



THE GOVERNING BODY OF BIRDSEDGE FIRST SCHOOL

Meeting	Venue	Time	Date
Full Governing Body	Birdseye First School	6pm	Wednesday 22 nd February 2023

DFE	2078
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Start of meeting	18:06
Close of meeting	19:27

Attendance	75%
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Present		In attendance	
Name	Role	Name	Role
Donna Waddington	Head teacher	Sorrel Hellewell	Clerk
Sian Hyett-Allen	Chair of Governors		
Philip Marshall	Trust Appointed Governor		
Terry Sigsworth	Co-opted Governor	Absent with Consent	
Katie Hutton	Staff Governor	Name	Role
Karren Howgill	Co-opted Governor	John Thompson	Parent Governor
		Caroline Stevens	Parent Governor
		Absent without Consent	
		Name	Role

Item	Minutes
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21	Apologies for absence and consent	RESOLVED: Apologies with consent were received from: <ul style="list-style-type: none"> Mr John Thompson – Parent Governor Mrs Caroline Stevens – Parent Governor 									
22	Declarations of interest	RESOLVED: There are no declarations of interest.									
23	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.									
24	Representation	Welcome and introductions were made by all. It was noted that Mrs Howgill became a co-opted governor in the spare vacancy. RESOLVED: Mrs Karen Howgill appointed as co-opted governor effective from 22 nd February 2023 for a period of 4 years. It was agreed Mrs Hutton will be Mrs Howgill’s mentor.									
25	Notification of items to be brought up under Any Other Business	RESOLVED: There were one item brought up under any other business. <ul style="list-style-type: none"> SIP / Governor roles 									
26	Minutes for the meeting on 13 th October 2022	RESOLVED: All agreed the minutes of the meeting held 13 th October 2022 are approved as a true record of the meeting.									
27	Matters arising	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #333; color: white;"> <th style="width: 25%;">Minute Reference</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>M4_13102022</td> <td>Mrs Hellewell to arrange a meeting with Mrs Allen, Mrs Stevens to meet the potential new governor. RESOLVED: Complete</td> </tr> <tr> <td>M8_13102022</td> <td>Mrs Waddington to let governors know a date and time of when the schools open even will be taking place as soon as it is confirmed. RESOLVED: Complete</td> </tr> <tr> <td rowspan="2">M9_13102022</td> <td>Mrs Waddington to update the school attendance policy with the school holiday fines. RESOLVED: Complete and sent out in newsletter.</td> </tr> <tr> <td>Mrs Waddington to investigate where the holiday fine money will go and how it will be</td> </tr> </tbody> </table>	Minute Reference	Action	M4_13102022	Mrs Hellewell to arrange a meeting with Mrs Allen, Mrs Stevens to meet the potential new governor. RESOLVED: Complete	M8_13102022	Mrs Waddington to let governors know a date and time of when the schools open even will be taking place as soon as it is confirmed. RESOLVED: Complete	M9_13102022	Mrs Waddington to update the school attendance policy with the school holiday fines. RESOLVED: Complete and sent out in newsletter.	Mrs Waddington to investigate where the holiday fine money will go and how it will be
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		spent. RESOLVED: Mrs Waddington noted it's the school's decision as to where the money is spent and it has been agreed the money will go into the hardship funds.
	M11_13102022	Mrs Waddington to upload the standards visit report document into the folder on Teams and governors to email Mrs Waddington any questions they have on the standards visit report. RESOLVED: Complete
	M12_13102022	Mrs Hellewell to send governors peer review calendar plan for 2022 / 2023 academic year once created. RESOLVED: The peer review document was handed out in the meeting.
	M13_13102022	All governors to look at their profile on the school's website and to let Mrs Waddington know if they would like their profile updated. RESOLVED: Complete. ACTION: Mrs Howgill to send Mrs Waddington a picture and mini bio for the school website.
	M15_13102022	Mrs Hellewell to invite the Trust CFO (Chief Financial Officer) to the next meeting, which is being held on Wednesday 1 st February 2023. RESOLVED: It was agreed this meeting no longer needed to take place.
28 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"> • Kirklees School Safeguarding Audit 2023 – 27th Jan 2023 • Attainment data • Headteachers report Jan 2023 • Pastoral Data • Pupil Premium Strategy Sept 2022 • School Improvement Plan 2022 Birdsedge First School January 2023 • SEF January 2023 Birdsedge First School <p><u>Questions</u></p> <p>Q: How well attended are the Stacey Barton sessions and how many people need to attend the sessions to make them viable? A: These sessions are free for people to attend and they focus on children's mental health. The sessions will run even if attendance is low. There were 5 people who attended the last meeting. A coffee morning taking place on Friday 10th March 2023 at 9.30am.</p>	

Q: When was the staff survey conducted?

A: The staff survey took place in the Autumn term.

Q: The budget is forecasted for a £10,000 deficit and it looks a similar figure for Spring one, is the school going to move back to no deficit and how will the rising utility costs affect the budget?

A: The forecast will remain on track and the schools long term plan is to move to a no in year deficit. The school has a healthy surplus of £180,000. Next years budget will increase as there are more children enrolling in September than previously budgeted for. The headteacher has also accepted work for the teaching hub which will bring the school more income.

Q: How does year 2 data compare to other schools? And year 3 pupils were severely affected by Covid, are they struggling?

A: There is currently no national data that the school can compare their data to. Year 3 is the most vulnerable cohort that were affected by Covid. The school are providing a lot of support for these children, especially in writing as this was the biggest hit in Covid. The school is pleased with the progress that the children are making.

Q: Has recruitment started for a new teacher?

A: The school's original plan was to recruit and have an interim teacher until July. The supply teacher who is currently covering has expressed interest in staying in the school but the school needs to look at finders' fees etc before offering a job. The supply teacher brings a lot of experience with them and is showing a true commitment to the school, which is really positive.

Q: When a child is absent due to being excluded, does this count in the school's attendance data?

A: Yes, it would be counted but it can be filtered out on the spreadsheet for governors if requested.

Q: Could the school provide national attendance average figures for governors to be able to compare the current school figures?

A: The school can get national attendance figures the last year but won't be able to get these years until the end of the academic year. The school has done well with attendance staying on track from 2020 and there hasn't been a large number of parents taking children out for holidays.

Governors noted their praise to the school as they have 11 first choice places for September 2023 and have been named on 40 applications including being second choice place.

Q: What is the date when parents find out if their child has got their preferred school place?

A: It's in April although parents can swap schools and appeal decisions won't be known until the summer term so definite numbers won't be known until the summer.

Item	Minutes
29 Safeguarding update	<p>Mrs Waddington noted the Safeguarding audit report has been uploaded in the folder on Teams, the report is positive and the section in Amber has now been completed.</p> <p>Mrs Hutton has completed her DSL (Designated Safeguarding Lead) training.</p>
30 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>Website and GIAS audit outcomes</u></p> <p>Mrs Waddington noted the school website and GIAS (Get Information About School) were looked at last half term and both were compliant.</p> <p>A website audit is booked in for this half term with the Trust.</p> <p><u>Governance update term 1</u></p> <p>RESOLVED: Governors noted receipt of the governance term one document.</p>
31 Governor update	<p><u>Assurance visits</u></p> <p>It was noted Mr Thompson has visited the school to look at out of school provision and his visit report is in the visits folder on Teams.</p> <p>Mr Sigsworth gave a brief explanation about his visit report regarding health and safety.</p> <p>There was a discussion held between governors around governor link roles and Mrs Hyett-Allen noted health and safety is dealt with by the Trust and governors main focus is to look at the curriculum.</p> <p>Mr Sigsworth will be the new link role governor for outdoor learning.</p> <p>Q: Is there any health and safety issues governors should flag up if they noticed any on their school visit? A: Mr Marshall noted he will speak with the Trust's Operations Officer regarding health and safety and Mr Sigsworth report he wrote regarding health and safety.</p> <p>ACTION: Mr Marshall to speak with the Trust Operation's Officer regarding health and safety and where it lies within governances.</p>

Item	Minutes
	<p>Mr Sigsworth and Mrs Hutton noted they will book a meeting together to get a visit booked to meet at school to look at outdoor learning.</p> <p>Mrs Howgill will be booking two visits into school in the summer term to look at the new writing scheme and SEND.</p> <p><u>Training attended</u></p> <p>Mrs Hellewell noted governance is Amber on the KPI report due to governors not attending training. A form regarding how training is being provided was handed out for all governors to complete in the meeting.</p> <p>Mr Marshall noted certain training sessions that the Trust provide are mandatory.</p> <p>ACTION: Mrs Hellewell to email all governors training method form for governors to complete.</p> <p><u>Upcoming training</u></p> <ul style="list-style-type: none"> • Tuesday 21st March 2023 – Trust Development Focus. • Monday 5th June 2023 – Wider Curriculum training. The focus will be Arts & Culture, Technology, Careers, PE & RE. <p><u>Chair of governor meeting</u></p> <ul style="list-style-type: none"> • There was a discussion regarding which is the best training method for the Trust to provide training to Governors and Trustees. • Both the middle schools are joining together with a new middle school structure. This will include the middle schools governing bodies become one governing body. • There were discussions held around whether governors and trustees are using NGA learning link and should the Trust renew their subscription next year. NGA learning link is a useful tool for governors to use.
32 Emerging Risks	RESOLVED: There were no risks identified in the meeting.
33 Policy update	<p>The following school policies were shared in advance and Mrs Waddington noted there hasn't been any major amendments to the policies.</p> <ul style="list-style-type: none"> • BFS Behaviour policy 2022 • Homework Policy • Mast Curriculum Policy BFS 2023 • Monitoring and Evaluation policy 2022 • PSHE & RSE Policy

Mrs Waddington suggested for each governor to review a policy that sits within their link governor role.

All governors agreed this would be a good idea and they would review the policy and let Mrs Waddington know that they have reviewed the policy and if they have any comments or suggested amendments.

ACTION: Mrs Waddington to email policies to governors that are specific to their link governor role to be reviewed.

ACTION: Governors to review policies that have been sent by Mrs Waddington and to let her know they have reviewed the policy and if they have any comments or amendments.

It was noted that Trust updates for schools – Autumn 2022 document had been shared in advance of the meeting for governor's information.

RESOLVED: Governors noted receipt of this document.

Questions

Q: What is grade 3 in the Kirklees safeguarding audit? and is this audit completed by school as a self-audit or do Kirklees complete it?

A: The school completes the audit, it is an online platform and it remains live.

Q: On the audit there are no details, could details be provided to governors?

A: The audit is for the school to know its complete and complaint.

Q: What has changed in policies because of pupil views? How do this work with the policies that are written at a Mast level?

A: Pupils do have an input with policies depending on the policy and sometimes parent voice has an input too. There is a pupil parliament across the Trust and they will have an input on a Mast level.

Q: When was the last time the single central record was reviewed by a governor and where it is recorded that this has happened?

A: The single central record is reviewed half termly and Mrs Waddington ensures it is checked off and this is recorded.

Governors can check the single central record when they come in to school to conduct their visit and this can be recorded in their visit report.

Q: In the attainment data what are the black bits and why is there no data in there?

A: Anything that is blacked out is because the year group doesn't access this assessment and there is no expectation for data to be put in this section.

Q: Is the new teacher aware of the behaviour policy and are they following the policy?

A: As part of all new staff general induction, they are made aware of the behaviour policy and the policy is recapped on a regular basis with staff.

Q: The Mast curriculum policy appears to need a review, is this taking place soon?

A: Yes, Mrs Waddington noted she is currently in the process of amending the policy regarding mixed year groups and the curriculum.

Q: In the behaviour policy it contains good clear steps that children can understand, are children made aware of these steps?

A: Yes, all children are aware of the steps and it is talked about in assemblies in a supportive manner.

Q: Are there any behaviour plans in use and if so, do the weekly reviews with the family occur?

A: Yes, plans are used on a specific basis. All families are engaged with these plans.

Q: Do staff meetings take place on a weekly basis and is there time allotted within those meeting to discuss behaviour of specific children alongside health and safety and safeguarding?

A: Staff meetings take place on a day-to-day basis and support staff have meetings which take place on a fortnightly basis for briefing.

Q: Do weekly meetings take place for the school council and do class council session take place?

A: Yes, Mrs Hutton leads on pupil voice each week. Pupil voice started this year and staff have found feedback from these meetings really useful.

Q: What does DA stand for?

A: Disadvantage pupils. These are pupils who are in receipt of pupil premium.

Q: Are all pupils supposed to be at ARE (Age Related Expectations) level?

A: Yes, all pupils should be at ARE level.

Q: In the attainment data what are the last two columns?

A: They are average point scores from the assessment and are scored of 100. This will give the school an indicator as where the pupil is to 100.

Q: What are early indicators?

A: Early indicators are outcomes that are predicted for the end of the year. School can look at progress that has been made from term 1 to now.

Mrs Waddington gave a brief explanation as to why the percentage is low in certain areas for year 2 outcomes.

Item	Minutes
	<p>Q: If a pupil is only attending school on a part time basis, does the school still receive the normal amount of funding? A: Yes, the school will receive full funding for the pupil.</p> <p>ACTION: Mrs Hellewell to send all governors the acronym document.</p>
<p>34 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"> • Career guidance • School governance update <p>RESOLVED: Governors noted receipt of this document.</p>
<p>35 Any other business</p>	<p>RESOLVED: There was one item brought up under any other business.</p> <p><u>SIP / Governor roles</u></p> <p>SIP and Governor roles was discussed in item 31.</p>
<p>36 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"> • <i>Monday 27th March 2023 at 10am Finance and Operations meeting</i> • <i>Wednesday 10th May 2023 at 6pm GB</i> • <i>Monday 5th June 2023 at 10am Finance and Operations meeting</i> • <i>Wednesday 28th June 2023 at 6pm ACM</i> • <i>Wednesday 19th July 2023 at 6pm Annual Conference</i>
<p>37 Agenda, minutes and related papers to be excluded from published version.</p>	<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
M27_22022023	Mrs Howgill to send Mrs Waddington a picture and mini bio for the school website.
M31_22022023	Mr Marshall to speak with the Trust Operation's Officer regarding health and safety and where it lies within governances
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