

THE GOVERNING BODY OF FIXBY JUNIOR AND INFANT SCHOOL

Minutes of the meeting of the Governing Body held at the school on Wednesday 14 December 2022 at 6.00pm.

PRESENT:

Mrs N Whitelaw (Chair), Mrs C Allen (Headteacher), Mr S Conroy (on Zoom), Mr Y Aftab, Mrs A Baggley, Mrs S Brewster, Mr A Douglas, Ms V Garside, Miss K Hunt, Mrs A Hussain, Mr M Rutter.

In Attendance

Miss A Emery (Minute Clerk)

As Mr S Conroy was accessing the meeting virtually from abroad, Mrs N Whitelaw chaired the meeting

Item		Minutes	Action
1.	Election of Chair	<p>As Mr S Conroy had previously been elected Chair for twelve months until September 2023, and not Mrs C Allen (Head Teacher) as minuted in error, at the previous meeting of the Full Governing Body (FGB) on 14 September 2022, Governors confirmed the following resolution:</p> <p>RESOLVED: That Mr S Conroy be elected Chair for twelve months until September 2023.</p>	
2.	Apologies for absence, consent and declarations of interest	<p>Apologies were received with consent from Mrs S Ahmed, Mrs A Bashir, Mrs A Hatfield and Ms H Oldfield.</p> <p>(a) <u>Approve the Governors' Code of Conduct</u></p> <p>Governors confirmed that the governors' code of conduct had been previously approved at the previous FGB meeting of 14 September 2022 and confirmed the resolution as follows:</p> <p>RESOLVED: That the NGA code of conduct be approved.</p>	

		<p>(b) <u>Declaration of Business Interest Information</u></p> <p>The Chair reminded governors to check and update their information if they had not already done so.</p> <p>ACTION: All Governors to check their business interest information.</p> <p>(c) <u>Get information about schools (GIAS)</u></p> <p>The Head Teacher confirmed that the School Business Manager checked the GIAS information regularly.</p>	<p>All Governors</p>												
<p>3.</p>	<p><u>Notification of items to be brought up under Any Other Business</u></p>	<p>The following items were notified to be raised under Any Other Business:</p> <ul style="list-style-type: none"> • UPS 2 • Dismissal panel membership • Governors’ handbook 													
<p>4.</p>	<p>Representation</p>	<p>4.1 <u>Resignation</u></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Name</u></th> <th style="text-align: left;"><u>Category</u></th> <th style="text-align: left;"><u>With Effect From</u></th> </tr> </thead> <tbody> <tr> <td>Mr S Andersen</td> <td>Co-opted</td> <td>27 July 2022</td> </tr> <tr> <td colspan="3"> <u>End of Term of Office</u></td> </tr> <tr> <td>Mrs A Hussain</td> <td>Parent</td> <td>5 February 2023</td> </tr> </tbody> </table> <p>Governors discussed Mrs A Hussain’s end of term of office and proposed that she re-apply as a Parent Governor.</p> <p>All agreed.</p> <p>ACTION: Mrs A Hussain to re-apply for the post of Parent Governor on the Governing Body.</p>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Mr S Andersen	Co-opted	27 July 2022	 <u>End of Term of Office</u>			Mrs A Hussain	Parent	5 February 2023	<p>Mrs A Hussain</p>
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		<p>4.2 <u>Appointment of a Co-opted Governor (to consider the appointment of Mr M Rutter)</u></p> <p>RESOLVED: That Mr M Rutter be appointed as a Co-opted Governor.</p> <p>The Chair welcomed Mr M Rutter to the Governing Body.</p> <p>4.3 Governors also noted that Mr A Douglas' term of office as a co-opted governor finished on 22 March 2023. He expressed his willingness to stand again.</p> <p>The Chair proposed that this should be discussed at the meeting of the Standards & Effectiveness committee on 22 March 2023 and then the decision sent for ratification at the meeting of the Full Governing Body on 29 March 2023.</p> <p>All agreed.</p>	
5.	Minutes of the meeting held on 21 July 2022	RESOLVED: That the minutes of the meeting held on 21 July 2022 be accepted as a true record of the meeting.	
6.	Matters arising from the meeting held on 21 July 2022	<p><u>Kirklees Learning Partner (KLP) report (Minutes 25 and 10 (d) refer)</u></p> <p>The Head Teacher reported that the visit of the KLP planned for 22 September had been cancelled.</p>	
7.	Minutes of the meeting held on 14 September 2022	<p>RESOLVED: That the minutes of the meeting held on 14 September 2022 be accepted as a true record of the meeting, subject to the following amendments:</p> <p><u>Minute 1</u></p> <p>The substitution of “the Head Teacher was duly elected. Nominated by Mr S Conroy, seconded by Mrs A Bashir”, by – “Mr S Conroy was elected Chair and was nominated by Mrs C Allen (Head Teacher) and seconded by Mrs A Bashir.”</p> <p><u>Minute 1</u></p> <p>The addition of the phrase –</p>	

		<p>RESOLVED: That Mr S Conroy be elected Chair for twelve months.</p> <p><u>Minute 2 (a)</u></p> <p>The deletion of the sentence “This to be included onto committee meetings and be sent out for the next meeting.”</p> <p>The addition of the phrase –</p> <p>RESOLVED: That the NGA code of conduct be approved.</p> <p><u>Minute 2 (c)</u></p> <p>The substitution of “Head Teacher” in the action column with “School Business Manager.”</p> <p><u>Minute 4</u></p> <p>The correct spelling of Mr M Rutter’s name.</p> <p><u>Minute 5</u></p> <p>The substitution of the phrase “seconded by Ms K Hunt” with “seconded by Mrs A Bashir.”</p>	
<p>8.</p>	<p>Matters arising from the meeting of 14 September 2022</p>	<p>1. <u>Membership of statutory committees and terms of reference (Minute 6 refers)</u></p> <p>Governors confirmed that the committee structure had been agreed as detailed in the minutes.</p> <p>Governors confirmed that the membership of the Head Teacher’s Performance Management Group had been agreed as follows:-</p> <p>Appraisal Panel Shaun Conroy</p>	

		<p>Nicole Whitelaw Sue Brewster</p> <p>Governors confirmed that the Terms of Reference (TOR) had been discussed and all had agreed to the following:</p> <p>RESOLVED: That the TORs be discussed and agreed at the Resources and Standards & Effectiveness Committee meetings and ratified at the Full Governing Body meeting on 14 December 2022.</p> <p>All agreed.</p> <p>2. <u>Assessment Link Governor (Minute 7 refers)</u></p> <p>RESOLVED: That Mr M Rutter be appointed Assessment Link Governor.</p> <p>3. <u>Appointment of Governors with specific responsibilities (Minute 7 refers)</u></p> <p>Governors confirmed the following:</p> <p>RESOLVED: That the following governors be appointed with specific responsibilities:</p> <ul style="list-style-type: none"> • SEND (Special Educational Needs & Disabilities) - Mrs K Hunt • Governor Training Contact – Mrs A Hatfield • Governor for Children Looked After – Mrs S Brewster • Child Protection / Safeguarding Governor – Mrs S Brewster • EYFS (Early Years Foundation Stage) – Mrs A Baggley • Wellbeing Governor – Mrs A Bashir • Equality Governor – Mrs K Hunt • Pupil/Sports Premium - Mr S Conroy • Attendance Governor - Mrs S Brewster • Assessment Governor – Mr M Rutter • Curriculum – Mrs N Whitelaw • Learning for life – Mrs A Hussain 	
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		<ul style="list-style-type: none"> • Mathematics – Mrs H Oldfield • English – Mr A Douglas • Health & Safety – Mr Y Aftab <p>4. <u>Year calendar (Minute 7 refers)</u></p> <p>The Head Teacher confirmed that the yearly calendar had been sent out to all the Governors.</p>	
9.	Reports from committees	<p>i. <u>Standards and Effectiveness Committee</u></p> <p>Mrs N Whitelaw had now sent the Standards & Effectiveness Committee report through to all governors.</p> <p>ii. <u>Resources committee</u></p> <p>ACTION: Mr S Conroy to upload the Resources report onto the governor zone.</p> <p>a. Governors discussed and ratified the staff pay structure which had been agreed at the Resources Committee meeting on 18 October 2022.</p> <p>Mrs V Garside left the meeting at 6.40pm.</p> <p>b. Governors discussed and agreed the recommendations from the Head Teacher, in regard to paying (Upper Pay Scale 2) UPS2 for the nominated staff.</p> <p>Mrs V Garside returned to the meeting at 6.50pm.</p>	Mr S Conroy
10.	Head Teacher's Report and governor questions	<p>The Chair welcomed the display of School's vision and values on the front page of the report.</p> <p>The Head Teacher presented her report to the governors and highlighted the following key points:</p>	

		<p>a) <u>Number on roll</u></p> <p>School was now oversubscribed by one child with the number on roll being 316. However, School did have one child less in the EYFS.</p> <p>QUESTION: Had there been an impact on behaviour in the classes with 30 pupils; especially as some of those classrooms were quite small and there could also be up to three adults in the rooms too?</p> <p>ANSWER: It could be quite challenging, but School had no choice in the matter, if the children allocated were SEND children or had come because of an appeal. School did try and place the children in the right class and level for them and would contact their previous school for information to support this. However School did not have much flexibility in terms of space.</p> <p>The Chair commented that the Local Authority (LA) needed to be aware of the issue of the actual physical space in School and that School had a lot of children with Education, Health and Care plans (EHCP).</p> <p>Mrs V Garside added that it was also not always possible to do one-to-ones with the children in the classrooms. In those situations, the child had to go out to the hub.</p> <p>The Head Teacher noted that she did not attend the appeals meetings in person, but she did send information through.</p> <p>QUESTION: What percentage of appeals are accepted?</p> <p>ANSWER: Not that many, currently.</p> <p>QUESTION: Who can attend the appeals? Are governors or School able to attend?</p> <p>ANSWER: Parents and governors are able to attend.</p> <p>ACTION: The Head Teacher to find out what percentage of appeals are accepted</p>	<p>Head Teacher</p>
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		<p>The Head Teacher acknowledged that the current situation did put extra pressure on both the children and the staff. Ideally School would prefer a two-form entry rather than the current one and a half entry, but there were not always enough appeals to justify that.</p> <p>ACTION: The Head Teacher to compile a report to send to the LA.</p> <p>b) <u>Free School Meals (FSM)</u></p> <p>There were 27% of the children accessing FSM. The Head Teacher explained that during covid, the free school meal vouchers had increased the take-up.</p> <p>QUESTION: Are the figures now an accurate reflection or could they increase further?</p> <p>ANSWER: Yes they are certainly a more accurate reflection now.</p> <p>QUESTION: Would the cost of living increases this winter affect the take-up too?</p> <p>ANSWER: Yes definitely.</p> <p>c) <u>SEND</u></p> <p>QUESTION: The support for SEND children seems to have reduced?</p> <p>ANSWER: Yes that is right. The figures relate to support for Year Two children and above rather than for the EYFS children.</p> <p>The Head Teacher added that there had been no changes in the number of children who had English as an additional language (EAL).</p> <p>d) <u>2021-2022 Outcomes</u></p> <p>The Head Teacher presented the current in-house data summary.</p> <p>QUESTION: I note that EYFS children are struggling in terms of their gross motor skills. What is the reason for this?</p> <p>ANSWER: The children were covid babies, so they have not had the same</p>	<p>Head Teacher</p>
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opportunities to play outdoors and learn to ride bikes etc. This has resulted in them not having developed their core strength. Conversely their fine motor skills, for example their writing skills have not been affected.

QUESTION: Have other local schools experienced the same thing?

ANSWER: School could investigate this certainly.

ACTION: The Head Teacher to contact other schools to ascertain if they are experiencing the same situation with EYFS children.

QUESTION: I presume it is better to have the fine motor skills in place as it is easier to develop the gross motor skills, rather than the other way round?

ANSWER: Yes educationally speaking, that is the case.

e) Suspension summary

Governors discussed the Suspension summary which had been raised at the Standards and Effectiveness committee and sent through to the Full Governing meeting.

The Head Teacher clarified that it was very rare to have to use Team teach techniques to restrain a child.

QUESTION: How are staff supported in these situations?

ANSWER: Staff always have a de-briefing session afterwards. These recent incidents were all very minor too.

QUESTION: Did School receive any feedback from the parents, following these incidents?

ANSWER: One was a historical issue which one parent questioned. School provided them with a copy of the Government's Use of reasonable force policy.

QUESTION: Does School inform parents and explain the reasons for the

**Head
Teacher**

		<p>use of Team teach techniques?</p> <p>ANSWER: Yes School always made parents fully aware of the situation. Incidents were also logged both on the Child Protection On-line Management System (CPOMS) and the Team teach system.</p> <p>QUESTION: Have the local PCSOs visited School to talk about knife crime and if so, has it had a positive impact on the children and parents?</p> <p>ANSWER: The PCSOs came into School to talk to the children in Years Three to Six. One of the PCSOs was particularly good but the other one found it harder to keep the children engaged.</p> <p>QUESTION: Are other topics covered such as the dangers of playing on ice?</p> <p>ANSWER: The Learning for Life curriculum covered this area under safety. School also covered firework safety and the dangers of swimming in lakes, in weekly class assemblies, which also allowed for more discussion which was helpful.</p> <p>f). <u>Attendance</u></p> <p>QUESTION: Why are the unauthorised attendance figures going in the wrong direction?</p> <p>ANSWER: This is down to unauthorised holidays and is a national trend too.</p> <p>QUESTION: Were parents charged a fine of £60 per child?</p> <p>ANSWER: Yes that is correct.</p> <p>QUESTION: Is the cut-off limit four and a half days?</p> <p>ANSWER: Yes. School might authorise a day off for family weddings.</p> <p>The Head Teacher added that School had recently sent out 180 letters to parents whose children's attendance was under 96% for this term; as it was important to make parents aware of the situation.</p>	
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		<p>QUESTION: The figures do not include any covid absences do they? ANSWER: No, covid absences are not included.</p> <p>QUESTION: I note that 68% of the support staff have had 1 day off sick? ANSWER: Yes, the support staff do a lot of one to ones with children and there have been a lot of infections about.</p> <p>The Head Teacher also pointed out that the systems in School had been tightened up, and staff who hit triggers were starting the Attendance Management Process immediately. Targets were set for these staff and their attendance monitored.</p> <p>QUESTION: Does School cover teacher absences in-house? ANSWER: The first two days were covered in house and then the insurance paid for supply cover if needed.</p> <p>QUESTION: What about the non-teaching staff? ANSWER: School had to cover their absences in-house as there was no insurance cover for them. It was also actually better for the children to have the consistency of support too.</p> <p>h). <u>Safeguarding data</u></p> <p>Operation Encompass - 3 children</p> <p>Child in need (CIN) – 1 child</p> <p>Team around the family (TAF) – 3 children</p> <p>QUESTION: Is School leading on the TAFs? ANSWER: Yes it is.</p> <p>QUESTION: Can the family initiate the TAF? ANSWER: Yes, as it can be a helpful support mechanism for families.</p> <p>QUESTION: Does School think there will be an increase in TAFs due to the impact of the cost-of-living crisis?</p>	
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		<p>ANSWER: Yes, definitely.</p> <p>QUESTION: Can schools initiate TAFs for families?</p> <p>ANSWER: Yes they can but it has to be done in agreement with the parents and schools need to get agency involvement too.</p> <p>QUESTION: Are the agencies being pro-active?</p> <p>ANSWER: Ideally, they would be, but as they are very stretched, they are focusing particularly on the families for whom they have the greatest concerns.</p> <p>The Chair thanked the Head Teacher for her report.</p>	
11.	School Development Plan (SDP): Priorities 2022/23	<p>The Chair confirmed that the SDP Priorities for 2022 to 2023 had been set.</p> <p>All agreed.</p>	
12.	Safeguarding	<p>Mrs S Brewster had done a safeguarding visit in November and would next do a visit in January when she would carry out the safeguarding audit.</p> <p>ACTION: Mrs S Brewster to do a safeguarding visit in January along with the safeguarding audit.</p>	Mrs S Brewster
14.	Financial management and monitoring.	<p>The Chair explained that the report had been completed and was awaiting uploading to the Governor Zone.</p> <p>ACTION: The School Business Manager to upload the Financial management report to the Governor Zone.</p>	School Business Manager
15.	Kirklees model teacher pay policy.	RESOLVED: That the Kirklees model teacher pay policy be agreed.	
16.	Consultation on admission arrangements for 2024/25.	<p>School's Published Admission Number (PAN) would be 45 for 2024/2025.</p> <p>The Head Teacher proposed that School should have a two-form entry from 2025/2026, especially as there were new housing developments being planned in both Bradley and Fixby.</p>	

		All agreed.	
17.	Policies for review.	<p>The Standards & Effectiveness Committee had reviewed the following policies at their meeting on 7 December 2022: -</p> <ul style="list-style-type: none"> • Children with health needs who cannot attend school • Special Educational Needs and Disabilities (SEND) • Early Years Foundation Stage (EYFS) • Equality • Anti-bullying • Pupil Premium • Remote Learning <p>RESOLVED: That all the above policies be approved.</p>	
18.	Governor training and governor visits	<p>The Chair recommended that governors should look at the governor zone, and also report back on their visits and training at the committee meetings.</p> <p>ACTION: All governors to look at the governor zone, and report back on training and visits at the committee meetings.</p>	All
19.	Annual evaluation of a Governing Board's effectiveness.	The Chair reported that this was on-going. The steering group which comprised the Head Teacher, the Deputy Head Teacher, the Chair, and the Vice Chair were meeting regularly to progress it.	
20.	Head Teacher's appraisal	<p>The Head Teacher and Mrs V Garside left the meeting at 7.40pm.</p> <p>The Resources committee had previously discussed this. Mr S Conroy updated governors and shared the recommendations.</p>	

		<p>All agreed.</p> <p>The Head Teacher and Mrs V Garside returned to the meeting at 7.45pm.</p>	
21.	Any Other Business	<ul style="list-style-type: none"> Dismissal Panel membership. <p>Mrs S Brewster, Mr A Douglas and Mrs N Whitelaw to form the panel for 19 January.</p> <ul style="list-style-type: none"> Governor Training Handbook <p>Mr S Conroy recommended the new handbook to all the governors and invited feedback from them and especially from the newer governors. The handbook would be reviewed at the end of the year.</p> <p>ACTION: Governors to send feedback about the new Governor handbook to Mr S Conroy.</p> <p>ACTION: The Head Teacher to email the handbook out to all governors.</p> <p>The Chair also recommended the following publication to Mr M Rutter - "Understanding your data: a guide for school governors and academy trustees."</p> <p>The Head Teacher thanked all the governors for both attending and helping with the Christmas events and also expressed her appreciation to Mrs A Hussain for the pantomime funding.</p>	<p>All</p> <p>Head Teacher</p>
22.	Dates of future meetings and possible agenda items.	<p>RESOLVED: That the next meetings of the governing body be held at School at 6pm as follows:</p> <p>Full Governing Board:</p> <p>Wednesday 29th March 2023 Wednesday 19th July 2023</p>	

		<p>Resources and Staffing meetings:</p> <p>Tuesday 21st February 2023 Tuesday 25th April 2023 Tuesday 11th July 2023</p> <p>Standards and Effectiveness meetings:</p> <p>Wednesday 22nd March 2023 Wednesday 12th July 2023</p>	
23.	Agenda, Minutes and Related Papers – School Copy	RESOLVED:	That Minutes 9 ii a and b, and Minute 20 be excluded from the copy to be made available at School, in accordance with the Freedom of Information Act.

The meeting closed at 8pm