



THE GOVERNING BODY OF BIRDSEDGE FIRST SCHOOL

Meeting	Venue	Time	Date
Full Governing Body	Birdseye First School	6pm	Wednesday 29 th June 2022

DFE	2078
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Start of meeting	18:06
Close of meeting	20:30

Attendance	83%
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Present		In attendance	
Name	Role	Name	Role
Donna Waddington	Head teacher	Sorrel Hellewell	Clerk
Sian Hyett-Allen	Chair of Governors		
John Thompson	Parent Governor		
Katie Hutton	Staff Governor	Absent with Consent	
Caroline Stevens	Parent Governor	Name	Role
Philip Marshall	Trust appointed governor		
		Absent without Consent	
		Name	Role
		Terry Sigsworth	Co-opted Governor

Item	Minutes
58 Apologies for absence and consent	<p>RESOLVED: Absent without consent were from:</p> <ul style="list-style-type: none"> • Terry Sigsworth – co-opted governor <p>Mrs Hutton noted in advance that she would be joining the meeting later on.</p>
59 Declarations of interest	<p>RESOLVED: There was one declaration of interest from Mr Marshall around his role as a Trustee when discussing the budget.</p>
60 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>
61 Representation	<p>It was noted Mr Sigsworth term is due to end on 31st August 2022. Mr Sigsworth had been contacted and he noted he would like to renew his term. Mr Sigsworth is absent therefore this cannot be voted for during this meeting.</p> <p>ACTION: Defer Mr Sigsworth’s renewal of term until the next meeting which is being held on Thursday 13th October 2022.</p> <p>Mrs Allen noted there has been an interest from a new potential governor wanting to become a governor at Birdsedge First School. Mrs Allen and Mrs Waddington noted they had met with the potential new governor and were happy to progress with their appointment.</p> <p>There was a discussion held between governors around the potential new governor and all agreed they approve the new governor subject to reference checks taking place.</p> <p>ACTION: Mrs Allen to speak to the Trust Executive Administrator to find out the date of when the potential new governor left the Birdsedge governing body previously.</p>
62 Notification of items to be brought up under Any Other Business	<p>RESOLVED: There was one item brought up under any other business.</p> <ul style="list-style-type: none"> • Communication <p>Q: When do the children find out about the new classroom structure? A: A letter has been sent out to parents and the school will speak to children this week.</p>
63 Minutes for the meeting on 18 th May 2022	<p>RESOLVED: All agreed the minutes of the meeting held on 18th May 2022 are approved as a true record of the meeting.</p>

Item	Minutes
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64 Matters arising	<table border="1"> <thead> <tr> <th style="background-color: #333333; color: white;">Minute Reference</th> <th style="background-color: #333333; color: white;">Action</th> </tr> </thead> <tbody> <tr> <td rowspan="3">18052022_M46</td> <td>Mrs Waddington to upload the Trust KPI report once available. RESOLVED: Complete</td> </tr> <tr> <td>Mr Sigsworth to arrange his link visit to school regarding health and safety and pupil voice. ACTION: Mr Sigsworth to arrange his link visit to school regarding health and safety and pupil voice.</td> </tr> <tr> <td>Mrs Hellewell to email governors regarding the continuance plan for if the Headteacher is absent. RESOLVED: Complete</td> </tr> <tr> <td>18052022_M47</td> <td>Mrs Waddington to add a key in the data collection document going forward. RESOLVED: Complete</td> </tr> <tr> <td>18052022_M52</td> <td>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 29th June 2022 RESOLVED: Refer to item 71 Mrs Hutton joined the meeting at 18.28pm.</td> </tr> <tr> <td rowspan="2">18052022_M56</td> <td>Mrs Hellewell to change the budget setting meeting which is being held on Wednesday 8th June 2022 to a hybrid meeting. RESOLVED: Complete</td> </tr> <tr> <td>Mrs Hellewell to change the self-evaluation meeting date and time to Monday 6th June at 7.30pm on Teams. RESOLVED: Complete</td> </tr> </tbody> </table>	Minute Reference	Action	18052022_M46	Mrs Waddington to upload the Trust KPI report once available. RESOLVED: Complete	Mr Sigsworth to arrange his link visit to school regarding health and safety and pupil voice. ACTION: 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. RESOLVED: Complete	18052022_M47	Mrs Waddington to add a key in the data collection document going forward. RESOLVED: Complete	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 th June 2022 RESOLVED: Refer to item 71 Mrs Hutton joined the meeting at 18.28pm.	18052022_M56	Mrs Hellewell to change the budget setting meeting which is being held on Wednesday 8 th June 2022 to a hybrid meeting. RESOLVED: Complete	Mrs Hellewell to change the self-evaluation meeting date and time to Monday 6 th June at 7.30pm on Teams. RESOLVED: Complete
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65 School Update	<p>Mrs Waddington provided the following documents on Teams prior to the meeting for governors to review;</p> <ul style="list-style-type: none"> • BFS – Mast Asset Management Plan • June 2022 Whole School Data Collection • School Prospectus 2022 23 First Draft <p><u>Staffing update</u></p> <ul style="list-style-type: none"> • The new class structure will be two classes and a nurturing provision for children with additional needs. • There has been one resignation from a member of staff who was an ETA and also worked in the out of school club. • There are two live job adverts currently out, one for an HLTA (Higher Level Teaching Assistant) for Behaviour and 													

SEND (Special Educational Needs and Disabilities) support and one for an ETA..

- The school has advertised externally for the cover of the out of school club hours within a job advert but there is potential to cover some of the hours internally if the advert isn't successful.

Q: How will the school ensure they employ the right person for the job adverts?

A: The school will ensure all the right questions are asked and a task will be set in the interview. Governors are welcome to come in to school and help with the interview process.

Q: How long is the probation period?

A: The probation period is 6 months and the member of staff will have a review 3 months in to their employment. If they wanted to leave they would need to give the school one month's notice.

Q: How does the absence insurance work?

A: It is for each episode of illness and applies from day 6 of absence.

Assessment outcomes

Mrs Waddington noted the following points;

- Early years children received 100% score in their reading, writing and maths.
- The percentage of children reaching age related expectations has not changed since the data was shared to Governors in April. The children are continuing to make progress and reach the expected standard that is predicted. The school expected this and actions continue to in place to support the children.

Q: Are there targets for each year group to achieve?

A: No there isn't but the school will receive national comparison to compare with the school results which will enable the school to see how well the children scored.

- Writing and Maths are both a big focus on the school improvement plan.
- There are actions in place and being implemented by the school to improve English and Maths.
- Year one phonics results have fallen from the previous year but this is because it's a different cohort and there is one child in the cohort who has significant needs. There has been strong progress made with the current cohort of children this year.
- The school has bought in to a new writing framework.

Q: Have the year 4 children taken the multiplication test?

A: Yes they have and the school received their results this week.

ACTION: Mrs Waddington to upload the year 4 multiplication test results in to Teams.

Draft School prospectus

Mrs Waddington noted the school prospectus hasn't changed since last year and the photos in the school prospectus need changing but there hasn't been the work capacity to do this currently.

Q: Is there a way the school can talk about which area's children live on school prospectus, maybe an area map? So other parents can be aware that not all children who go to Birdsedge First School live in Birdsedge.

A: Yes this is a good idea. An area map of where current children live can be added without children's names on.

Q: Is there a Mast template for a draft school prospectus?

A: The school hasn't been given one but this could be looked in to.

ACTION: Mrs Allen to ask the Trust whether there is a Mast draft school prospectus template.

Mrs Waddington noted herself and Mrs Hutton met with parents to discuss the new classing structure that will be implemented in September. Most parents were supportive but there were a few parents who were quite challenging around the subject.

Q: What were the parents' concerns?

A: There were a few parents who weren't understanding the meaning behind the new structure, why the school has choose to change the structure and were concerned the new structure would negatively affect their children's education but there has been lots of positive and incredibly supportive emails and comments from parents around the new structure sent to the Headteacher.

Q: Is there now a risk the school will be perceived as a school for children with special needs?

A: The school could be perceived as a school that can provide for children with special needs but this isn't a risk.

Governors had a discussion around helping the school to meet new and potential parents and show them around school. Mrs Waddington noted the school is going to offer parents an open day in the last week of term and governors are welcome to come in to school and help out.

Governors suggested to add a message on the school prospectus around the new classing structure and what the new structure has to offer to the children.

ACTION: Mrs Waddington to add 'the new classing structure and what the new structure has to offer to the children' on to the school prospectus.

Item	Minutes
66 Safeguarding update	Mrs Waddington noted there were no safeguarding concerns to report to governors.
67 Finance update	<p><u>Budget 22/25</u></p> <p>Mrs Allen noted the following points from Birdsedge First School budget setting meeting she attended last week.</p> <ul style="list-style-type: none"> • The school has good reserves. • Pupil numbers are currently low for this academic year and this is a nationwide problem for a lot of other schools. • The PAN (Pupil Admission Numbers) are looking positive for 23/24 an 24/25. • Once EHCP (Educational Health Care Plans) have been approved the school should start to receive some extra funding in 23/24. • The school manager has looked in to a visitor system and it would cost £2,000 plus a standard yearly fee on top. • Kitchen equipment is going to be installed over the summer and the kitchen will be back open from September. <p>Mrs Waddington noted the following points on the schools asset management plan;</p> <ul style="list-style-type: none"> • The whole school is going to be redecorated in the summer holidays by the Trust Site team. • The community room is having a new carpet and new furniture. • The Headteacher office is being moved to where the current staff room is and the old Headteacher office will have a kitchen area installed. <p>Mr Marshall noted the following points;</p> <ul style="list-style-type: none"> • Increasing energy costs are having a huge impact on all schools budgets. • The government haven't announced yet what the pay rise for support staff will be this year. • Overall the Trust are in a good financial position. <p><u>CIF bids</u></p> <p>Mrs Waddington noted both CIF (Condition Improvement Funding) bids were unsuccessful and one bid has been sent for appeal and the school are waiting to hear the results of the appeal.</p>
68 Communications from the Trust	<p><u>Operational compliance KPI review</u></p> <p>RESOLVED: Governors noted receipt of this document</p> <p><u>Governance update term 2</u></p>

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	RESOLVED: Governors noted receipt of this document
69 Governor update	<p><u>Assurance Visits</u></p> <p>Mrs Stevens noted she is due to go in to school in the next couple of weeks for her visit to look at well-being.</p> <p><u>Training attended and other training</u></p> <p>Mr Thompson noted he attended the Finance and Operations update meeting.</p> <p>Mr Marshall noted he attended a cyber-security training session.</p> <p>Mrs Stevens noted she attended a full day conference on GDPR (General Data Protection Regulation).</p>
69 Governance for 2022 / 2023	<p><u>Election of Chair and Vice chair for 22/23</u></p> <p>Mrs Hellewell noted that an email had been sent to all Governors requesting nominations for Chair and Vice-Chair.</p> <p>RESOLVED: That nominations will only be accepted from Governors present at the meeting; the Term of Office is one year from the date of election and in the event of a tie a name would be drawn.</p> <p>RESOLVED: Mrs Allen will be chair of the Governing body for Birdsedge First School Governing Body from 1st September 2022 until end of the academic year 2022 – 2023.</p> <p>RESOLVED: Mrs Stevens will be vice-chair of the governing body for Birdsedge First School Governing Body from 1st September 2022 until end of the academic year 2022 – 2023.</p> <p><u>GB self-evaluation</u></p> <p>It was noted this meeting had to be postponed and is now being held on Friday 15th July at 6pm.</p> <p>ACTION: Mrs Hellewell to book a meeting for all governors on Friday 15th July 2022 at 6pm to complete GB self-evaluation.</p> <p><u>Skills audit</u></p> <p>Mrs Allen reminded governors to complete their skills audit form if they haven't already done so.</p> <p>ACTION: Mrs Hellewell to find out if Mr Marshall Trustee skills audit is different to the LGB.</p> <p><u>Link Governance</u></p>

Item	Minutes
	<p>Mrs Allen requested for Link Governance to be discussed in the extra meeting that is being held on Friday 15th July 2022.</p> <p>ACTION: Mrs Allen to send Mrs Hellewell the link governance document once completed.</p> <p><u>Succession planning</u></p> <p>It was noted there is training available for governors who are considering or are in a vice-chair and chair role.</p>
70 School evaluation and direction	<p><u>Consider SEF report</u></p> <p>Mrs Waddington noted the SEF report was last updated in May 2022 and will be updated again by the end of the summer term 2022.</p> <p><u>Review school development and improvement plan</u></p> <p>Mrs Waddington noted forest school is the only outstanding item on the school improvement plan 21/22. There hasn't been the capacity for staff to complete their forest school training this year and this will be carried forward to 22/23.</p> <p>Mrs Waddington showed the outline draft of the school improvement plan for 22/23 and noted there are four main strands. The four strands are as followed;</p> <p>Strand 1 – Our Wider Curriculum is embedded and shows that children learn more and remember more over time.</p> <p>Strand 2 – Our Writing and Maths Curriculum is delivered through high quality, well planned and consistent lessons.</p> <p>Strand 3 – The school ensures enrichment opportunities that further enhance every child's education experience at Birdsedge First School.</p> <p>Strand 4 – There is an inclusive provision for all children and pupils with Special Educational Needs and Disabilities are supported to make good progress and thrive in school.</p> <p>Q: Will the strands be linked to staff performance management? A: Yes they will be.</p> <p>ACTION: Mrs Waddington to add a column in the School Improvement plan to give an explanation as to why objectives are rag rated the colour they are.</p> <p><u>Strategic focus for 22 23</u></p> <p>Mrs Waddington noted the four strands in the School Improvement Plan are the schools strategic focus for 22/23.</p> <p>RESOLVED: All governors approve the schools strategic focus for 22/23.</p>

Item	Minutes
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<p>71 Emerging Risks</p>	<p>There was a discussion held between governors around whether long term staff absence and short term staff absence should be risks for Birdsedge First School that need to be put on the risk register and it was agreed by governors the two risk should be added to the risk register.</p> <p>ACTION: Mrs Hellewell to add 'Long term staff absence leading to the effect of education provision, vision of the school, which could lead to mental stress and strain to staff and pupils to the risk register with the probability score of 2 and impact score of 5.</p> <p>ACTION: Mrs Hellewell to add 'Short term staff absence leading to the effect of education provision, vision of the school, which could lead to mental stress and strain to staff and pupils to the risk register with the probability score of 5 and impact score of 2.</p> <p>It was noted Mrs Hellewell emailed governors the continuance plan for if Mrs Waddington was absence from school. Governors requested to have further clarity on what is the action plan if Mrs Waddington or another member of staff were absence for a long period of time, as they feel the current continuance plan isn't sustainable for a long term basis.</p> <p>ACTION: Mrs Hellewell to speak to the CEO to gain further clarity around the continuance plan in place for long term staff absence.</p> <p>Q: Has the school gone over the budget with supply costs this year? A: Yes the school has and has now set more aside in next year's budget for supply costs.</p>
<p>72 Policy update</p>	<p>Mrs Waddington noted there are currently no school policies for approval for this meeting.</p> <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>RESOLVED: Governors noted receipt of this document</p> <p>Q: If the school is providing a nurturing provision, should this be included in the SEND policy? A: The school will speak to the Trust Safeguarding and SEND lead to clarify whether it should be added to the policy.</p> <p>ACTION: Mrs Waddington to get in contact with the Trust Safeguarding and SEND lead to discuss whether nurturing provision should be included in the SEND policy.</p>
<p>73 Important updates for</p>	<p>The following documents had been provided to governors prior to the meeting for information:</p> <ul style="list-style-type: none"> • Keeping children safe in education

Item	Minutes
Governing bodies	<ul style="list-style-type: none"> Education recovery <p>RESOLVED: Governors noted receipt of this document.</p>
74 Any other business	<p>RESOLVED: There was one item brought up under any other business.</p> <p><u>Communication</u> Mrs Allen noted communication to governors can be difficult and suggested setting up a WhatsApp group for governors. All governors agreed this to be a good way of communication moving forward.</p> <p>There was a discussion between governors regarding potentially having a hybrid meeting if governors are unable to attend meetings in person.</p> <p>ACTION: Mrs Hellewell to speak to the Trust Executive Administrator regarding whether or not hybrid meeting are allowed to take place.</p>
75 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"> Wednesday 12th October 2022 at 6pm LGB Wednesday 9th November 2022 at 9.30am Finance and Operations meeting Wednesday 1st February 2023 at 6pm LGB Monday 27th March 2023 at 10am Finance and Operations meeting Wednesday 10th May 2023 at 6pm LGB Tuesday 6th June 2023 at 10.00am Finance and Operations meeting Wednesday 28th June 2023 at 6pm ACM Wednesday 19th July 2023 at 6pm Annual Conference <p>ACTION: Mrs Hellewell to change the date of the first LGB meeting to Thursday 13th October 2022.</p>
76 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
M61_29062022	Defer Mr Sigsworth's renewal of term until the next meeting, which is being held on Thursday 13 th October 2022.
	Mrs Allen to speak to the Trust Executive Administrator to find out the date of when the potential new governor left the Birdsedge governing body previously.
M64_29062022	Mr Sigsworth to arrange his link visit to school regarding health and safety and pupil voice.
M65_29062022	Mrs Waddington to upload the year 4 multiplication test results in to Teams.
	Mrs Allen to ask the Trust whether there is a Mast draft school prospectus template.
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M74_29062022	Mrs Hellewell to speak to the Trust Executive Administrator regarding whether or not hybrid meeting are allowed to take place.
M75_29062022	Mrs Hellewell to change the date of the LGB meeting to Thursday 13 th October 2022.

