



THE GOVERNING BODY OF BIRDSEDGE FIRST SCHOOL

Meeting	Venue	Time	Date
Full Governing Body	Birdseye First School & Shelley First School	6pm	Wednesday 18 th October 2023

DFE	2078/2904
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Start of meeting	18:00
Close of meeting	19:46

Attendance	90%
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Present		In attendance	
Name	Role	Name	Role
Donna Waddington	Head teacher	Sorrel Hellewell	Clerk
Sian Hyett-Allen	Chair of Governors at BFS	Catherine Smith	Head of School at SFS
Philip Marshall	Trust Appointed Governor		
John Thompson	Parent Governor		
Tracy Pinnock	Chair of Governors at SFS	Name	Role
Julia Moorhouse	Co-opted Governor	Terry Sigsworth	Co-opted Governor
Abigail Seddon	Parent Governor	Absent without Consent	
Lisa Pugh	Co-opted Governor	Name	Role
Chris Hill	Parent Governor		
Jason Field	Trust Appointed Governor		

Item	Minutes						
1 Apologies for absence and consent	<p>Welcome and introductions were made.</p> <p>RESOLVED: Apologies with consent were received from:</p> <ul style="list-style-type: none"> Mr Terry Sigsworth – Co-opted Governor <p>It was noted Mrs Seddon would be arriving late to the meeting.</p>						
2 Declarations of interest	<p>RESOLVED: There are no declarations of interest.</p>						
3 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>						
4 GB standards	<p>Mrs Hellewell noted the terms of reference and code of conduct documents are in the folder on Teams.</p> <p>RESOLVED: Governors noted receipt of documents.</p> <p><u>Representation</u></p> <p>Mrs Hellewell noted there are currently three vacancies in both first schools. Shelley First School and Birdsedge First School have recently been through a staff election process for a staff governor but unfortunately neither election was successful and Birdsedge First School is currently going through a parent election.</p> <p>Mrs Waddington and Mrs Smith noted they will both speak with staff at their next staff meeting to encourage and provide information regarding becoming a staff governor.</p>						
5 Notification of items to be brought up under Any Other Business	<p>RESOLVED: There were no items brought up under any other business.</p>						
6 Minutes for the meeting on 10 th May 2023 and 4 th July 2023	<p>RESOLVED: All agreed the minutes of the meeting held 10th May 2023 and 4th July 2023 are approved as a true record of the meeting.</p>						
7 Matters arising	<table border="1"> <thead> <tr> <th>Minute Reference</th><th>Action</th></tr> </thead> <tbody> <tr> <td colspan="2">Shelley First School (4th July 2023)</td></tr> <tr> <td>M64_04072023</td><td> <p>Mrs Pinnock to contact the new potential governor to arrange a meeting to discuss the role of being a governor.</p> <p>RESOLVED: Complete</p> </td></tr> </tbody> </table>	Minute Reference	Action	Shelley First School (4 th July 2023)		M64_04072023	<p>Mrs Pinnock to contact the new potential governor to arrange a meeting to discuss the role of being a governor.</p> <p>RESOLVED: Complete</p>
Minute Reference	Action						
Shelley First School (4 th July 2023)							
M64_04072023	<p>Mrs Pinnock to contact the new potential governor to arrange a meeting to discuss the role of being a governor.</p> <p>RESOLVED: Complete</p>						

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		Mrs Hellewell to speak to the executive lead in People, Governance and Communications regarding whether the new potential governor could attend the annual governor conference and to let Mrs Seddon know the outcome. RESOLVED: Complete
	M67_04072023	Mrs Moorhouse to write her report on the SEND visit she has completed and to send her report to Mrs Hellewell. RESOLVED: Complete
	M71_04072023	Mrs Akhtar to email governors to let them know the date of year 5 leavers performance. RESOLVED: Complete
	Birdsedge First School (28 th June 2023)	
	M58_28062023	Mrs Hellewell to upload Mrs Hutton's Sounds-Write presentation into the meeting folder on Teams. RESOLVED: Complete
		Defer planning link visits for 2023/2024 until the next meeting, which is being held on Wednesday 18 th October 2023. RESOLVED: Refer to item 12
8	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"> • BFS & SFS KPI headteacher report – Term 1 23-24 • BFS final Proposal Capital Plan • BFS PE and Sport Premium Plan September 2022 • BFS Pupil Premium Strategy Sept 2022 Reviewed July • BFS School Improvement Plan 2023 • July 2022 Data Both Schools • July 2023 Pastoral Data Both Schools • SEF September 2023 BFS • SFS Capital Plan • SFS School Improvement Plan October 2023 <p>Mrs Waddington brought the following key points to governors' attention and responded to the following questions:</p> <p><u>School events</u></p> <p>Q: Who decides when the Christmas holidays take place?</p> <p>A: The Trust follows the Local Authority dates.</p> <p><u>Questions:</u></p>

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	<p>Q: Budgets seem very tight this year for both schools, should governors be concerned on impact for pupils / staffing / resources etc?</p> <p>A: Nationally budgets are tight for all schools and both schools are prepared for tighter budgets. Plans are in place to take the tighter budgets into account and it's to note for governors to be aware of this.</p> <p>Q: Will the incorrect budgets from DfE also impact this/next year?</p> <p>A: Yes, it will. The schools haven't received their funding letters, these are due February / March time. There has been a reduction in funding by the government, meaning the schools need to be vigilant on spending. Capital spend has been frozen in both schools unless it's a health and safety issue.</p> <p>Mrs Seddon arrived at the meeting at 18.17pm.</p> <p>Q: Are there any specific concerns in either school due to financial constraints?</p> <p>A: The biggest concern is staffing children who have higher needs as the schools have seen an increase of children with higher needs. This is a national ongoing situation for most schools. The schools are trying to ensure that they identify children with higher needs prior to them starting in September, meaning help can be provided as soon as they start.</p> <p>Q: Is funding for higher needs children back dated?</p> <p>A: Yes, funding is back dated from the date the initial referral was sent. There is an increasing number of children with higher needs when entering in reception than the schools have seen before.</p> <p>Q: Now that capital spend has been put on hold, should the document just have health and safety spend and not everything? Could a list of all other projects been written down and noted 'when available'?</p> <p>A: The capital plans were written last year prior to the decision to put all capital spend on hold. The new capital plans haven't been shared with governors yet but should be ready in December.</p> <p>Q: On the SIP have the objectives changed that much to make the RAG so poor? Or is this setting a perception?</p> <p>A: SIPs are re written each year, meaning none of the objectives would be rated above amber at the beginning of the year as there hasn't been enough time to complete the objective. True outcomes of objectives will be in July 2024.</p> <p>Q: Could you please confirm that the data is based on 2023?</p> <p>A: Yes, it is.</p> <p>Q: In the HR standards section on school wellbeing, both schools have been rag rated amber by the Trust and green by the school, could you explain why the Trust has rag rated amber?</p> <p>A: The school were rag rated amber due to the percentage of staff who completed the survey.</p>
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	<p>Q: Due to losing two members of office staff in a short space, has there been any issues identified and could the schools look at combining some admin tasks? A: These changes are due to personal circumstances with both colleagues.</p> <p>Q: How many pupils are in EYFS in each school? A: There are 11 at Birdsedge First School and 33 at Shelley First School.</p> <p>Q: Does the school know where the 11 children at Birdsedge First School have come from? A: The children are siblings of current children within the school, they live in Birdsedge, they have attended treetops and some are from out of area.</p> <p>Q: The EYFS data shows 2023 t1, is this for the new reception cohort? A: This will be checked.</p> <p>ACTION: Mrs Waddington to bring a comparison of EYFS data 2022 and 2023 to the next meeting, which is being held on Wednesday 7th February 2024.</p> <p>Q: In the SIP it notes 'Rosenshine principles' what are these? A: There are 10 Rosenshine principles and the schools work with staff to go through each principle for them to understand and use the principles. This is worked through with staff as part of their CPD and will ensure quality first teaching, retrieval and recap.</p> <p>Q: What monitoring can governors do to provide evidence of SIP actions? A: Mrs Waddington noted she will pick out a few for the link governors to look at.</p> <p>Birdsedge First School governors agreed one strand each to look at on the school improvement plan and will visit school to look at their strand as part of their visits to school.</p> <p>Q: The traffic light system was introduced last year but I thought the school weren't using this method this year? A: The traffic light system is taking place this year but has been amended to be more trauma informed, it supports children's emotions and helps the children understand how they can do better.</p> <p>Q: How do the children know if they are being moved up or down the traffic light system? A: The child will be told verbally regarding which stage they are at on the traffic light system.</p>

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	<p>ACTION: Mrs Seddon to complete a behaviour visit and bring her report to the next meeting, which is being held on Wednesday 7th February 2024.</p> <p>Q: Why isn't there a SEF for Shelley First School? A: This is due to timing issue since the executive headteacher structure has been implemented. The SEF will be ready for the next meeting.</p> <p>Q: The capital plan has Shelley First School's previous headteachers name on it, is this correct or does it need amending? A: This is correct as it was created last year when the previous headteacher was employed at the school. Once the new document has been created, it will have Mrs Waddington's name on it instead.</p>
<p>9 Safeguarding update</p>	<p>RESOLVED: There are no safeguarding concerns to report.</p> <p>Mrs Waddington noted safeguarding annual reviews have been booked and will be taking place in December 2023.</p>
<p>10 Communications from the Trust</p>	<p><u>Standards Visit report</u></p> <p>RESOLVED: Governors noted receipt of the Standards Visit report.</p> <p><u>Termly governance and policy update</u></p> <p>RESOLVED: Governors noted receipt of the 'Termly governance and policy update document.</p>
<p>12 Governor update</p>	<p><u>Link governor roles and visit planning</u></p> <p>Birdsedge First School Governors all agreed for the following governors to be link governor for the strands from the SIP and who in school to visit.</p> <ul style="list-style-type: none"> • Foundation subjects – Mrs Howgill to visit Mr Newing. • Maths – Mrs Thompson to visit Mrs Hutton. • Middle leadership – Mr Marshall to visit Mrs Waddington. • SEND – Mrs Hyett-Allen to visit Mrs Waddington. <p><u>Assurance visits</u></p> <p>Mrs Pugh gave a brief explanation regarding her visit regarding Early years and noted her report is in the folder on Teams.</p>

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	<p><u>Upcoming training</u></p> <p>Mrs Hellewell noted the Trust have created a training spreadsheet for governors to use for the academic year. The spreadsheet will be sent out to all governors shortly.</p> <p>Mrs Hellewell noted the Trust development focus session is being held on Tuesday 21st November 2023 at 6pm at Scissett Middle School.</p> <p><u>Other activity attended</u></p> <p>Mrs Pinnock and Mrs Moorhouse noted they attended the Chairs of Board meeting in September. Discussions in the meeting took place regarding the following points;</p> <ul style="list-style-type: none"> • Pay awards and school budgets • Freeze on capital expenditure • Bio stress study for teachers
13 Statutory and non-statutory requirements completion	<p>Mrs Hellewell noted there was one governor who is outstanding completion of their statutory and non-statutory requirement forms.</p> <p>Mrs Hyett-Allen noted she will send another reminder to the governor.</p>
14 Emerging risks	<p>A discussion took place with governors regarding the risk register and whether risks can be archived, are they being looked at by the Trust Board and how the risk register should be monitored by governors.</p> <p>ACTION: Mrs Hellewell to speak with the Trust Executive Lead in Governance, People & Communication regarding the risk register and how governors should be monitoring the school risks, who should be amending the document and how.</p>
15 Policy update	<p>There were no school policies that were due for approval.</p>
16 Important updates for Governing bodies	<p>The following documents had been provided to governors prior to the meeting for information:</p> <ul style="list-style-type: none"> • Exclusion guidance <p>RESOLVED: Governors noted receipt of these documents.</p>
17 Any other business	<p>RESOLVED: There were two items brought up under any other business.</p> <p><u>Communication with parents</u></p>

Item	Minutes
	<p>A discussion took place with governors regarding how the school communicates with parents.</p> <p><u>Evaluating impact</u></p> <p>Governors noted the following impact of this meeting:</p> <ul style="list-style-type: none"> • Questions to be addressed through the chairs in the upcoming meetings. • Any discussions that are school specific should either be added as any other business or discussed outside of the meeting. • Add evaluating impact as an agenda item moving forward. • Have a review on how the joint meeting are prior to the end of the academic year. <p>Mr Thompson left the meeting at 19.33pm</p> <p>Q: How is the dynamic working between both schools? A: Mrs Waddington noted she is really enjoying her new role, a positive is that best practice can be shared across both schools and staff can communicate more with each other. A challenge is not being able to be as strategic, due to working hours. Meeting have taken place regarding the challenge and plans are now in place.</p> <p>Mr Marshall noted he attended the school's open evenings and felt they were organised, received positive feedback from parents and overall went well.</p>
<p>18 Future date for meetings of the possible agenda items</p>	<p>RESOLVED: That future meetings of the governing body:</p> <ul style="list-style-type: none"> • <i>Tuesday 7th November 2023 at 9.30am - Shelley First School Finance & Operations meeting</i> • <i>Wednesday 8th November 2023 at 10am – Birdsedge First School Finance & Operations meeting</i> • <i>Tuesday 21st November 2023 at 6pm – Development focus session</i> • <i>Tuesday 23rd January 2024 at 6pm – Face to Face Governor training</i> • <i>Wednesday 7th February 2024 at 6pm – LGB at BFS</i> • <i>Wednesday 13th March 2024 at 2pm – Birdsedge First School Finance & Operations meeting.</i> • <i>Tuesday 19th March 2024 at 10am - Shelley First School Finance & Operations meeting.</i> • <i>Tuesday 19th March 2024 at 6pm - Development focus session</i> • <i>Wednesday 8th May 2024 at 6pm – LGB at SFS</i> • <i>Monday 3rd June 2024 at 6pm – Wider Curriculum Training</i> • <i>Thursday 13th June 2024 at 10am – Birdsedge School Finance & Operations meeting</i>

Item	Minutes
	<ul style="list-style-type: none"> • <i>Tuesday 18th June 2024 at 9.30am – Shelley School Finance & Operations meeting</i> • <i>Wednesday 26th June 2024 at 6pm – Annual Configuration Meeting – at BFS</i> • <i>Wednesday 3rd July 2024 at 6pm – Annual Configuration Meeting – at SFS</i> • <i>Wednesday 18th September 2024 at 6pm – Annual Governor Conference</i>
19 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
18102023_M8	Mrs Waddington to bring a comparison of EYFS data 2022 and 2023 to the next meeting, which is being held on Wednesday 7 th February 2024.
	Mrs Seddon to complete a behaviour visit and bring her report to the next meeting, which is being held on Wednesday 7 th February 2024.
18102023_M14	Mrs Hellewell to speak with the Trust Executive Lead in Governance, People & Communication regarding the risk register and how governors should be monitoring the school risks, who should be amending the document and how.

I confirm these minutes of the meeting of the First Schools Governing Body held at 6pm at Birdsedge First School on Wednesday 18th October 2023 are true reflection of the meeting and are approved.

Signature	
Name	
Role	
Date	

