



## THE GOVERNING BODY OF BIRDSEDGE FIRST SCHOOL

Meeting	Venue	Time	Date
Full Governing Body	Virtual on Teams	6pm	Wednesday 27 <sup>th</sup> January 2021

DFE	2078
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Start of meeting	18:02
Close of meeting	20:06

Attendance	100%
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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)	Melanie Humphreys	Executive Administrator
Andy Williams	Trust Appointed Governor		
Terry Sigsworth	Co-opted Governor	Absent with Consent	
Caroline Stevens	Parent Governor	Name	Role
John Thompson	Parent Governor		
Katie Hutton	Staff Governor		
		Absent without Consent	
		Name	Role

Item	Minutes
38 Apologies for absence and consent	<p>RESOLVED: All governors present.</p> <p>Mrs Humphreys was present at the meeting 18:02pm.</p> <p>Mr Anthony Mugan was present at the meeting as an observer as part of his ongoing NGA strategic support and development.</p>
39 Declarations of interest	<p>RESOLVED: There are no declaration of interest.</p>
40 Confidentiality reminder	<p>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.</p>
41 Representation	<p>It was noted that Mrs Jan Ansell has resigned as of 6<sup>th</sup> January 2021.</p> <p>It was noted that Mrs Sarah Greene has resigned as of 9<sup>th</sup> December 2020.</p> <p>RESOLVED: Mrs Jan Ansell has resigned from the governing body on 6<sup>th</sup> January 2021.</p> <p>RESOLVED: Mrs Sarah Greene has resigned from the governing body on 9<sup>th</sup> December 2020.</p> <p>The clerk advised that Governors had been requested for nominations of Vice-Chair but none had been received.</p> <p>Nominations for vice-chair were taken from the meeting.</p> <p>RESOLVED: Birdsedge Governing Body vice-chair is Mrs Caroline Stevens from 27<sup>th</sup> January 2021 until end of the Summer term July 2021.</p> <p>Mrs Humphreys reported that the current chair term was due to end in April 2021. All governors approved for Mrs Sian Hyett-Allen to continue as chair until the summer term governing body meeting.</p> <p>RESOLVED: The Chair of Birdsedge Governing Body will continue to be Sian Hyett-Allen until Summer term July 2021.</p> <p>It was noted their two co-opted governor vacancies available. A recruitment for filling these vacancies will progress.</p> <p>All governors approved linked governors for the following:  Safeguarding – Sian Hyett-Allen  Wider Curriculum – Andy Williams  Reading – Caroline Stevens  Writing – Caroline Stevens  Early reading – Terry Sigsworth</p>

Item	Minutes
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	<p>SEND – Terry Sigsworth Maths – John Thompson</p> <p>Mrs Humphreys left the meeting at 18.26pm.</p>																		
42 Notification of items to be brought up under Any Other Business	RESOLVED: There were no other items brought up from any other business.																		
43 Minutes for the meeting on 11 <sup>th</sup> November 2020	RESOLVED: All agreed the minutes of the meeting held on 11 <sup>th</sup> November 2020 are approved as a true record of the meeting.																		
44 Matters arising	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: black; color: white;"> <th style="text-align: left;">Minute Reference</th> <th style="text-align: left;">Action</th> </tr> </thead> <tbody> <tr> <td>11112020_M22</td> <td>Defer Ofsted visit until next meeting on Wednesday 27<sup>th</sup> January 2021. RESOLVED: Agenda item 50</td> </tr> <tr> <td>11112020_M24</td> <td>Mrs Hellewell to book a meeting on Wednesday 25<sup>th</sup> November 2020 for all governors to complete their self-review. RESOLVED: Complete</td> </tr> <tr> <td></td> <td>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. RESOLVED: Complete</td> </tr> <tr> <td></td> <td>Mrs Humphreys to provide Mrs Waddington governor data for meet the governor page. RESOLVED: Complete</td> </tr> <tr> <td>11112020_M26</td> <td>Mrs Waddington and Dr Williams will meet to review the data in detail. RESOLVED: Complete</td> </tr> <tr> <td></td> <td>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. RESOLVED: Complete</td> </tr> <tr> <td>11112020_M28</td> <td>Defer Premiums update report and spending plan until next meeting which is taking place on Wednesday 27<sup>th</sup> January 2021. RESOLVED: Complete agenda item 46.</td> </tr> <tr> <td>11112020_M31</td> <td>Mrs Humphreys or Mrs Hellewell to provide the governors with access to the emerging</td> </tr> </tbody> </table>	Minute Reference	Action	11112020_M22	Defer Ofsted visit until next meeting on Wednesday 27 <sup>th</sup> January 2021. RESOLVED: Agenda item 50	11112020_M24	Mrs Hellewell to book a meeting on Wednesday 25 <sup>th</sup> November 2020 for all governors to complete their self-review. RESOLVED: Complete		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. RESOLVED: Complete		Mrs Humphreys to provide Mrs Waddington governor data for meet the governor page. RESOLVED: Complete	11112020_M26	Mrs Waddington and Dr Williams will meet to review the data in detail. RESOLVED: Complete		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. RESOLVED: Complete	11112020_M28	Defer Premiums update report and spending plan until next meeting which is taking place on Wednesday 27 <sup>th</sup> January 2021. RESOLVED: Complete agenda item 46.	11112020_M31	Mrs Humphreys or Mrs Hellewell to provide the governors with access to the emerging
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		<p>risk register after termly review by Trust Board.</p> <p>RESOLVED: Complete</p>
	11112020_M35	<p>All governors to provide Mrs Waddington with their mini bios for the website as soon as possible.</p> <p>RESOLVED: Complete</p>

45 School Update	<p>Mrs Waddington provided Head teacher report outline spring 2020, Early indicator data including September baseline for comparison, Pastoral data from Birdsedge January 2021, Birdsedge First School SEF October 2020, School Improvement plan reviewed January 2021 documents on Teams prior to the meeting for governors to review. Governor were invited to ask questions.</p> <p>Q: When is the grading strong progress from entry to exit at each key stage referring to? A: If a child were in key stage 2, I would be measuring against their key stage 1 outcomes.</p> <p>Q: What extra support is being given to those pupils who did not pass phonics re-sit? A: The phonics' data is looking really strong with 89% of children passed. The pupil (1 child) had made significant progress and to note this child is SEND child who also has speech and language need. To support this child we have an individualised education program, help for speech and language, which is currently taking place remotely, and additional phonics daily.</p> <p>Q: Where are LGB now within fulfilling their statutory duties? A: This is rated amber but not with concern, there is still work within the governing body that needs to take place.</p> <p>Q: On the rating, with the red, amber and green. Is there some way to differentiate the red to 'we need help or we need more time?' A: Red is where we are not going to make it and amber is we are on track and we are going to make it.</p> <p>Q: Which areas require further development/support? A: Looking at the amber section</p> <ul style="list-style-type: none"> <li>- peer review they are planned but not happened yet</li> <li>- Staff absence and turn over - staff attendance I feel is really good at Birdsedge and is consistent throughout all of the staff. It is amber as we had one staff member who was on long term sick but they have now moved sites.</li> <li>- Staff wellbeing – this is amber as the results of the survey are still being analysed.</li> </ul>
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Item	Minutes
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	<p>Q: In the school evaluation (SEF) there is a area on support hours, are we needing to make cuts? A: Staffing hours is secure for this academic year; we will review this in summer for the next academic year.</p> <p>Q: 50% of Y1 are at age related expectations in writing, are we saying that have already met or will they have met? A: Yes, it means they have already met.</p> <p>Q: Who did you moderate with? A: It was moderated in school with December assessments.</p> <p>Q: Where are we at with the Ofsted criteria? Where would we grade ourselves? A: The headteacher thoughts are the school is 'good'.</p> <p>Q: In the SEF report, it states that year 4 and 5 children had been provided poor teaching and key members of staff have left. Does this mean that the problem has solved? A: We have secure, strong and consistence teaching team now.</p> <p>It was noted governors expressed their thanks to all the staff for all of their hard work they are doing.</p>
<p>46 Premiums Update</p>	<p>Mrs Waddington provided PE and sports premium plan 2020 BFS and Pupil premium strategy 2020 BFS documents on Teams prior to the meeting for governors to review. Governor were invited to ask questions.</p> <p>Q: Is the catch up premium plan on the school website? A: It is on the Covid section on the website.</p> <p>Q: With the move to remote learning, how is it going and is there anything you need from us, as governors? A: The school is in a routine now, staff and parents have all really understood and the headteacher feels extremely supported. The platforms that have been chosen (seesaw) and live lessons have both been a real positive.</p>
<p>47 Accessibility Plan and Disability Equality Scheme</p>	<p>It was noted this had not been shared in advance of the meeting and required governing body consideration.</p> <p><b>ACTION:</b> Mrs Stevens and Mrs Waddington to meet and discuss the Accessibility plan and disability equality scheme.</p> <p><b>ACTION:</b> Carry forward the agenda item 'accessibility plan and disability equality scheme' to the next governing meeting, which is taking place on Wednesday 10<sup>th</sup> May 2021.</p>

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48 Governor activity	<p>It was noted governors have attended various training online and have conducted virtual visits to the school. All of these are logged on BFS configuration document, which is on Teams.</p> <p>Once governors attend training (or complete any training) and complete school visits, they are to advise the clerk for this to be recorded.</p> <p>Mrs Stevens, Mrs Hyett-Allen and Mrs Waddington have distributed a staff well-being survey. Governors would like to thank staff for taking their time to complete this form. An outcome of the survey was staff felt really positive of their good relationships to their pupils.</p> <p><b>ACTION:</b> Mrs Stevens, Mrs Hyett-Allen and Mrs Waddington to meet and discuss an action plan on how to move forward with the staff well-being survey results.</p> <p><b>ACTION:</b> Mrs Stevens to provide Mrs Waddington a governors update for February newsletter by Friday 12<sup>th</sup> February 2021.</p>
49 Capital Plans	<p>Mrs Waddington provided Capital Plan document on Teams prior to the meeting for governors to review.</p> <p>Q: Is this happening now or over the year? A: The end of the spreadsheet gives a column for the planned year. This is a live document.</p> <p>The following points were noted:</p> <ul style="list-style-type: none"> <li>• Roof repairs is a bid that was in place before the start of the academic year</li> <li>• The fences and gates are very low at the moment and could do with an intercom system being put in place.</li> <li>• A bid is in place for improvements to toilet facilities</li> <li>• In the future, the school would like to consider a nursery provision.</li> </ul> <p>Q: What is the progress of the nursery provision? A: A bid is in place. If we were successful, the work would start this year.</p> <p>Q: What are the current financial projections looking like? A: A re-forecast has been requested to be able to have accurate figures and on school contribution, The school have put a cap on contribution amount. We have a healthy balance currently.</p>
50 Standards	<p>An overview of the main key areas identified by from the Ofsted report were as followed:</p>

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	<ul style="list-style-type: none"> <li>• What we can do to improve further - We have a clear performance management in place and this matches up to our school improvement plan.</li> <li>• School Evaluation – these documents are in place and are shared and challenged by governors and the CEO of the Mast Trust.</li> <li>• Assessment and pupil attainment – we have an assessment cycle and assess regularly.</li> <li>• Teaching and learning –we have seen a lot of progress from pupils and teachers.</li> <li>• Writing –through the school, with the school improvement officer, this has been centred around literacy.</li> <li>• Early years and high expectations – the pupil progress system is working well.</li> <li>• Trust and governing body –work has progressed with parents to develop their confidence in the school. We have created and sent out a parent questionnaire, which gives us some concrete evidence of the actions we have developed.</li> </ul>
51 Emerging Risks	<p>RESOLVED: The emerging risks identified are listed below:</p> <ul style="list-style-type: none"> <li>• Pupil numbers</li> <li>• Ensuring staff well-being</li> </ul> <p>ACTION: Mrs Hyett-Allen to speak to Mrs Humphreys to ask where we as governors note these emerging risks.</p>
52 Policies / policy review cycle	<p>Dr Williams provided a list of statutory policies document on Teams prior to the meeting for governors to review.</p> <p>The main sections on the List of statutory policies document were as followed –</p> <ul style="list-style-type: none"> <li>• Statutory Policies required by legislation</li> <li>• Other Statutory Documents:</li> <li>• Other Info must Publish on web-site</li> <li>• Other Policies/Documents:</li> <li>• Non-Statutory Policies/Documents</li> <li>• Notes/Questions</li> </ul> <p>The document also noted the approval date, review date and responsibility.</p> <p>Q: In section D, the Online safety policy says approved June 2016 and to reviewed July 2021, which takes it over the 3-year period. Is this an issue as it is over 3 years? A: Yes it does, a review is planned for this.</p> <p>Q: On the website, how many policies do we put on? A: To meet the requirements on which policies need to be on the school website.</p>

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	<p>Q: Would we be able to have all the policies on Teams so we are able to have a look at them before a meeting? A: Yes.</p> <p><b>ACTION:</b> To have calendar and policy review as a standing agenda item going forward.</p>
<p>53 Calendar of business</p>	<p>Dr Williams provided a proposed 'GB meeting schedule 2021' document on Teams prior to the meeting for governors to review.</p> <p>Dr Williams discussed through this document and the following points were noted -</p> <ul style="list-style-type: none"> <li>• This document shows a calendar of meetings that are coming up through the year.</li> <li>• It was noted the Trust also have a calendar with dates and agenda items, this will be considered alongside</li> <li>• An additional summer term meeting has been advised by the Trust.</li> </ul> <p><b>ACTION:</b> Governors to consider the GB schedule meeting document and List of statutory policies document and advise Dr Williams amends by the end of February 2021.</p>
<p>54 Any other business</p>	<p><b>RESOLVED:</b> There were no any other business items were identified.</p>
<p>55 Future date for meetings of the possible agenda items</p>	<p><b>RESOLVED:</b> That future meetings of the governing body:</p> <p><i>Wednesday 5<sup>th</sup> 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>56 Agenda, minutes and related papers to be excluded from published version.</p>	<p><b>RESOLVED:</b> 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
27012021_M47	Mrs Stevens and Mrs Waddington to meet and discuss the accessibility plan and disability equality scheme.
	Carry forward the agenda item 'accessibility plan and disability equality scheme' to the next governing meeting, which is taking place on Wednesday 10 <sup>th</sup> May 2021.
27012021_M48	Mrs Stevens, Mrs Hyett-Allen and Mrs Waddington to meet and discuss an action plan on how to move forward with the staff well-being survey results.
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