: Complete		Mrs Hyett-Allen to provide feedback to governors around the self-evaluation progress, at the next meeting which is being held on Wednesday 18 <sup>th</sup> May 2022. RESOLVED: Complete	09022022_M28	Mrs Waddington to speak to the Trust in relation to governor's being able to see the Trust KPI report to compare rag ratings. RESOLVED: Mrs Waddington noted Mrs Greenough is providing this information and she will upload the Trust KPI report on to Teams once available. <b>ACTION: Mrs Waddington to upload the Trust KPI report once available.</b>		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. RESOLVED: Complete		Mrs Hellewell to add acronyms documents to each Birdsedge First School local governing body meeting folder. RESOLVED: Complete
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 <sup>th</sup> May 2022. RESOLVED: Complete, refer to item 43															
09022022_M27	Mrs Waddington to provide governors with the website audit report once available. RESOLVED: Complete															
	Mrs Hyett-Allen to provide feedback to governors around the self-evaluation progress, at the next meeting which is being held on Wednesday 18 <sup>th</sup> May 2022. RESOLVED: Complete															
09022022_M28	Mrs Waddington to speak to the Trust in relation to governor's being able to see the Trust KPI report to compare rag ratings. RESOLVED: Mrs Waddington noted Mrs Greenough is providing this information and she will upload the Trust KPI report on to Teams once available. <b>ACTION: Mrs Waddington to upload the Trust KPI report once available.</b>															
	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. RESOLVED: Complete															
	Mrs Hellewell to add acronyms documents to each Birdsedge First School local governing body meeting folder. RESOLVED: Complete															

Item	Minutes	
	09022022_M29	<p>Mrs Hellewell to put safeguarding as a standard item on the agenda going forward.</p> <p>RESOLVED: Complete, refer to item 48</p>
	09022022_M30	<p>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>RESOLVED: Complete. A section has been added on to the signing in book and the school are looking at pricing up an electronic system.</p>
		<p>Mr Sigsworth to arrange his link visit to school regarding 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>Mrs Waddington to look at Smart log and let governors know if they have any overdue training that needs completed.</p> <p>RESOLVED: Complete</p>
		<p>Defer the Chair of governors meeting update to the next meeting, which is being held on Wednesday 18<sup>th</sup> May 2022.</p> <p>RESOLVED: Complete, refer to item 50</p>
	09022022_M32	<p>Mrs Hellewell to defer succession planning to the next meeting, which is being held on Wednesday 18<sup>th</sup> May 2022.</p> <p>RESOLVED: Complete, refer to item 51</p>
	09022022_M33	<p>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 18<sup>th</sup> May 2022.</p> <p>ACTION: Mrs Hellewell to email governors regarding the continuance plan for if the Headteacher is absence.</p>
	09022022_M36	<p>All governors to email Mrs Hellewell the date they are available for the extra summer term meeting.</p> <p>RESOLVED: Complete</p>
<p>Mrs Hellewell to email a reminder to the specific governors who need to complete their safeguarding quiz.</p> <p>RESOLVED: Complete</p>		
47 School Update		

Mrs Waddington provided the following documents on Teams prior to the meeting for governors to review;

- April 2022 Whole School Data Collection
- BFS Mast Asset Management Plan Updated
- Birdsedge First School SEF 2021 updated April 2022
- Headteacher report to Governors Spring Term 2022
- Pastoral Data Term 2
- School Improvement Plan 2021 22 reviewed April 2022

#### Head teacher report

Mrs Waddington noted the following points;

- Governance is currently rated as indicated due the spaces on the governing body but this may be changed now Mr Marshall is now providing support and the configuration number has been lowered.
- The school has a really positive feel.
- The assessment points were received in April and these were positive.
- There is a strong reception cohort.
- The phonics screening was 28% in December and was 71% in April.
- The Key stage 1 outcomes is due to phonics and reading lessons every day.
- The school has purchased a new writing scheme with Shelley First School and both school will be working together on the new writing scheme.
- The budget has been looked at with the school's business manager and CFO (Chief Finance Officer) and is looking positive.
- The intake for 2023 is looking good, there are siblings joining and families have been shown around too.
- There has been five children who have joined the school throughout this academic year.
- The school funding is always one year behind the current year.

Mrs Waddington noted in September there will be two classes in the school instead of three classes and there will be nurture time intervention that will be run alongside the two classes.

The ED psych services have been working with staff to up their skills further.

Q: There are currently 3 classes in the morning and 2 in the afternoon, is it not possible for this to continue in September?

A: If the school was to keep 3 teachers, the school would have a significant impact on the school budget in a negative way. This decision has been discussed and a lot of time has been put in to this and the school feels this is the best decision for the children and their education.

Q: So there will be two teachers, the Headteacher and a support staff, do you feel this could increase?

A: This could be increased throughout the year as there is potentially some children who will have an EHCP plan who will need one to one support.

Q: Is the school encouraged by the Local Authority to take on children with additional needs?

A: No the school hasn't been approached by the Local Authority.

Q: When will the school increase the class numbers back to 3?

A: When the pupil numbers increase.

Q: If the school was successful and had a nursery, how would this work in terms of finance?

A: The children would receive their 30 hours funding from the government and this would pay for the staff.

Q: Would the school advertise for staff internally or externally?

A: The school will advertise internally and then externally.

#### Data

Q: Why have some year groups seemed to have made no progress from December to April?

A: Some children continue to be on track for that time of the year, so they have continued to make expected progress and remained at age related expectations.

Mrs Waddington noted external peer reviews are booked in for next half term.

**ACTION:** Mrs Waddington to add a key in the data collection document going forward.

#### KPI Financial

Q: How are you planning to use National Tutoring Programme monies?

A: The school will be holding a tutoring session in the morning before school and after school. They will also be one to one tutoring session for individual children who need it.

Mrs Waddington noted the school has to put 25% of the cost towards the national tutoring programme and the school received a letter from the secretary of state regarding national tutoring funding and how the government will be publishing schools that haven't used the money.

Q: Is the school confident the funding can be spent?

A: Yes the school is.

#### Trust

Q: What impact will having business managers specialise in certain areas on the school?

A: This is a Trust lead structure that has been agreed by the school and the school are confident this is the way to go. There has been consultations and the structure is personalised for the school.

#### Pastoral and attendance data

Q: What does the K mean within SEND K?

A: It's code for children who are on SEND support but they haven't got an EHCP in place.

#### Staffing update

Q: What is the impact upon leadership, subject leaders, capacity, time management on just having 2/3 staff school?

A: The school and the Trust are mindful of this and the School Improvement Officer will continue to work at the school.

#### School Improvement Plan

Mrs Waddington noted the School Improvement Plan has been updated.

Q: On the School Improvement Plan, why have the dates slipped and why is the forest one red?

A: The forest school training is for 5 days and there currently isn't capacity for members of staff to be away from school for such a long period of time.

Q: Is there going to be a proper transition week to Scissett/Kirkburton middle schools?

A: Yes the final week of school will be transition week and it will be as it was pre Covid.

#### Upcoming school events

Mrs Waddington noted there is a Jubilee celebration day taking place on Thursday 26<sup>th</sup> May 2022 where there is a maypole and cake.

There was a discussion between governors around Friends of Birdsedge and the communication parents receive and what other methods of communication could be received.

#### Capital plan progress

Mrs Waddington noted the following points on CIF (Condition Improvement Funding) bids;

- CIF bid outcomes have been received and unfortunately none were successful at Birdsedge First School.



Item	Minutes
	<p>Q: What are the next steps now you know the school hasn't been successful?  A: The Trust are going to appeal the decision and then there will be discussions on the next steps on a Trust level.</p> <p>Q: Is there anywhere else the school can get funding from?  A: The Trust Operations Officer is looking in to this.</p> <p>Mrs Waddington noted the following points on the asset management plan;</p> <ul style="list-style-type: none"> <li>• The school received pupil laptops from the DfE.</li> <li>• The new window blinds have been put up and these were kindly donated by the Friends of Birdsedge.</li> <li>• The new interactive white board in class 2 will be put up and ready for September.</li> <li>• The school needs a new IT server and this will be planned in the budget for next year.</li> <li>• One CIF bid was for a new boiler even though the current boiler isn't broken but it is old. The Trust have a strong eco system in place and this is going to be explored further.</li> <li>• The school have received two quotes for new toilets and the Trust site team were the cheapest so the school are working with the site team to arrange a time for the new toilets work to start.</li> </ul>
48 Safeguarding update	<p>Mrs Waddington noted the followings points;</p> <ul style="list-style-type: none"> <li>• The local authority safeguarding audit will be updated in this half term.</li> <li>• There isn't currently a deputy safeguarding lead on site but this is being looked in to so there is one for September. Staff will be asked whether they would like to take on this role and training can be offered as CPD time.</li> </ul> <p>Q: What happens if none of the staff agree to be deputy safeguarding lead?  A: The school aren't worried that all staff would say no and there is an expectation from the upper paid scale teachers to take on this role.</p>
49 Communications from the Trust	<p><u>Operational compliance KPI review</u></p> <p>RESOLVED: Governors noted receipt of this document</p> <p><u>Website and GIAS audit report</u></p> <p>RESOLVED: Governors noted receipt of this document</p>
50 Governor update	<p>Mrs Allen requested for the Birdsedge First School configuration document to be linked in the supported documents table at the bottom of the agenda going forward.</p>

Item	Minutes
	<p><b>ACTION:</b> Mrs Hellewell to add Birdsedge First School configuration document link to the supported documents table at the bottom of the agenda going forward.</p> <p><u>Assurance visits</u></p> <p>Mrs Allen gave a brief update on her various visits and ask governors to book their visits to school as soon as they can for the summer term.</p> <p><u>Development group update</u></p> <p>Mrs Allen noted she attended the development group and found the session really helpful and informative.</p> <p><u>Training attended, other activity attended</u></p> <p>Mrs Allen reminded governors if they have watched any recorded training provided by the Trust or attended any other training to let Mrs Hellewell know so this can recorded on the school configuration document.</p> <p><u>Upcoming training and further governor development.</u></p> <p>Mrs Allen reminded governors there is an Ofsted training session taking place on Tuesday 24<sup>th</sup> May 2022 at 6pm via Teams.</p> <p><u>Chairs of governor meeting update</u></p> <p>A brief update was given by Mr Marshall throughout the meeting as Mrs Allen was unable to attend the Chairs of Governors meeting.</p>
51 Succession Planning	Mrs Allen noted there will be chair and vice chair elections taking place at the next meeting, which is being held on Wednesday 29 <sup>th</sup> June 2022.
52 Emerging Risks	<p>There were no new risks identified in the meeting to be added to the risk register but governors had a discussion around a risk of health and wellbeing of staff at Birdsedge First School and what impact this could have and what continuance plans are in place.</p> <p><b>ACTION:</b> Governors to the look at the suggested risk around health and wellbeing of staff and to have a discussion whether this risk should be put on the risk register at the next meeting which is being held on Wednesday 29<sup>th</sup> June 2022.</p>
53 Policy update	<p>It was noted that Trust updates for schools – Spring 2022 HT2 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>

Item	Minutes
54 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>• White paper</li> </ul> <p>RESOLVED: Governors noted receipt of these documents.</p> <p>Mr Marshall noted there has also been a green paper that has been released.</p>
55 Any other business	<p>There was one item brought up under any other business.</p> <p>Mrs Allen noted a governor from Shelley First School would like to join the Ofsted Training on Tuesday 24<sup>th</sup> May 2022.</p> <p>All governors agreed this governor could join the training session.</p>
56 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 8<sup>th</sup> June at 10am Budget setting</li> <li>• Monday 6<sup>th</sup> June at 7.30pm – self-evaluation</li> <li>• Wednesday 29<sup>th</sup> June 2022 at 6pm ACM</li> <li>• Wednesday 20<sup>th</sup> July 2022 at 6pm Annual Conference</li> </ul> <p>Mrs Allen noted she was unable to attend the budget setting meeting in person and requested for the meeting to be changed to hybrid.</p> <p><b>ACTION: Mrs Hellewell to change the budget setting meeting which is being held on Wednesday 8<sup>th</sup> June 2022 to a hybrid meeting.</b></p> <p>Mrs Allen noted some governors are unable to attend the self-evaluation meeting and asked all governors to agree a new date convenient for all. All governors agreed Monday 6<sup>th</sup> June at 7.30pm via Teams.</p> <p><b>ACTION: Mrs Hellewell to change the self-evaluation meeting date and time to Monday 6<sup>th</sup> June at 7.30pm on Teams.</b></p>
57 Agenda, minutes and related papers to be excluded from published version.	<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
18052022_M46	Mrs Waddington to upload the Trust KPI report once available.
	Mr Sigsworth to arrange his link visit to school regarding health and safety and pupil voice.
	Mrs Hellewell to email governors regarding the continuance plan for if the Headteacher is absent.
18052022_M47	Mrs Waddington to add a key in the data collection document going forward.
18052022_M52	Governors to look at the suggested risk around health and wellbeing of staff and to have a discussion whether this risk should be put on the risk register at the next meeting which is being held on Wednesday 29 <sup>th</sup> June 2022
18052022_M56	Mrs Hellewell to change the budget setting meeting which is being held on Wednesday 8 <sup>th</sup> June 2022 to a hybrid meeting.
	Mrs Hellewell to change the self-evaluation meeting date and time to Monday 6 <sup>th</sup> June at 7.30pm on Teams.

