



THE GOVERNING COMMITTEE OF BIRDSEDGE FIRST SCHOOL



Meeting	Venue	Time	Date
Full Governing Committee	Birdseye First School	6pm	Wednesday 19 th March 2025

DFE	2078
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Start of meeting	18:01pm
Close of meeting	19:20pm

Attendance	100%
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Present		In attendance	
Name	Role	Name	Role
Donna Barker	Headteacher	Sorrel Hellewell	Clerk
Sian Hyett-Allen	Chair of Governors		
Rebecca Breeze	Staff Governor		
Karen Howgill	Co-opted Governor	Absent with Consent	
Philip Marshall	Trust Appointed Governor	Name	Role
Alice Lowe	Parent governor		
Becky Barrett	Parent governor		
		Absent without Consent	
		Name	Role

Item	Minutes
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31 Apologise for absence and consent	Mrs Allen noted that the use of transcribe will be taking place in the meeting and discussed the rules regarding transcribe to governors. RESOLVED: All were present in the meeting. Miss Barker noted Mrs Breeze would be late to the meeting.
32 Declarations of interest	RESOLVED: There were no declarations of interest.
33 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.
34 Governor's training	Miss Hutton ran a training session with governors on 'Tapestry'. The following points were noted: • Tapestry is an app that parents can use to receive communication from school. • The school use to send books home to pass on information to parents. Tapestry allows school to take pictures of the school and has a note section for school to give parents an overview on what their child doing throughout the day. • The app is a great benefit for parents. • There are other assessment methods within the app, but this isn't widely used. • Parents can add their child's experiences and successes on the app for school staff to see. • There will be several children who will receive daily updates and other children might only receive an update on a weekly basis. It all depends on the need of the child. • The app is mainly used with reception children but there are other children in year groups that use the app. Q: Does the school find that parents are interacting with the app? A: Yes, most parents interact with the app. The app allows parents to see what their child has been up to throughout the day. Q: What has been the feedback from parents regarding the app? A: A follow up survey could be sent out to parents to gain feedback. The app was introduced this year and it will be introduced on transition day. Q: Is the app covered by the normal privacy notices? A: Yes, it is. A letter of consent was sent to parents. Mrs Barrett arrived at the meeting at 18.12pm.

Item	Minutes
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	Q: Does the app take up a lot of time for staff? A: No, time is found. The app is easy to use and can be used alongside being with the children. Mrs Breeze arrived at the meeting at 18.16pm. Miss Hutton left the meeting at 18.16pm.				
35 Representation	<u>End of term</u> Mrs Allen noted Mr Marshall's term is due to end on 16th May 2025 and after having a discussion with Mr Marshall a decision has been made for Mr Marshall to not renew his term. Mr Mashall noted a discussion took place at the Trust Board meeting last week and it was agreed for him to step down as a Trust Appointed governor as the committee is now oversubscribed and the school has shown positive progression. Mr Marshall noted he would still like to continue to attend school events. RESOLVED: Mr Marshall resigned as Trust Appointed Governor as of 16th May 2025. Governors noted their thanks to Mr Marshall for all his help and support his has provided the Governing Committee throughout his time over the last three years.				
36 Notifications of items to be brought up any other business	RESOLVED: There were no items to be brought up under any other business				
37 Minutes for the meeting on 4 th December 2024	RESOLVED: All agreed the minutes of the meeting held on 4th December 2024 are approved as a true record of the meeting.				
38 Matters arising	<table border="1"> <thead> <tr> <th>Minute Reference</th><th>Action</th></tr> </thead> <tbody> <tr> <td>04122024_M30</td><td> Mrs Hellewell to add 'Tapestry' training for governors as an agenda item for the next meeting, which is taking place on Wednesday 19th March 2025. RESOLVED: Complete, refer to item 34. </td></tr> </tbody> </table>	Minute Reference	Action	04122024_M30	Mrs Hellewell to add 'Tapestry' training for governors as an agenda item for the next meeting, which is taking place on Wednesday 19th March 2025. RESOLVED: Complete, refer to item 34.
Minute Reference	Action				
04122024_M30	Mrs Hellewell to add 'Tapestry' training for governors as an agenda item for the next meeting, which is taking place on Wednesday 19th March 2025. RESOLVED: Complete, refer to item 34.				
39 Headteachers update	Miss Barker provided the following documents on Teams prior to the meeting for governors to review;				

Item	Minutes
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	• KPI and HT reporting 2024_25 (Spring 2025) • Data headlines December 2024 BFS • Note of visit – BFS PD BA • Note of visit – Standards review – Jan 25 BFS • Pastoral Data headlines term 1 December 2024 BFS <u>Headteachers update</u> Miss Barker noted the KPI document was provided to governors prior to the meeting. <u>Questions</u> Q: Stakeholder surveys are there any issues that need to be addressed or any support needs to be provided? A: Regarding the parent survey, there is awareness of what my children will learn and next steps. Tapestry has been set up and the school consciously have planned more this year. Classes have assembly twice a year, changed how we can share things on social media, started curriculum newsletters, workshops but attendance is low. Miss Barker noted there was one parent who disagreed with the SEND question and a discussion has taken place with the parent and this has now been resolved. Q: Communication with SEND children and parents, how can the school improve to raise attainment? A: Report to parents around attainment, SEND plan is reviewed, Tapestry is a daily use, parents evening, formal report. If a child wasn't achieving a meeting would be set up with the parent. If a parent raised a concern, they are welcome to come into school and a plan can be put together. Q: When do you hold workshops? A: They are normally held after school and the school offers childcare to allow parents to attend. A survey was sent out to parents to try gauge a time that suits all parents. Q: Is it generally the same families that attend the workshops? A: Yes, it is. Miss Barker noted that are two parents evening that place throughout the year. The first parents evening is around how children are settling into school and the second parents evening is to understand their child's assessment school and then a final report is sent out at the end of the academic year. Q: Where there any actions taken from colleague survey? A: There was one unhappy staff member. There are happy with workload and wellbeing, meaning this could be dynamic with the job. Overall, the survey provided positive feedback.
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Item	Minutes
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	Q: Are there any thoughts regarding the size staff room? A: No not currently. The PE storeroom is being converted for SEND children. The school is aware the staff room is smaller, but staff do use the staff room. Q: Regarding the standards review suggestions from the CEO, could this link to School Improvement Plan monitoring visits so it is manageable for school staff? A: Governors may wish to explore the following: • The tracking of small steps in progress for pupils with complex needs. (Bradford tools talk with Miss Hutton about this) • Writing outcomes and progress in younger year groups. In writing it isn't a score, we can throughout the year through N points. • Maths progress for key stage 2 classes. Assessments are taking place next week. Maths is harder to navigate with mixed classes, adopted a new scheme with mixed aged planning. Able to have long term supply for key stage 2. Had someone come in to team teach who is a maths specialist. Keep an eye on outcomes in Easter and July. Miss Barker noted pupil numbers are expected to be significantly lower in 2025/2026. A lot of school is facing the same challenge. The school has been mentioned in twenty-nine applications. The school was expecting this situation and has been financially planned for. There is a child joining in year four and another child starting in the current reception class. Q: Those pupils who have put the name for second or third choice does the school know how many of the pupils have SEND needs? A: The school can only see contact details. Only EHCP pupils are shown on the applications. Q: Regarding the EHCP that has been rejected three times, what is happening regarding this? A: This is now going to a tribunal. The parents heavily support this decision and is hoping the EHCP will be accepted. Miss Barker noted budget planning is taking place and the school is being very cautious for September 2025. All data headlines are in the meeting folder and the standards visit were positive.
40 Safeguarding and SEND summary	RESOLVED: Miss Barker noted the following points: • There are no safeguarding concerns to report. • All staff have recently completed prevent training. • There have been no incidents to report.

Item	Minutes
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	There are at least two members of staff on site who are fully safeguarded trained. Mr Marshall noted at the recent Trust Board meeting, the Safeguarding and SEND lead presented a presentation regarding the Trusts safeguarding strategy. This presentation will be circulated to governors at some point. The strategy gave more clarity regarding what not to ignore and to always act up on what you hear and see. This will be a whole trust approach. Miss Barker noted the Trust's Safeguarding and SEND leads meets with school colleague's half termly to add an extra lair of protection and to allow colleagues to ask any questions.
41 School Improvement Plan	<u>Progress against SIP</u> Miss Barker noted the following points: School Improvement Plan Progress Early Years Curriculum: - Efforts are underway to align the early years curriculum with the wider curriculum, ensuring continuity and coherence as children progress through year groups. - The focus is on integrating vocabulary and activities across different age groups to support developmental needs. Subject Leadership: - Subject leadership is being strengthened through collaborative efforts with Grange Moor School. - Training and mentoring are provided to ensure staff are well-prepared to take on subject leadership roles by September. Extracurricular Activities: - A variety of clubs are offered, with efforts to rotate them regularly to cater to different interests. - Increased staff participation in running clubs has helped generate income and provide more opportunities for students. Behaviour and Attitudes: - Attendance is closely monitored, with policies in place to address term-time holidays. - The school maintains a positive attitude towards attendance, with parents generally valuing school time. Challenges and Areas of Focus Attendance:

Item	Minutes
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	- The school faces challenges with attendance due to term-time holidays, which impact overall attendance percentages. - Efforts are made to follow policies and track attendance rigorously. Subject Leadership: - The development of subject leadership is ongoing, with training and mentoring planned throughout the year. - Collaborative efforts with Grange Moor School are helping to share best practices and resources. Early Years Curriculum: - The integration of the early years curriculum with the wider curriculum is a significant focus. - A working party is involved in developing this curriculum to ensure it meets the needs of all children. Q: Does Birdsedge First School and Grange Moor Primary School have joint staff meetings? A: Yes, they do. The schools take it in turns to where the meeting is held. This allows colleagues to share best practice. Q: Is the school comfortable with the progress regarding the amber areas? A: There are certain areas that are out of the school's control for example attendance. There is half termly tracking and reporting taking place. Subject leader is all planned in up to summer and mentoring meetings are taking place. <u>Governor visits</u> Mrs Allen noted to get in touch with Miss Barker to book in their school visits. Mr Marshall noted he has a visit booked in April which he will complete as it's prior to his term ending. It was agreed for Mrs Barrett to attend a peer review meeting in July. Miss Barker noted she will send Mrs Barrett details regarding the visit once known.
42 Important updates	<u>Update on Link Trustee meeting</u> Mrs Hellewell noted she has contacted Mr Lunt to arrange a meeting with himself as Link Trustee and Mrs Allen for them to complete their Link Trustee meeting.
43 AOB	RESOLVED: There were no items brought up under any other business.

Item	Minutes
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44 Future meeting dates	RESOLVED: That future meeting dates of the governing committee are as followed: • Birdsedge First School Mid-year review meeting on Wednesday 23rd April 2025 at 4pm at Birdsedge First School (Headteacher, Link Trustee, Chair and Executive Team to attend) • Birdsedge First School, School review meeting on Wednesday 25th June 2025 at 6pm at Birdsedge First School (Governors, Headteacher, Link Trustee and Executive team to attend) • Link Chairs meeting on W/C 30th June 2025 on Microsoft Teams (Chair and Link Trustee to attend) • Annual Conference on Wednesday 17th September 2025 at 6pm at Scissett Middle School (All governors and Headteacher to attend)
45 Agenda, minutes and related papers to be excluded from published version.	RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the school.

Summary of Actions

Minute Reference	Action

