



THE GOVERNING BODY OF BIRDSEDGE FIRST SCHOOL

Meeting	Venue	Time	Date
Full Governing Body	Shelley First School	6pm	Wednesday 7 th February 2024

DFE	2078/2904
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Start of meeting	18:00
Close of meeting	19:12

Attendance	80%
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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
Chris Hill	Parent Governor	Sarah Stelling	Potential Governor
John Thompson	Parent Governor	Rebecca Breeze	Potential Staff Governor
		Absent with Consent	
Tracy Pinnock	Chair of Governors at SFS	Name	Role
Julia Moorhouse	Co-opted Governor	Jason Field	Trust Appointed Governor
Terry Sigsworth	Co-opted Governor	Philip Marshall	Trust Appointed Governor
Abigail Seddon	Parent Governor	Absent without Consent	
Lisa Pugh	Co-opted Governor	Name	Role

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20 Apologies for absence and consent	<p>RESOLVED: Apologies with consent were received from:</p> <ul style="list-style-type: none"> Mr Field – Trust Appointed Governor Mr Marshall – Trust Appointed Governor 								
21 Declarations of interest	<p>RESOLVED: There are no declarations of interest.</p>								
22 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>								
23 Representation	<p>Introductions were made by all.</p> <p>It was noted Mrs Breeze at Birdsedge First School came forward to nominate herself as staff governor. All governors approve for Mrs Breeze to become staff governor at Birdsedge First School.</p> <p>RESOLVED: Mrs Breeze to be appointed as a Staff Governor at Birdsedge First School as of 7th February 2024.</p>								
24 Notification of items to be brought up under Any Other Business	<p>RESOLVED: There was one item to brought up under any other business.</p> <ul style="list-style-type: none"> Staffing update at Shelley First School 								
25 Minutes for the meeting on 18 th October 2023	<p>RESOLVED: All agreed the minutes of the meeting held 18th October 2023 are approved as a true record of the meeting.</p>								
26 Matters arising	<table border="1"> <thead> <tr> <th>Minute Reference</th><th>Action</th></tr> </thead> <tbody> <tr> <td>18102023_M8</td><td> <p>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>RESOLVED: Complete</p> </td></tr> <tr> <td></td><td> <p>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>RESOLVED: Complete</p> </td></tr> <tr> <td>18102023_M14</td><td> <p>Mrs Hellewell to speak with the Trust Executive Lead in Governance, People & Communication regarding the risk register</p> </td></tr> </tbody> </table>	Minute Reference	Action	18102023_M8	<p>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>RESOLVED: Complete</p>		<p>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>RESOLVED: Complete</p>	18102023_M14	<p>Mrs Hellewell to speak with the Trust Executive Lead in Governance, People & Communication regarding the risk register</p>
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	<p>and how governors should be monitoring the school risks, who should be amending the document and how.</p> <p>RESOLVED: Complete</p>
27 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 headteachers report Term 2 23-24 • Accessibility plan reviewed January 2024 BFS • BFS Pastoral Data Autumn 2023 • BFS PE and Sport premium plan September 2023 • BFS School improvement plan reviewed January 2024 • Budget update BFS • EYFS data comparison 2022-2023 • Parent survey action plan January 2024 BFS • Pupil premium Strategy Sept 2023 BFS • Staff survey action plan January 2024 • Accessibility plan SFS 2023 – 2026 • Budget update SFS • PE spending plan SFS 2023 • Pupil premium strategy Sept 2023 SFS • SFS pastoral data autumn 2023 • SFS peer review • SFS school evaluation form Sept 2023 • SFS School improvement plan reviewed January • Staff survey action plan January 2024 SFS <p>Mrs Waddington responded to the following questions:</p> <p><u>Questions:</u></p> <p>Q: On the headteacher report it's not clear on what the NA that we're missing last term, phonics? If so, should the RAG explain? and why?</p> <p>A: Yes, the baselines obviously very early indicators last term. Currently although 50% not on track, only 1 pupil (with SEND) significantly below currently in more recent assessments.</p> <p>Q: There are two gaps within leadership on the headteacher report, is this an issue?</p> <p>A: No, it isn't an issue. Mrs Allen is meeting a potential parent governor and a staff governor has been appointed in this meeting.</p> <p>Q: In PE/Sport premium regarding swimming data, does this not get filled in because the schools don't have year 6 pupils?</p> <p>A: Yes, this data is only used in primary schools with year 6 pupils.</p> <p>Q: In some sections on the School Improvement Plan they are amber not green. Is there something else that should be documented? IE in a few cases the words suggest that things are</p>

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	<p>being done/in place, what stops it being green/what is left to do is not clear?</p> <p>A: The School Improvement Plan is a long-term document and a whole year plan. Amber suggests work has started but is currently not complete or embedded due to the time in year. More narrative can be added.</p> <p>Q: In the budget document why are pupil numbers forecasted to drop so dramatically in 27/28 than on original budget?</p> <p>A: It is an error on the graph.</p> <p>Q: The cost has gone up with the leadership model, why is this?</p> <p>A: This was always planned for more leadership at Birdsedge First School and there is an upper pay scale teacher who moves through the pay scales.</p> <p>Q: When was the parent survey completed?</p> <p>A: It was sent out in October 2023.</p> <p>Q: What was the response rate?</p> <p>A: The response rate was ok but ideally it could have been higher.</p> <p>Q: What if any on this occasion are headlines for us as LGB?</p> <p>A: There are a table of headlines is in the report. Overall, it's a positive picture. The main cohort to follow is year 3 as there are high SEND children in this year group.</p> <p>Q: Staff survey, has a low response rate why is this?</p> <p>A: It's hard to encourage staff to complete the survey. If staff had any issues they would come and speak to Mrs Waddington directly.</p> <p>Q: What is the reason for the drop in reading for Yr3 and what work is being done to improve this in line with other year groups?</p> <p>A: Any pupil who is below are on read write inc programme and are targeted with interventions. Phonics interventions 4 times per week and additional support with comprehension skills. Assessments are taking place every 6 weeks.</p> <p>Q: Training for Shelley First School is showing as Red for the Trust but Green for school, why is this?</p> <p>A: There were four colleagues outstanding training. Two colleagues have now completed the training, one colleague is on MAT leave and the other colleague has left the Trust.</p> <p>Q: Behaviour is amber, but I can't find anything relating to why this is, please can you clarify?</p> <p>A: The amber is from September (autumn term). It is green for this term. The school had a positive peer review and focused to improve this.</p>
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	<p>Q: Does the school know will the new headteacher structure have a positive impact on the current deficit? A: There are no definite costings complete currently.</p> <p>Q: Why is there a jump in teaching costs from last year and the how are the number of pupils being forecasted? A: Teaching costs have increased due to teacher progressing through their pay scales and their pay award last year was 6.5% which it normally is around 2% so it was significantly higher.</p> <p>Q: The SEF and SIP are very detailed, thank you. What are the priorities that you want governors to look at during their visits? A: Pupil voice, behaviour and Maths.</p> <p>Q: FSM/PP and SEND are all working below in EYFS, what is being done to address this? A: There has been improvement in the whole class. Intervention, small group teaching ratio 1 – 3, target support on carpet time. The school needs support from local authority to gain funding, which has a long wait time and a lot of paperwork. Appeals take place and then get refused and must reappeal. Children are being supported as much as possible.</p> <p>Mrs Pugh left the meeting at 18.32pm.</p> <p>It was agreed for Mr Hill to look at data when completing his Maths visit.</p> <p>Q: Year 1 SEN, there are 3 below in English and maths but then not in Foundation subjects, can you explain the differences please? A: Some children struggle with phonics, literacy and writing. Writing isn't a barrier and the school don't focus on written responses as they can be done orally.</p> <p>Q: There is one child in year 5 who is significantly below, what support does the school have in place for this child? A: The child is accessing alternative provision, has a huge network of support around them and has a part time, timetable. A lot of staff training has taken place regarding the child.</p> <p>Q: Persistent absence seemed high last term and are slightly under national average for absence, what action is the school taking? A: Attendance is looked at every half term and will be relooked at over Easter. A lot of absences are due to children going on holiday. Follow up meetings have taken place and targets have been set for any child whose attendance is under 90%.</p>

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	<p>Q: Appointing a staff governor who they could contact daily?? Might need to be clear of expectations here?</p> <p>A: Governors could be more present and visible so all staff and parents are aware of who governors are. There could be a section in the newsletter for governors to have their pictures and information about them and this information could also be put in the notice board in the playground.</p> <p>Q: Please can you clarify the project sport figures in the PE Spend, as I thought SFS had stopped using them?</p> <p>A: The school still uses them but they don't use it to cover teachers. It's used from the sport funding for after school clubs and lunch time activities.</p> <p>Q: It would be great to have a training session for governors on Rosenshine Principles to enable us to ask relevant questions on learning visits.</p> <p>A: A presentation can take place at the next meeting.</p> <p>ACTION: Mrs Hellewell to put Rosenshine Principles presentation on the agenda for the next meeting, which is being held on Wednesday 8th May 2024.</p> <p><u>Accessibility and Disability equality scheme</u></p> <p>Mrs Waddington noted Birdsedge and Shelley First Schools Accessibility and Disability equality schemes have been reviewed in January 2024 and no changes have been made.</p> <p>RESOLVED: All governors approve Birdsedge First School and Shelley First School Accessibility and Disability equality scheme documents.</p> <p><u>School events</u></p> <p>Mrs Waddington noted she will email all school events for the next term to governors.</p> <p>Mrs Greenough noted budget planning takes place every three years. The finance team will go through working copies and start to update them. Finances look positive for Birdsedge First School as they are less pupils leaving and more pupils coming in. Shelley First School is currently seeing the opposite and are having more pupils leave in year 5 than the number of pupils coming into reception class. This is a similar picture across the pyramid as there is a fall in birth rates.</p> <p>Monthly finance meetings take place and budgets are amended if needed in these meetings.</p> <p>Q: When do the schools know pupils' numbers for the upcoming academic year?</p> <p>A: Results are in April.</p>
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28 Safeguarding update	<p>RESOLVED: There are no safeguarding concerns to report.</p> <p>Mrs Waddington noted safeguarding audit were complaint and positive meetings. The Safeguarding audit reports will be uploaded into the folder on Teams once available.</p>
29 Communications from the Trust	<p><u>Operational KPI review</u></p> <p>RESOLVED: Governors noted receipt of the operational KPI review report.</p> <p><u>Peer reviews Term 1</u></p> <p>Mrs Waddington noted Birdsedge First School peer reviews was postponed and will be taking place later in the year. Shelley First Schools peer review took place and the report was shared with governors prior to the meeting.</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><u>Parent survey outcomes</u></p> <p>RESOLVED: Governors noted receipt of the 'Parent survey outcomes Autumn 2023' document.</p> <p><u>Colleague survey outcomes</u></p> <p>RESOLVED: Governors noted receipt of the 'Colleague survey 2023 governors' document.</p>
30 Governor update	<p><u>Assurance visits</u></p> <p>Mrs Seddon noted she had completed a Safeguarding visit and will upload her report into the folder on Teams once written.</p> <p>Mrs Pinnock noted she had completed a Reading and Writing visit. Her report is in the folder on Teams.</p> <p>Mrs Howgill noted she has completed a school visit.</p> <p>It was noted Mrs Pugh had completed a SEND visit in school and her report is in the folder on Teams.</p> <p><u>Upcoming training</u></p>

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	<p>Mrs Hellewell noted there is a training spreadsheet for 23/24 with suggested training for governors to complete on the NGA website.</p> <p>Mrs Hellewell reminded governor to let her know if they have undertaken any training.</p> <p>ACTION: Mrs Hellewell to send governors the training spreadsheet for 23/24.</p> <p><u>Other activity attended</u></p> <p>Mrs Hellewell have a brief explanation regarding what topics were discussed at the development session which took place in November 2023.</p> <p>It was agreed for Mrs Moorhouse and Mrs Stelling to conduct a joint visit in school to look at behaviour and pupil voice.</p>
31 Policy update	<p>There were no school policies that were due for approval.</p>
32 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"> • NGA governance workload report • NGA governance workload summary report <p>RESOLVED: Governors noted receipt of these documents.</p>
33 Any other business	<p>RESOLVED: There was one item brought up under any other business.</p> <p><u>Shelley staffing update</u></p> <p>Mrs Greenough noted Shelley First School has appointed Mrs McLoughlin as new headteacher.</p> <p>Mrs McLoughlin is currently a deputy headteacher and brings lots of good expertise with her. Mrs McLoughlin will start her new role on Monday 8th April 2024.</p> <p>Mrs Waddington will provide mentoring and coaching for Mrs McLoughlin one day a week, which will allow continuity.</p> <p>Mrs Greenough noted her thanks on behalf of the Trust and Governors to Mrs Smith and Mrs Waddington for all their hard work and support.</p> <p>There was a discussion between chairs regarding whether first schools meeting should continue as joint or go back to being separate.</p>

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	It was agreed for the meeting in May to be held joint at Shelley First School and the summer meetings to be separate as originally planned.
<p>34 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>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>Thursday 13th June 2024 at 10am – Birdsedge School Finance & Operations meeting</i> • <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>
<p>35 Agenda, minutes and related papers to be excluded from published version.</p>	<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
07022024_M27	Mrs Hellewell to put Rosenshine Principles presentation on the agenda for the next meeting, which is being held on Wednesday 8 th May 2024.
07022024_M30	Mrs Hellewell to send governors the training spreadsheet for 23/24.

I confirm these minutes of the meeting of the First Schools Governing Body held at 6pm at Shelley First School on Wednesday 7th February 2024 are true reflection of the meeting and are approved.

Signature	
Name	
Role	
Date	

