



THE GOVERNING BODY OF FIRST SCHOOLS

Meeting	Venue	Time	Date
Full Governing Body	Shelley First School	6pm	Wednesday 8 th May 2024

DFE	2078/2904
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Start of meeting	18:06pm
Close of meeting	19.30pm

Attendance	92%
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Present		In attendance	
Name	Role	Name	Role
Donna Waddington	Headteacher at BFS	Sorrel Hellewell	Clerk
Liz McLoughlin	Headteacher at SFS	Molly Farrington	Apprentice Business Support Officer
Sian Hyett-Allen	Chair of Governors at BFS		
Chris Hill	Parent Governor		
Tracy Pinnock	Chair of Governors at SFS	Name	Role
Julia Moorhouse	Co-opted Governor	John Thompson	Parent Governor
Terry Sigsworth	Co-opted Governor		
Abigail Seddon	Parent Governor	Absent without Consent	
Lisa Pugh	Co-opted Governor	Name	Role
Jason Field	Trust Appointed Governor		
Philip Marshall	Trust Appointed Governor		
Rebecca Breeze	Potential Staff Governor		

Item	Minutes
36 Apologies for absence and consent	<p>Welcome and introductions were made.</p> <p>It was noted Mrs Moorhouse will be chairing the meeting.</p> <p>RESOLVED: Apologies with consent were received from:</p> <ul style="list-style-type: none"> Mr John Thompson – Parent Governor
37 Declarations of interest	<p>RESOLVED: There are no declarations of interest.</p>
38 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>
39 Representation	<p>Mrs Hellewell noted Mr Marshall's term ends on 16th May 2024.</p> <p>Mr Marshall confirmed he would like to renew his term for 1 year.</p> <p>All governors approve Mr Marshall to renew his term as a Trust appointed governor for another 1 year.</p> <p>RESOLVED: Mr Marshall to be appointed as a Trust Appointed governor from 16th May 2024 to 15th May 2025.</p>
40 Rosenshine Principles presentation	<p>It was noted in the previous meeting that governors were keen to gain more of an understanding regarding Rosenshine Principles.</p> <p>Mrs Waddington presented 'Principles of instructions' slides and gave a brief explanation regarding Rosenshine principles.</p> <p>Slides</p> <ul style="list-style-type: none"> Principles of instructions What are the 10 principles Making sure there is a deep understanding of the 10 principles. Rosenshine's principles in action Retrieval practice – weekly and monthly review What is cognitive load theory Spaced retrieval – importance of leaving a gap and checking that information has been retrieved. Spaced retrieval activities Daily and spaced retrieval through memory Brain dump <p>The 10 principles are as followed:</p> <ol style="list-style-type: none"> 1. Begin the lesson with a review of previous learning 2. Present new material in small steps 3. Ask a large number of questions (and to all students) 4. Provide models and worked examples

Item	Minutes
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	<p>5. Practice using the new material</p> <p>6. Check for understanding frequently and correct errors</p> <p>7. Obtain a high success rate</p> <p>8. Provide scaffolds for difficult tasks</p> <p>9. Independent practice</p> <p>10. Monthly and weekly reviews.</p> <p>Q: Could you provide an example of scaffolding?</p> <p>A: Scaffolding makes something easier for the child to understand and retain.</p> <p>Q: When governors complete their assurance visits, should they see examples of retrieval?</p> <p>A: Yes, they should but the schools aren't currently at that point yet as the principles need embedding more.</p> <p>Q: Are Rosenshine principles age related?</p> <p>A: No, Rosenshine principles is for every age, but it is separated for each aged pupil.</p> <p>Q: Is this a framework to be formalised? Is this an idea that everyone does this and staff add this framework to their teaching?</p> <p>A: Yes, this learning will be embedded as staff practice it more often. Overtime this will be subject monitored and discussed with teachers to show pupil learning.</p> <p>The schools have received CPD regarding Rosenshine principles within the Trust and this has allowed good practices to be shared.</p>				
41 Notification of items to be brought up under Any Other Business	<p>RESOLVED: There were no items to brought up under any other business.</p> <p>It was noted new parent meetings are taking place on Tuesday 4th June at Shelley First School and Thursday 6th June for Birdsedge First School.</p>				
42 Minutes for the meeting on 7 th February 2024	<p>Mrs Pugh noted there was an error in item 30 regarding her assurance visit as her visit was SEND not EYFS and Mrs Seddon's visit was Safeguarding.</p> <p>RESOLVED: All agreed the minutes of the meeting held 7th February 2024 are approved as a true record of the meeting with the amendment that Mrs Pugh has noted above.</p>				
43 Matters arising	<table border="1"> <thead> <tr> <th>Minute Reference</th><th>Action</th></tr> </thead> <tbody> <tr> <td>07022024_M27</td><td>Mrs Hellewell to put Rosenshine Principles presentation on the agenda for the next meeting, which is being held on Wednesday 8th May 2024.</td></tr> </tbody> </table>	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.
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Item	Minutes
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		RESOLVED: Complete. Refer to item 5.
	07022024_M30	Mrs Hellewell to send governors the training spreadsheet for 23/24.
		RESOLVED: Complete
44 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 3 • BFS April 24 budget update BFS • BFS School improvement plan reviewed April 2024 • Introductory Article • Pastoral and Attendance data • School events dates 28.4.24 • SEF September 2024 BFS updated April 2024 • Data Spring 2024 BFS • SFS April 24 – Budget update • SFS School Evaluation Form Sept 2023 final • SFS School Improvement Plan Reviewed January 2024 latest • Spring Term Data SFS <p><u>Questions:</u></p> <p>Mrs McLoughlin responded to the following questions:</p> <p><u>SFS</u></p> <p>Q: Please can you confirm the qualification criteria for “disadvantaged”?</p> <p>A: These are children who are on free school meals, family are in the armed forces or they have been on free school meals in the last six years.</p> <p>Q: In the data for year 2 no child is working at “Above”; in a class of 30 children is this unusual? Is there a reason why attainment is particularly low for this cohort and is there any way to address?</p> <p>A: The school have no concerns. The school expects some pupils to be working above and there are regular progress meetings that are taking place.</p> <p>Q: Is the innovative way of teaching maths established under the previous head still in operation within the school given the departure of another maths teacher at Christmas last year?</p> <p>A: Yes, Mastery math’s is still being taught. Two members of staff are on the training program and there is a whole approach which is already embedded.</p> <p>Q: Are there any planned redundancies at SFS given the deficit of £25,485? Is it expected that the deficit will be addressed by the end of the school year or will it be taken into 2025?</p>	

Item	Minutes
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	<p>A: There are staff changes which will be taking place. The school budget is a working progress and all budget scenarios are being investigated.</p> <p>Q: The form is dated 2022/2023 in all areas; does this data cover up to the Christmas 2024 term?</p> <p>A: The data is 2022/2023. Term one is up to Christmas 2023.</p> <p>Q: I believe Kirklees have toughened up their policy on fining for persistent absence; are there any plans to cascade this information to parents so that they are aware why they receive letters on attendance etc.?</p> <p>A: The uses the Mast policy and are issuing letters every half term to parents. Attendance is currently at 96.1%. Persistence absence has reduced in term two. There are certain factors regarding persistence absence which includes SEND and medical needs.</p> <p>Q: The 2.5 days of exclusion how is this being dealt with? Has there any improvement in what caused the exclusion? It also does show which term but assume it is more recent?</p> <p>A: The 2.5 days exclusion were from the last academic year and have been dealt with.</p> <p>Q: Continue to work towards Eco School status, appears red on the report, is this still an aspiration?</p> <p>A: Yes, it is but there are other priorities currently. The Eco school status has now been allocated to a different member of staff.</p> <p>Q: Cites the implementation of a traffic light system; is this still in use?</p> <p>A: Yes, it is and it will continue. It is up in the classrooms and it has changed to a 5-step approach, which is a lot more supportive.</p> <p>Mrs Waddington responded to the following questions:</p> <p><u>BFS</u></p> <p>Q: Why is there a massive jump in teaching costs from 23-24 to 24-25?</p> <p>A: This isn't a direct increase in teaching costs. 2023-24 originally had 50% of Heads salary which off-set a lot of the teaching costs. This has changed for the summer term where 50% re-charge has reduced, which has increased teaching costs. The document is constantly updated will be updated as school improvement work is finalised for 2024.</p> <p>Q: Why predict a large cumulative surplus? And what has changed to make figures so much better than the ones in the original budget?</p> <p>A: Pupil numbers have increased more than predicted as well as in year joiners. High Need pupils has increased with large percentage of new intake being children with EHCPs And Headteacher outreach work still being predicted.</p>
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Item	Minutes
	<p>Q: What is the condition improvement funding that has been approved for Birdsedge?</p> <p>A: Electrical rewire including new LED lighting which will be completed in the Spring bank holidays and a new boiler which will be fitted in the summer holidays.</p> <p><u>Finance & Operations update</u></p> <p>Mr Marshall noted the following points from Birdsedge First School finance and operations meeting:</p> <ul style="list-style-type: none"> - The school are trying to find different ways to cut costs. - Looking at how the school could potentially raise money for example fund raising and grants. - The headteacher brings in extra income from Ofsted and school improvement. <p>Q: Could the school potentially hire out the hall?</p> <p>A: This has previously been investigated but it would be balancing the cost out from locking up the building and cleaning costs.</p> <p>Mrs McLoughlin noted Shelley First School are looking into fund raising, hiring out the Eco lodge etc.</p> <p>Pupil numbers overall in Kirklees are challenging low and nationally by 2028 there will be around 10% less primary pupils. There are very few schools in Yorkshire / Northeast that are achieving full classes.</p>
45 Safeguarding update	RESOLVED: There are no safeguarding concerns to report.
46 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>Questions from BFS</u></p> <p>Q: When will actions from the website review be completed? How often is the website reviewed to ensure its compliant?</p> <p>A: The school website is reviewed annually. The website has recently had a new platform and some data hasn't moved across, which is the reason why it isn't compliant.</p> <p>Q: Are staff aware of how to report a near miss and do you think they feel comfortable reporting one if it happened?</p> <p>A: There are no concerns with staff. They are all fully trained and compliant.</p>

Item	Minutes
	<p>Q: The riddor accident that reported at Birdsedge, could further detail be given regarding this? A: It was a head injury with a pupil who was playing a game. The school advised mum to take the pupil to hospital to be checked over and it was reported as it's part of the process.</p> <p>Q: With the live legal claim, is there anything other schools within the trust can learn from this? A: The Trust deals with all live legal claims and the other schools have no details of any live legal claims unless it's their school.</p> <p>Q: The GDPR audit is completed and marked green but the date in the box is in the future, could the colour coding be explained? A: The box is marked green because its complete. As GDPR audits take places annually, it will stay green until the next audit has taken place on the due date. If the audit wasn't to take place when it should then the colour would change.</p> <p>Q: Energy consumption, is this a new KPI as there are no figures? A: This was previously imputed by a colleague who has now left the Trust. This section is going to be reviewed at a Trust level.</p> <p>Q: Why is total data storage a KPI? What are the figures compared against to mean anything? A: This was previously imputed by a colleague who has now left the Trust. This section is going to be reviewed at a Trust level.</p> <p><u>Termly governance and policy update Term 2</u></p> <p>RESOLVED: Governors noted receipt of the 'Termly governance and policy update Term 2' document.</p> <p><u>Website and GIAS outcomes</u></p> <p>Mrs Hellewell noted both SFS and BFS GIAS (Get Information About School) are compliant. There are a few areas that need amending on both the websites which the relevant colleagues are aware off and will make amendments to ensure the websites are compliant.</p>
47 Governor update	<p><u>Assurance visits</u></p> <p>Mr Marshall noted he had completed an assurance visit regarding 'Middle Leadership progress review' and gave a brief explanation around his assurance visit.</p> <p>Mr Marshall noted he had a walk around school and spoke with some of the pupils.</p> <p>Mrs Allen noted she had completed a SEND assurance visit and will type her report up shortly.</p>

Item	Minutes
	<p>Mrs Seddon and Mrs Moorhouse noted they conducted a visit into school regarding safeguarding.</p> <p>Mrs Moorhouse noted she had completed a visit and met with the assistant headteacher regarding behaviour.</p> <p>Mr Hill noted he needs to reschedule his visit regarding Data.</p> <p><u>Training attended</u></p> <p>It was noted some governors have completed some of the NGA training that was provided by the Trust. Mrs Hellewell reminded governors to let her know once they have completed the training, so this can be recorded on their configuration document.</p> <p><u>Other activity attended</u></p> <p>Mrs Allen, Mrs Pinnock and Mrs Moorhouse noted they attended the Chairs of Board meeting recently and there were some good discussions that took place.</p> <p>Mr Marshall apologised for the short notice of the postponing of the development session. This was due to waiting for the external governance review report.</p> <p>The postponed meeting is now taking place on Tuesday 4th June 2024.</p> <p><u>Questions from SFS</u></p> <p>Q: Is there a safety concern regarding the grassed area near the shed below the reception playground which seems to be open to the wooded area beyond?</p> <p>A: There is fencing which is being put all the way around. This is still in the planning process and hasn't been widely communicated out yet. There will be an automatic entrance and the car park will be an enclosed space.</p> <p><u>Skills Audit 23/24</u></p> <p>Mrs Hellewell noted the Skills Audit form 23/24 and Trust evaluation form has been sent out to all governors and are due to be completed by Friday 24th May 2024.</p>
48 Policy update	<p>There were no school policies that were due for approval.</p> <p>Mrs McLoughlin requested for Mr Field to sign Shelley First School Sports premium document.</p>

Item	Minutes
<p>49 Important updates for Governing bodies</p>	<p>The following documents had been provided to governors prior to the meeting for information:</p> <ul style="list-style-type: none"> • Academy Trust Governance Guide • Summary of changes of the 'Academy Trust Governance Guide') • Early Years inspection handbook • Summary of changes of the 'Early Years inspection handbook.' <p>RESOLVED: Governors noted receipt of these documents.</p> <p>Q: In the Academy Trust Governance Guide LGB are renamed 'Local Committees', are we now called local committees or governing body?</p> <p>A: Governors are committee boards of Trustees. The government are trying to clarify what the role of governors are. In the document Mat's refer to local committees but there is not any need to worry about the terminology.</p>
<p>50 Any other business</p>	<p>RESOLVED: There were no items brought up under any other business.</p>
<p>51 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 4th June 2024 at 6pm – Being strategic training session</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>52 Agenda, minutes and related papers to be excluded from published version.</p>	<p>RESOLVED: A matter discussed in item 47 has been excluded from the minutes for confidentiality reasons.</p> <p>Shelley First School governors agreed for their meetings to take place on a Tuesday in the academic year 24/25.</p>

Summary of Actions

Minute Reference	Action

