



THE GOVERNING COMMITTEE OF BIRDSEDGE FIRST SCHOOL



Meeting	Venue	Time	Date
Full Governing Committee	Birdseye First School	6pm	Wednesday 4 th December 2024

DFE	2078
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Start of meeting	18:02pm
Close of meeting	19:37pm

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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14 Apologise for absence and consent	<p>Welcome and introduction were made by all present in the meeting.</p> <p>RESOLVED: All were present in the meeting.</p>
15 Declarations of interest	<p>RESOLVED: There were no declarations of interest.</p>
16 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>
17 Governor's training	<p>Miss Barker ran a training session with governors regarding how to conduct a governor visit.</p> <p>A presentation called 'Monitoring Activities' was displayed in the meeting and Miss Barker went through the following slides:</p> <ul style="list-style-type: none"> • Triangle (Intent, Implementation and Impact) • Meeting with leaders – subjects • Lesson visits • Book looks • Book looks with children • Meeting with groups of teachers • Personal development • SEND <p>Miss Barker noted the 'Monitoring Activities' presentation has been uploaded into the meeting folder.</p> <p>Governors completed an activity within the meeting, where they completed a visit form together. Used an example from the SIP. did an activity where they completed a visit form together to gain more of an understanding on the expectations of a visit.</p>
18 Representation	<p><u>Appointment of Governors</u></p> <p>It was noted that a parent governor election had commenced and closed for nominations. There were two nominations received.</p> <p>RESOLVED: Mrs Lowe appointed as parent governor effective from 4th December 2024 for a period of 4 years.</p> <p>RESOLVED: Mrs Smith appointed as parent governor effective from 4th December 2024 for a period of 4 years.</p> <p><u>Resignation of Governor</u></p> <p>Mrs Hellewell noted Mr Sigsworth has resigned as a co-opted governor as of 3rd December 2024.</p>

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	RESOLVED: Mr Sigsworth resigned as a co-opted governor as of 3 rd December 2024.				
19 Notifications of items to be brought up any other business	RESOLVED: There were no items to be brought up under any other business				
20 Minutes for the meeting on 24 th September 2024	RESOLVED: All agreed the minutes of the meeting held on 24 th September 2024 are approved as a true record of the meeting.				
21 Matters arising	<table border="1"> <thead> <tr> <th>Minute Reference</th><th>Action</th></tr> </thead> <tbody> <tr> <td></td><td></td></tr> </tbody> </table>	Minute Reference	Action		
Minute Reference	Action				
22 Headteachers update	<p><u>Headteachers update</u></p> <p>Miss Barker noted the following points:</p> <ul style="list-style-type: none"> • There isn't a KPI document for this meeting as it is completed each term and this was done in the September meeting. • Outcomes were at 80%. • 100% of pupils left in year 5 at age related expectations. • 80% of children passed their phonics screening. • There are a lot more SEND children in early years than there has been previously. • GL and Phonics were both above national average. <p><u>Policy approvals</u></p> <p>Miss Barker noted there are currently no policies that are due for renewal.</p> <p><u>Emerging risks</u></p> <ul style="list-style-type: none"> • Staff absence is an emerging risk, but the school have put actions in place to try and mitigate this. • Pupil numbers is another emerging risk as there is low birth rates nationally and the number of pupils is decreasing over the next 5 years. <p>Miss Barker noted the school has been named on 18 applications for September 2025. There are several families that have been shown around. The school are holding an open morning for current reception parents and have also invited all parents who named the school on their school application forms.</p>				

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	<p>Q: What is the pan for reception?</p> <p>A: 15 pupils.</p> <p><u>Review reports</u></p> <ul style="list-style-type: none"> • Peer reviews are set up by the Trust and take place termly. • There is a different focus area at each review. • The main focuses for the Trust this year are Geography, MFL and IT. • There is a big shift in needs for SEND pupils. This needs to be monitored throughout the year. Supervision has been set up for support staff. • been positive about this. <p><u>Staffing update</u></p> <ul style="list-style-type: none"> • There is one colleague on long term sick and a long-term supply teacher is currently being used to cover the colleague. • By the school having the long-term supply, this allows stability and consistency for the children.
23 Safeguarding and SEND summary	<p>RESOLVED: Miss Barker noted there are no safeguarding concerns to report.</p> <p>Annual refresher training was completed by colleagues in September and prevent training is booked to take place in February 2025.</p>
24 School Improvement Plan	<p><u>Progress against SIP</u></p> <p>Miss Barker noted the following points:</p> <ul style="list-style-type: none"> • There have been no changes made to the SIP since it was last reviewed in September. • A green rag rating means the objective is either complete or it's currently ongoing. • The amber rag rating means work has started. • The red rag rating means work hasn't started as there have been other priorities on other areas. <p>Miss Barker gave governors an update on each of the following strands:</p> <ol style="list-style-type: none"> 1. The school flourishes under a new Executive Model. Talent is harnessed and skills grown so that Senior Leaders contribute to a more collaborative Leadership Team that adds capacity to a small team. 2. 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 need pupils, with a focus on developing a clear assessment tool for measuring small steps of progress for children with SEND.

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	<p>3. Curriculums are tweaked and developed to ensure a full curriculum that suites the class structure as pupil numbers grow.</p> <p>4. Wider curriculum development is focused on MFL, Computing and Geography with joined leadership across the two schools being established in these subjects.</p> <p>5. Extra-curricular opportunities are enhanced and monitored strategically to ensure every child's educational experience is enhanced at Birdsedge First School.</p> <p>6. Whole School Attendance improves, with a particular decrease in Persistently Absent children.</p> <p><u>Governor visits</u></p> <p>The following visits were agreed by governors and Miss Barker:</p> <ul style="list-style-type: none"> • Mrs Howgill to visit school to look at 'Tapestry' before the February half term. • Mrs Allen to visit school to look at Executive Leadership Model. • Mr Marshall to attend BFS peer reviews which will look at MFL and Geography. • Mrs Lowe and Mrs Smith to look at extra-curricular opportunities are enhanced and monitored strategically to ensure every child's educational experience is enhanced at Birdsedge First School and to conduct a visit in June. • Mrs Allen to look at Whole School Attendance improves, with a particular decrease in Persistently Absent children.
25 Statutory publication requirements	<p>RESOLVED: Miss Barker confirmed the schools' websites and GIAS (Get Information About Schools) are compliant.</p> <p>Miss Barker noted the website and GIAS will be updated to reflect the resignation and new appointed parent governors.</p>
26 Statutory and non-statutory requirements completion	<p>Mrs Hellewell noted all statutory requirement forms and cyber security training has been completed by governors.</p>
27 Important updates	<p>The following documents had been provided to governors prior to the meeting for information:</p> <ul style="list-style-type: none"> • KCSIE 2024 • Working together to improve school attendance • Summary table of responsibilities for school attendance • Academy Trust Handbook <p>RESOLVED: Governors noted receipt of these documents.</p>
28 AOB	

Item	Minutes
	RESOLVED: There were no items brought up under any other business.
29 Future meeting dates	<p>RESOLVED: That future meeting dates of the governing committee are as followed:</p> <ul style="list-style-type: none"> • Link Chairs meeting on W/C 9th December 2024 on Microsoft Teams (Chair and Link Trustee to attend) • Birdsedg First School LGC meeting on Wednesday 19th March 2025 at 6pm at Birdsedg First School (All governors and Headteacher to attend) • Birdsedg First School Mid-year review meeting on Wednesday 23rd April 2025 at 4pm at Birdsedg First School (Headteacher, Link Trustee, Chair and Executive Team to attend) • Birdsedg First School, School review meeting on Wednesday 25th June 2025 at 6pm at Birdsedg 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)
30 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> <p>ACTION: 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.</p>

Summary of Actions

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 19 th March 2025.

I confirm these minutes of the meeting of the Birdsedge First School Governing Committee held at 6pm at Birdsedge First School on Wednesday 4th December 2024 are true reflection of the meeting and are approved.

Signature	
Name	
Role	
Date	

