



## THE GOVERNING BODY OF BIRDSEDGE FIRST SCHOOL

Meeting	Venue	Time	Date
Full Governing Body	Birdseye First School	6pm	Wednesday 28 <sup>th</sup> June 2023

DFE	2078
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Start of meeting	18:10
Close of meeting	19:36

Attendance	85%
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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		
Katie Hutton	Staff Governor	Absent with Consent	
John Thompson	Parent Governor	Name	Role
		Karren Howgill	Co-opted Governor
		Absent without Consent	
		Name	Role

Item	Minutes
55 Apologies for absence and consent	<p>RESOLVED: Apologies with consent were received from:</p> <ul style="list-style-type: none"> <li>• Mrs Karen Howgill – Co-opted Governor</li> </ul> <p>Governors note they're thanks to all staff for all their hard work this academic year.</p>
56 Declarations of interest	<p>RESOLVED: There are no declarations of interest.</p>
57 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>
58 Presentation	<p>Mr Thompson arrived at the meeting at 18.13pm.</p> <p>Mrs Hutton gave a presentation regarding Sounds-Write. The slides from the presentation were as followed:</p> <ul style="list-style-type: none"> <li>• What is sounds write?</li> <li>• Key skills</li> <li>• Conceptual knowledge</li> <li>• Features of the Sounds –Write programme.</li> <li>• What does Sounds-Write teach? Initial code</li> <li>• What does Sounds-Write teach? Extended code</li> <li>• What does Sounds-Write teach? Polysyllabic words</li> <li>• How can Sounds-Write impact on pupil outcomes?</li> </ul> <p>Mrs Hutton noted phonics results last year were 85% and this year they were 100%.</p> <p>Q: Does the school find factual books help children in other subjects? A: Yes, they do.</p> <p>Q: Has the plan had to be adjusted? A: Yes, the plan is changed every year for all the children.</p> <p>Q: If some children got to the next milestone and hadn't met target do, they still move to the next target? A: The milestones aren't set in stone and are more for staff awareness as to where the children are.</p> <p>Governors noted their thanks to Mrs Hutton for the presentation.</p> <p><b>ACTION: Mrs Hellewell to upload Mrs Hutton's Sounds-Write presentation into the meeting folder on Teams.</b></p>
59 Representation	<p>Mrs Hellewell noted there will be two vacancies in the governing body, one staff governor and one parent governor.</p>

Item	Minutes
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	<p>Mrs Hellewell noted there will be staff election and parent election taking place in September 2023.</p> <p>Mrs Hutton noted she has enjoyed her time and has learnt a lot being a staff governor.</p>						
60 Notification of items to be brought up under Any Other Business	RESOLVED: There were no items brought up under any other business.						
61 Minutes for the meeting on 10 <sup>th</sup> May 2023	RESOLVED: All agreed the minutes of the meeting held 10 <sup>th</sup> May 2023 are approved as a true record of the meeting.						
62 Matters arising	<table border="1"> <thead> <tr> <th>Minute Reference</th><th>Action</th></tr> </thead> <tbody> <tr> <td>M45_10052023</td><td> <p>Mrs Hellewell to add Read to Write presentation to the next meeting which is being held on Wednesday 28<sup>th</sup> June 2023.</p> <p>RESOLVED: Complete, refer to item 4.</p> </td></tr> <tr> <td>M48_10052023</td><td> <p>Mrs Hellewell to send all governors Skills Audit 2023 form.</p> <p>RESOLVED: Complete</p> </td></tr> </tbody> </table>	Minute Reference	Action	M45_10052023	<p>Mrs Hellewell to add Read to Write presentation to the next meeting which is being held on Wednesday 28<sup>th</sup> June 2023.</p> <p>RESOLVED: Complete, refer to item 4.</p>	M48_10052023	<p>Mrs Hellewell to send all governors Skills Audit 2023 form.</p> <p>RESOLVED: Complete</p>
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M48_10052023	<p>Mrs Hellewell to send all governors Skills Audit 2023 form.</p> <p>RESOLVED: Complete</p>						
63 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"> <li>Reported Data outcomes June 2023</li> </ul> <p><u>Staffing update</u></p> <p>Mrs Waddington noted staff recruitment has taken place and there has been some successful appointments.</p> <p>Q: Has there been any feedback from parents regarding the new executive headteacher structure? A: All feedback received from parents has been positive.</p> <p>Mrs Waddington noted there was a concern raised by a parent around her workload with the new structure but the parent was reassured that the workload is manageable and this new structure will help with her personal development.</p> <p><u>Assessment outcomes (if available)</u></p> <p>Mrs Waddington noted the following points;</p> <ul style="list-style-type: none"> <li>GL assessments have been sent off and the school are waiting for the results.</li> <li>Phonic and Sat's assessments are completed.</li> <li>The results for phonics and Sat's have been uploaded into the meeting folder.</li> </ul>						

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	<p>Q: There has been a decrease in reading and writing in key stage one, is this due to having a vulnerable cohort?  A: Yes, this is due the vulnerable cohort. The results aren't showing a downwards trend.</p> <p>Q: With the overall pupil numbers, does this balance out the classes?  A: Yes, it will. There are some more families who are wanting to look around the school.</p> <p><u>Any other updates</u></p> <p>Q: Why are children encourage to assess each other's work?  A: This help children in noticing what they are missing in their writing. This exercise is about feedback and what the process of feedbacking involves.</p>
64 Safeguarding update	<p>Mrs Waddington noted there were no safeguarding concerns to report.</p>
65 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>Q: Are the three outstanding Smartlog training school staff or governors?  A: It's school staff. Governors don't use Smartlog for training.</p>
66 Governor update	<p><u>Assurance visits</u></p> <p>Mr Marshall gave a brief explanation about his visit to school, to look at reading and writing and noted how strong and positive the pupil voice was.</p> <p>Mr Sigsworth left the meeting at 18.51pm.</p> <p><u>Training attended</u></p> <p>Mr Marshall noted he attend the Trust Wide Development session. The focus for this session was curriculum based and looked at how governors approach their assurance visits and to pick out key things to focus on within your visit.</p> <p><u>Other activity attended</u></p> <p>Mrs Hyett-Allen noted she has been involved in four interviews within the Trust.</p>

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	<p>Mrs Hyett-Allen and Mr Marshall noted they both attended Birdsedge First School finance and operations meeting. Within this meeting next year budget, capital plans and CIF bids were discussed. This was a positive meeting and the school are on track with projections.</p> <p>Governors noted they're thanks to the Trust Finance Business Partner for all their hard work and support.</p> <p><u>Further governor development (link governor input)</u></p> <p>Mrs Hyett-Allen noted there are learning links on the NGA which will help with further governor development.</p>
<p>67 Governance for 2023 – 2024</p>	<p><u>Election of chair and Vice chair for 23-24</u></p> <p>It was noted that Mrs Hellewell sent an email to all Governors requesting nominations for Chair and Vice-Chair prior to the meeting.</p> <p>RESOLVED: That nominations will only be accepted from Governors present at the meeting; the Term of Office is from the date of election to the end of the next academic year (23/24). In the event of a tie a name would be drawn.</p> <p>RESOLVED: Mrs Sian Hyett-Allen will be chair of the governing body for Birdsedge First School from 28<sup>th</sup> June 2023 until the end of the academic year 2023 – 2024.</p> <p>RESOLVED: Mr John Thompson will be vice-chair of the governing body for Birdsedge First School from 28<sup>th</sup> June 2023 until the end of the academic year 2023 – 2024.</p> <p><u>Link governance</u></p> <p>RESOLVED: The linked roles identified in the Governance middle school model with the following allocation to link roles:</p> <p>Safeguarding and SEND – Mrs K Howgill</p> <p>Phonics – Mr P Marshall</p> <p>Maths – Mr J Thompson</p> <p>Science – Mr J Thompson</p> <p>Reading and Writing – Mrs S Hyett-Allen</p> <p>Wider curriculum – Mr T Sigsworth</p> <p>Finance and Operations – Mr P Marshall</p> <p>School Improvement Plan – Shared between all governors.</p> <p>Governor induction and training – Mrs S Hyett-Allen</p> <p>Health and wellbeing – Mrs S Hyett-Allen</p>

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	<p>Mr Marshall noted there is a link to the DfE curriculum which is a useful tool for governors to use whilst attended their link governor role visits.</p> <p><b>ACTION:</b> Mrs Hellewell to send governors the link to the DfE curriculum document.</p> <p><b>ACTION:</b> Defer planning link visits for 2023/2024 until the next meeting, which is being held on Wednesday 18<sup>th</sup> October 2023.</p> <p><u>New Governor Structure for 2023 / 2024</u></p> <p>Mrs Hyett-Allen noted the following points;</p> <ul style="list-style-type: none"> <li>- Mrs Waddington will be executive head across both first schools starting in September 2023.</li> <li>- Discussions have taken place between both chairs at the first schools and colleagues in the Trust. It was agreed to have joint local governing body meetings with the other first school within the Trust.</li> <li>- There will be three joint meetings throughout the year and the last meeting will be a separate meeting.</li> <li>- The new structure will be a good peer review process.</li> </ul> <p>If any governors have any thoughts or concerns on the new structure to speak to Mrs Hyett-Allen.</p> <p><u>Succession planning</u></p> <p>Governors were requested to consider a future interest in the role of chair or vice chair to support succession planning. Training would be given as appropriate.</p> <p><u>Skills Audit</u></p> <p>Mrs Hellewell noted the skills audit form was completed and the outcome document has been uploaded into Teams. The two areas of experience or knowledge on the board that could be strengthened on were;</p> <ul style="list-style-type: none"> <li>• Experience of chairing a board/governing board or committee</li> <li>• Have experience and expertise in developing a strategy.</li> </ul>
68 School evaluation and direction	<p><u>Consider SEF report</u></p> <p>Mrs Waddington noted the following points regarding the SEF report;</p> <ul style="list-style-type: none"> <li>• The SEF report is a live document and was update in June 2023.</li> <li>• The next steps are to look at Strand 1: Our Wider Curriculum is embedded through strong subject leadership.</li> </ul>

Item	Minutes
	<p><u>Review School Development and Improvement plan</u></p> <p>Mrs Waddington noted the following points are the school improvement priorities for 23/24;</p> <p><u>Strand 1 – Foundation subjects</u> Foundation Subjects are taught and assessed with rigour and expertise to ensure pupils build strong subject knowledge across all areas of the curriculum.</p> <p><u>Strand 2 – Maths</u></p> <p>Our Maths Curriculum is planned and delivered through high quality lessons that grow a mastery in Mathematics for all pupils.</p> <p><u>Strand 3 – Middle leadership</u></p> <p>Middle Leadership is developed and strong so that opportunities for professional growth are available for all.</p> <p><u>Strand 4 – SEND</u></p> <p>Provisions for SEND are well funded and resourced by making sure clear and rigorous pathways for referral processes and external support.</p> <p><u>Strategic focus for 23/24</u></p> <p>Mrs Waddington noted the four strands in the School Improvement Plan are the schools strategic focus for 23/24.</p> <p>RESOLVED: All governors approve the schools strategic focus for 23/24.</p> <p>Q: How can governors support and monitor the new four strands in the school improvement plan? A: Link governor roles and monitoring visits will help provide support and monitor the new four strands.</p>
69 Policy update	<p>The following school policies was shared in advance for governors to ratify;</p> <ul style="list-style-type: none"> <li>• Anti bullying Policy 2022</li> <li>• E safety Policy 2022</li> <li>• Marking and Feedback Policy June 2023</li> </ul> <p>RESOLVED: All governors approve ratification of the anti-bullying policy 2022, E safety Policy 2022 and Marking and Feedback Policy June 2023.</p>
70 Important updates for	<p>The following documents had been provided to governors prior to the meeting for information:</p>

Item	Minutes
Governing bodies	<ul style="list-style-type: none"> <li>• Keeping Children Safe in Education</li> <li>• Suspension and Permanent exclusion guidance</li> </ul> <p>RESOLVED: Governors noted receipt of these documents.</p>
71 Any other business	<p>RESOLVED: There was no items brought up under any other business.</p>
72 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>• <i>Wednesday 19<sup>th</sup> July 2023 at 6pm - Annual Conference</i></li> <li>• <i>Wednesday 18<sup>th</sup> October 2023 at 6pm – LGB</i></li> <li>• <i>Wednesday 8<sup>th</sup> November 2023 at 10am – Finance &amp; Operations meeting</i></li> <li>• <i>Tuesday 21<sup>st</sup> November 2023 at 6pm – Development focus session</i></li> <li>• <i>Wednesday 7<sup>th</sup> February 2024 at 6pm – LGB</i></li> <li>• <i>Wednesday 13<sup>th</sup> March 2024 at 10am - Finance &amp; Operations meeting</i></li> <li>• <i>Tuesday 19<sup>th</sup> March 2024 at 6pm – Development focus session</i></li> <li>• <i>Wednesday 8<sup>th</sup> May 2024 at 6pm – LGB</i></li> <li>• <i>Thursday 13<sup>th</sup> June 2024 at 10am – Finance and Operations meeting</i></li> <li>• <i>Wednesday 3<sup>rd</sup> July 2024 at 6pm – ACM (Annual Configuration Meeting)</i></li> <li>• <i>Wednesday 17<sup>th</sup> July 2024 at 6pm – Annual Conference</i></li> </ul>
73 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
M58_28062023	Mrs Hellewell to upload Mrs Hutton's Sounds-Write presentation into the meeting folder on Teams.
M67_28062023	Mrs Hellewell to send governors the link to the DfE curriculum document.
	Defer planning link visits for 2023/2024 until the next meeting, which is being held on Wednesday 18 <sup>th</sup> October 2023.

I confirm these minutes of the meeting of the Birdsedge First School Governing Body held at 6pm at Birdsedge First School on Wednesday 28<sup>th</sup> June 2023 are true reflection of the meeting and are approved.

Signature	
Name	
Role	
Date	

