



THE GOVERNING COMMITTEE OF BIRDSEDGE FIRST SCHOOL



Meeting	Venue	Time	Date
Full Governing Committee	Birdseye First School	6pm	Wednesday 25 th September 2024

DFE	2078
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Start of meeting	18:02
Close of meeting	20:00

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	Natasha Greenough	CEO
Rebecca Breeze	Staff Governor	Melanie Humphreys	Executive Lead: Governance, People & Communications
Terry Sigsworth	Co-opted Governor	Jason Field	CFO
Karen Howgill	Co-opted Governor	Absent with Consent	
Philip Marshall	Trust Appointed Governor	Name	Role
Ben Lunt	Link Trustee		
		Absent without Consent	
		Name	Role

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1	Welcome, introductions & purpose of the meeting	<p>Mrs Humphreys noted due to the meeting being a new structure, she will be chairing the meeting this evening.</p> <p>Welcome and introductions were made by all present in the meeting.</p> <p>Mrs Humphreys noted the purpose of the meeting is to look at how governance works in the Trust, look at finance, operations, education, safeguarding with school, the school's development plan and school improvement plan. At the end of the meeting the aim is to come away School Improvement plan actions agreed and to know what the school is aiming to achieve over the next three to five years.</p>				
2	Apologise for absence and consent, declarations of interest and confidentiality reminder	<p>RESOLVED: There were no declarations of interest.</p> <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>				
3	Minutes for the meeting on 26 th June 2024	<p>RESOLVED: All agreed the minutes of the meeting held on 26th June 2024 are approved as a true record of the meeting.</p>				
4	Matters arising	<table><tr><th>Minute Reference</th><th>Action</th></tr><tr><td></td><td></td></tr></table>	Minute Reference	Action		
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5	Finance, Capital plan and operations summary	<p>Mr Sigsworth arrived at the meeting at 18.08pm</p> <p>Mr Field noted the following points;</p> <ul style="list-style-type: none">• The KPI document is used throughout the year to be able to give context of what is happening within school.• There is a finance team that work for the Trust and they work along side the school.• The Trust Finance Business Partner works with Miss Barker and meets on a regular basis to discuss the school's budget and forecast.• The outturn figures for last year gave the school an in-year deficit which was in line with the plan.• The in-year balance KPI has been rag rated amber as it will need monitoring overtime.• The school has got a small surplus budget currently and are waiting to receive some new grants.• The budget was set with 5.5% for teachers and support staff pay awards.• Funding is always one year behind.				

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	<ul style="list-style-type: none"> • The school has got a good pot of money and has over 20% of income in reserves. • The Trust are not aware of any issues with finance compliance within the school. • The capital plan KPI is rag rated amber and this is due to it being a new KPI. • Two CIF bids have been completed and these were bids that were won without any contributions. • Electrical works are now complete and the boiler replacement is in progress. • Discussions will be taking place with the school and the head of estates to look at what projects the school wants to take place this academic year. <p>Q: With the school having a high number of SEND children, does this propose a challenge or risk on the schools' finances?</p> <p>A: Several children who have started at school have come with an EHCP and these plans have funding attached with them. The school is doing everything they can to secure as much funding as possible. Two appeals were successful and there is another appeal which is going into review in October.</p> <p>Q: Are the KPI's that rag rated amber expected to move to green at any point?</p> <p>A: Yes, the capital plan will hopefully move to green but due to it being a new process it had to be rag rated amber. The in-year budget is a KPI that needs to be monitored closely.</p> <p><u>GEMS (Good Estates Management)</u></p> <ul style="list-style-type: none"> • The Trust has a strategy for estates and building maintenance. • There is a site team who works across the Trust and is led by the head of estates. • A help desk system is used for colleagues to create any tickets for any support they need from the site team. This help desk is measured on a regular basis. • Within the help desk system statutory checks and tests are completed and are currently 90% complaint which is why it is rag rated green. • The Trust are intended to have an external health and safety audit. This will allow them to come into the Trust and verify standards and ensures all work taking place is correct. <p><u>Information compliance</u></p> <ul style="list-style-type: none"> • There has been a lot of work taken place on the infrastructure. • The infrastructure allows IT to response to issues offsite issues and will allow quicker responses. • There is a new server structure and the Trust is compliant with the DfE guidelines.
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	<ul style="list-style-type: none"> • RPA (Risk Protection Arrangement) is an alternative to commercial insurance for schools and academies and is provided by the DfE. If cyber security training isn't completed by all colleagues, the RPA becomes invalid. • The school / Trust has a backup system meaning the school can't lose more than a few days data. • The help desk system is working well. <p>Q: How has the budget changed to a surplus, and how does taking on a new teaching assistant affect the budget?</p> <p>A: Careful planning has taken place and assumptions have been set around pay, inflation and grant expenditure. Staffing and class structures are discussed in careful detail to ensure there is a good balance. The school will start to see the benefits of growth of pupil numbers next year.</p> <p>It was noted the school has strengths in SEND, which is positive as it is increasing pupil numbers in school. There is a decline in pupil numbers which is a current national issue.</p>
6 Other areas from KPI report relevant to the school	<p>Mrs Humphreys noted the following points;</p> <ul style="list-style-type: none"> • Staff absence within school is low. • Staff workload on the KPI document has been rag rated amber due to the response rate on the colleague survey not making the target which was set. • The completion rate on the colleague survey was 45%. • Governance was rag rated green on the KPI document, but governors need to consider increasing attendance at training and completing more visits. • Training will be built into meeting agendas moving forward. • The next colleague survey will be sent out in the Spring term.
7 Educational Standards summary	<p>Mrs Greenough noted the following points;</p> <ul style="list-style-type: none"> • The standards review report is in the meeting folder. • Current data has been pulled together and will enable colleagues to go back and look at year groups in previous years. • Pupil numbers in the school are small meaning the school shouldn't get caught up in the headlines. • Early years pupils are making strong progress. • The data is currently above national and local averages. • Colleagues need to look at regression to ensure if any dips happen, actions can be put in place to mitigate any dips that have occurred. • Pupils' assessment data were 100% when they left the school to go into year 6 at middle school.

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	<p>A discussion took place regarding the higher number of children who are coming into reception who are working below national average and have more needs.</p> <ul style="list-style-type: none"> • Phonics pass rate was 80% which is national average. There are some children who will take longer to pass. • Reading is currently the strongest subject. • An area that needs more strengthen is writing at greater depth. • A strength within the school is that all children are known well by all colleagues and there is a clear understanding on what each pupil are good at and what they need to improve on. Pupils' needs are being met as teachers are alert. • One of this year's focus is to have a more in depth look at foundation subjects. • Attendance is broadly in line with national average. The school has a small number, meaning one child is classed as 2%. The national average for attendance is 94% and the school is just above. <p>Q: What do SPAG, SEND K and SEND EHC stand for? A: SEND (SEND K code doesn't get a funded plan, but the school has a plan in place but might not qualify for funding). Educational Health Care Plan is legally binding document that the school are required to provide the support. Just under 5% last year, end of this year 20% of EHCP in school.</p> <p>Q: Due to the increased number of children with EHCP's in school, Is there a risk of increased absence? A: Generally, EHCP children have good attendance and none currently have a lot of illness absences.</p> <p>Q: Does the school need to justify the reason of why a EHCP child is absence? A: Yes, the school does. It is noted higher absence are SEND K children. These pupils could be on reduce timetable as they don't have full access to services they require.</p> <p><u>Pastoral data</u></p> <ul style="list-style-type: none"> • All pastoral data is recorded. • Incidents are low and there was only one last term and two in the full year. • Any issues are picked up and recorded. • There have been no reports of bullying this year. Pupils talk about being happy and enjoy being in school. • There was one exclusion last year and three in the previous year. A lot of hard work is taking place to ensure exclusion rates stay low. • The resource centre is working well and allowing SEND pupils are accessing mainstream education.
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	<p><u>Pupil survey</u></p> <ul style="list-style-type: none"> • The survey is sent out to children in key stage 2. • The school feels the survey results are not a true representation on how pupils are feeling as the younger children don't have a true understanding on the questions. • The school are looking at capturing pupil voice in a different way but the school feels they already capture pupil voice well in school and that's why the school knows the survey wasn't necessarily the trustiest reflections of how the younger children completing the survey felt. • A lot of work is taking place to ensure bullying doesn't take place in school. <p>Q: In the colleague survey, is work being carried out in response to replies about colleague relationships / support and feeling a sense of accomplishment?</p> <p>A: The school has invested in training regarding assessment systems and accomplishments are being recognised. The school are engaging with the outreach teams to gain support with high needs.</p> <p>Q: Was there anything identified from the pupil survey?</p> <p>A: No there wasn't identified. Children are being supported accessing the questions.</p> <p>Q: When is the pupil survey sent out?</p> <p>A: It is normally sent out in May / June time.</p> <p>Q: Do you analysis colleague surveys across the Trust? And do all the schools within the Trust share best practise?</p> <p>A: Yes, summaries of all surveys and best practice is discussed in the headteachers meetings.</p> <p>Q: Is there a reason why staff aren't completing the colleague survey?</p> <p>A: The survey is sent to all colleagues to complete but this isn't mandatory. The school have found if colleagues were feeling negative towards anything they generally complete the survey.</p> <p>Q: What does the word "discrete" mean when used e.g. "discrete spelling lessons" Discrete handwriting sessions"?</p> <p>A: Discreate means it's a dedicated sessions and learning a certain area.</p>
8 Safeguarding and SEND summary	<p>Mrs Greenough noted the following points;</p> <ul style="list-style-type: none"> • There are currently no concerns within school regarding safeguarding. • All safeguarding training has been completed by staff.
9 Headteacher summary and	

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progress against strategic plan (School Development Plan) 3 – 5 years	Miss Barker noted the SEF (Self Evaluation Form) has been uploaded into the meeting folder and the school is having a positive growth in pupil numbers.
10 Development of actions for SIP (School Improvement Plan) and adjustments / developments to the strategic plan (School Development Plan)	<p>BFS School Improvement Plan September 2024 document was provided on Teams prior to the meeting for governors to review.</p> <p>Mrs Greenough and Mrs Humphreys noted the School Development Plan is for the school to note where they want to be, the vision for the school over the next three to five years and the School Improvement Plan is to look at the key priority areas over the next twelve months.</p> <p>Miss Barker noted the following four priorities are on the school's improvement plan;</p> <ol style="list-style-type: none"> 1. Leadership and Management: The school flourishes under a new Executive Model. Senior Leaders contribute to the growth of both schools so that there is less reliance on a single headteacher role and a more collaborative senior leader team that adds capacity to a small team. The SENDCo contributes to the growth of an in-house resource provision to better meet the changing needs of the school in terms of percentage of high needs pupils. 2. Quality of Education: Curriculums are tweaked and developed to ensure a full curriculum that suites the class structures as pupil numbers grow. Schemes in place are further personalised to meet the needs of the school and further develop outcomes for children. A trainee teacher is supported to successful add capacity to growing pupil numbers in Early Years and Key Stage 1. 3. Personal Development: Extra-curricular opportunities are enhanced and monitored strategically to ensure every child's educational experience is enhanced at Birdsedge First School. 4. Behaviour and Attitudes: Larger opportunities are provided for children to be exposed to the wider diverse world in which their small school community sits. Pupil Leadership is further developed so that children contribute more significantly to their wider community. <p>A discussion took place regarding pupil numbers for future years and the schools marketing strategy.</p> <p>A discussion took place on the executive model and looking at setting up the structures and how to build capacity, succession planning.</p> <p>The below points were agreed to be governors link roles for the academic year 2024/2025.</p>

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	<ul style="list-style-type: none"> • Executive Model – Sian Hyett-Allen • Progression on SEND – Karen Howgill • Quality of Education <ul style="list-style-type: none"> - Geography – Terry Sigsworth - MFL – Phil Marshall - Computing – Phil Marshall <p>Miss Barker noted she will look at the school improvement plan and create the school development plan. It was agreed for governors to have a separate meeting to look at the (SDP) School Development Plan.</p>
11 Governance arrangements	<p><u>Chair election</u></p> <p>It was noted that Mrs Hellewell sent an email to all Governors requesting nominations for 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 (24/25). In the event of a tie a name would be drawn.</p> <p>RESOLVED: Mrs Hyett-Allen will be Chair of the governing committee for Birdsedge First School from 25th September 2024 until the end of the academic year 2024 – 2025.</p> <p><u>Link governor roles</u></p> <p>The following link roles were agreed by governors;</p> <ul style="list-style-type: none"> • Executive Model – Sian Hyett-Allen • Progression on SEND – Karen Howgill • Quality of Education <ul style="list-style-type: none"> - Geography – Terry Sigsworth - MFL – Phil Marshall - Computing – Phil Marshall <p><u>Terms of reference</u></p> <p>Mrs Humphreys noted the terms of reference was uploaded into the meeting folder prior to the meeting, it has been approved by the Trust Board and will be uploaded on to Teams.</p> <p>RESOLVED: Governors noted receipt of the Mast LGB terms of reference for 2024/2025.</p>
12 Any other business	<p>RESOLVED: There was one item brought up under any other business.</p> <p><u>Policies</u></p>

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	<p>The following school policies were shared in advance for governors to ratify;</p> <ul style="list-style-type: none"> • BFS Behaviour Policy • BFS Homework Policy • PSHE and RSE Policy <p>RESOLVED: All governors approve ratification of the Behaviour, Homework and PSHE and RSE Policies.</p> <p>A discussion took place regarding two parents who have shown interest in joining the governing body as parent governors. It was noted a formal parent election needs to take place.</p> <p>Miss Barker noted Birdsedge First School's open evening is taking place on Wednesday 2nd October 2024.</p>
<p>13 Agenda, minutes and related papers to be excluded from published version.</p>	<p>RESOLVED: Matters discussed in item 7 have been excluded from the minutes for confidentiality reasons.</p>

Summary of Actions

Minute Reference	Action

I confirm these minutes of the meeting of the Birdsedge First School Governing Committee held at 6pm at Birdsedge First School on Wednesday 25th September 2024 are true reflection of the meeting and are approved.

Signature	
Name	
Role	
Date	

