

THE GOVERNING BODY OF FIXBY JUNIOR AND INFANT SCHOOL

Minutes of the meeting of the Governing Body held at the school on Wednesday 19 July 2023 at 6.00pm.

PRESENT

Mr S Conroy (Chair), Mrs C Allen (Head Teacher), Mrs A Baggley, Ms A Bashir, Ms V Garside, Mrs A Hussain, Mr M Rutter, Mrs N Whitelaw.

In Attendance

Miss A Emery (Minute Clerk)

Mrs S Ahmed (Deputy Head Teacher)

Mrs A Hatfield (School Business Manager)

Item		Minutes	Action						
42.	Apologies for absence, consent and declarations of interest.	Apologies were received from Mr Y Aftab (consent), Mrs S Brewster (consent), Mr A Douglas (consent), Mrs K Hunt (consent) and Ms H Oldfield (consent). There were no declarations of interest.							
43.	Notification of items to be brought up under Any Other Business.	The following item was notified to be raised under Any Other Business: <ul style="list-style-type: none"> Fixby.org email system. 							
44.	Representation.	The following matters of representation were reported: (a) <u>Appointment</u> <table border="0"> <thead> <tr> <th><u>Name</u></th> <th><u>Category</u></th> <th><u>With Effect From</u></th> </tr> </thead> <tbody> <tr> <td>Mr A Douglas</td> <td>Co-opted</td> <td>23/03/2023</td> </tr> </tbody> </table>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Mr A Douglas	Co-opted	23/03/2023	
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		<p>(b) <u>Election of one parent governor</u></p> <p>Governors noted that Mrs A Hussain had been elected in School.</p>	
45.	Minutes of the meeting held on 29 March 2023.	<p>RESOLVED: That the minutes of the meeting held on 29 March 2023 be accepted as a true record of the meeting, subject to the following amendment: -</p> <p>The correct designation for Mrs S Ahmed as Deputy Head Teacher.</p>	
46.	Matters arising from the meeting held on 29 March 2023.	<p>(a) <u>Declaration of Business Interest Forms (Minutes 2(b) and 28(a) refer)</u> The Chair reminded everyone to complete their Declaration of Business Interest Forms 2022/2023.</p> <p>ACTION: All Governors to complete their Declaration of Business Interest forms.</p> <p>(b) <u>Governor training handbook (Minutes 4.1 and 28(h) refer)</u> The link to the Governor Zone had now been emailed out to all governors, enabling them to access the new handbook.</p> <p>Mrs N Whitelaw had also emailed out a single sheet with links to all the relevant sites for governors.</p> <p>(c) <u>Feedback from the January 2023 Safeguarding visit (Minutes passim refer)</u> The School Business Manager reported that she had done a refresher for staff on the lanyard colours and a new display.</p> <p>(d) <u>Head Teacher well-being/ dedicated headship time (Minute 33 refers)</u> The Chair reported that the Steering Group would be discussing this at their meeting on Wednesday, 2 August 2023.</p> <p>ACTION: The Steering Group to discuss this with the Head Teacher at their meeting on 2 August 2023.</p>	<p>All</p> <p>HT Ms A Bashir,</p>

		<p>(e) <u>Well-being and mental health (Minute 34 refers)</u> The Head Teacher and Ms A Bashir had held an initial meeting to discuss a staff well-being day and training day.</p> <p>ACTION: The Head Teacher and Ms A Bashir to discuss plans for a staff well-being day in the new School year.</p>	<p>Mr S Conroy Mrs N Whitelaw</p> <p>HT Ms A Bashir</p>
47.	Decision making/Governor Quorum.	The Chair confirmed that the meeting was quorate.	
48.	Reports from committees.	<p>(a) <u>Standards & Effectiveness Committee: 12 July 2023</u></p> <p>Mrs N Whitelaw reported back from the recent Standards & Effectiveness committee meeting and highlighted the following items: -</p> <p>(i) <u>Forest School</u></p> <p>Mrs R Smith, Early Years Foundation Stage (EYFS) Lead had given a very interesting presentation about Forest School and School's plans for a Forest School summer camp.</p> <p>(ii) <u>School data</u></p> <p>Governors had discussed the latest data and pupil outcomes. Priorities for School in the next School year included improving Key Stage One (KS1) Reading and Writing, raising the attainment levels for Pupil Premium (PP) children and reducing the attainment gaps between girls and boys. These would all be fed into the School Development plan (SDP) in September.</p> <p>(iii) <u>Parent's feedback</u></p> <p>The committee had discussed parents' concerns about the amount of emails received from School and the quality and quantity of the school dinners.</p>	<p>Head Teacher/Chair</p>

		<p>The committee had agreed actions to address these concerns, including the monitoring of school's communications to parents.</p> <p>(iv) <u>Governor visits</u></p> <p>This would be covered later in the agenda (Minute 52 refers).</p> <p>ACTION: Mrs N Whitelaw to do a written Standards & Effectiveness report and share it with governors.</p> <p>(b) <u>Resources Committee: 6 July 2023</u></p> <p>Ms A Bashir reported the following items discussed by the Resources committee:</p> <p>(i) <u>Budget</u></p> <p>The committee had held a specific meeting in April to approve the budget, followed by their recent committee meeting on 6 July.</p> <p>The School Business Manager had given the committee a financial update on 6 July 2023. School, albeit in the early stages of the new financial year, now had a very small deficit of £7,000.</p> <p>(ii) <u>Review of the printing/copying contract</u></p> <p>The School Business Manager had compiled a very useful document, looking at the three options for the new contract.</p> <p>(iii) <u>Health & Safety</u></p> <p>Two accidents had occurred on School premises. A fire risk assessment had taken place with some minor items to be rectified, which School had already done.</p>	<p>NW</p>
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		<p>(iv) <u>Staffing update</u></p> <p>This would be covered later in the agenda (Minute 54 refers).</p> <p>ACTION: Ms A Bashir to do a written Resources report and share it with governors.</p>	AB
49.	Head Teacher's report and governor questions.	<p>The Head Teacher presented the following headlines from her report to the governors: -</p> <p>(a) <u>School context</u></p> <p>There had been no major changes. School now had three classes with more than 30 children, and there were three appeals pending for September.</p> <p>The PP numbers had also not altered. The Head Teacher noted that although 50% of the children lived in two of the most deprived areas of Kirklees this was not reflected in the Index of Multiple Deprivation (IMD) banding, due to there being quite a number of working families in poverty.</p> <p>School was anticipating that more Special Educational Needs (SEN) support would be required next year which was of concern.</p> <p>Q: Am I right in thinking that School will be losing three children with SEN, making the total 20 children next year? A: Yes, that is right.</p> <p>(b) <u>Pupil outcomes</u></p> <p>The outcomes had improved across School. Phonics results had improved both internally and in relation to the national results. Only two pupils in Year Two</p>	

		<p>would need future interventions. The Year Four multiplication check scores were higher this year with an average score of 20.2 out of 25.</p> <p>In terms of the Key stage two (KS2) data, the results were lower than in 2022 but still above the national figure. This was common to many schools.</p> <p>Progress in writing was the best achieved at School however.</p> <p>Q: What does GPaS stand for? A: Grammar, punctuation and spelling replacing the former acronym – Spelling, punctuation and grammar (SPaG).</p> <p>Mrs N Whitelaw commented that overall, the data was very positive and congratulated the staff team on all their hard work.</p> <p>The Head Teacher responded that it had been a challenging year as School had needed to frequently call on supply teachers.</p> <p>Q: Was School still seeing the effects from covid? A: Yes, definitely. The current Year Two would have been in nursery in 2020, for example.</p> <p>Mrs V Garside acknowledged the hard work the Deputy Head Teacher had put into improving writing. There had been a well thought out plan and structure for the teaching of writing for the whole year and it had been effectively embedded into the curriculum.</p> <p>The Head Teacher added that Reading was an area for development.</p> <p>(c) <u>External Suspensions</u></p> <p>The Head Teacher updated the governors. Mrs N Whitelaw added that the Standards & Effectiveness Committee had discussed the suspensions in depth</p>	
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		<p>at their recent meeting.</p> <p>Team teach incidents had reduced and the child with Special Educational Needs and Disabilities (SEND) would be having support in future.</p> <p>(d) <u>Attendance</u></p> <p>The national figure was 96% and School's current figure was 92.30%. The Head Teacher had met Mrs S Brewster (Attendance governor) to discuss School's attendance procedures.</p> <p>The percentage of Persistent Absentees (PAs) was 25.80% compared with the national figure of 22 %. However, the PAs comprised only a few children, six of whom would be leaving at the end of the summer term.</p> <p>(e) <u>Staff absence</u></p> <p>The absence rate had improved considerably since the autumn term and the new attendance management process was working well.</p> <p>(f) <u>School Development Plan (SDP)</u></p> <p>ACTION: The Head Teacher to bring the draft headlines for the SDP for ratification by the next meeting of the Full Governing Body on 27 September 2023.</p> <p>ACTION: Governor Clerking Service to include the ratification of the SDP on the agenda of the Full Governing Body meeting on 27 September 2023.</p> <p>Q: Could the budget figures be included too? A: Yes, that is a good idea.</p>	<p>HT</p> <p>GCS</p>
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		<p>ACTION: Governor Clerking Service to include the updated budget figures on the agenda of the Full Governing Body meeting on 27 September 2023.</p> <p>Q: How will School continue to maintain the progress in the outcomes of early reading?</p> <p>A: By continual monitoring and the development of existing strengths.</p> <p>Mrs N Whitelaw proposed that for each area of the SDP, the action plans should include the continued monitoring of the area.</p> <p>All agreed.</p> <p>The Head Teacher added that the priorities for the next year would be more specific and more focussed.</p> <p>Mrs A Hussain added that School had done really well this year, especially with all the staffing challenges, to achieve this progress.</p> <p>The Chair thanked the Head Teacher for her report.</p>	GCS
50.	Financial Management and Monitoring.	RESOLVED: That the 2023/2024 budget be approved.	
51.	Policies for Review.	<p>The Medical Needs policy needed to be reviewed in this meeting.</p> <p>RESOLVED: That the Medical Needs policy be approved.</p> <p>Governors agreed that the Complaints policy should be discussed at the next Resources Committee meeting in the autumn.</p> <p>ACTION: Governor Clerking Service to add the Complaints policy to the agenda of the next meeting of the Resources Committee meeting in</p>	GCS

		the autumn.	
52.	Governor Training and Governor Visits.	<p>Mrs N Whitelaw reported that there were now two google documents on the Governor Zone for governors to add their visit information onto. She offered the option on this occasion for governors to email their information to her and she would submit it.</p> <p>The Steering Group would look at the informal and formal visit forms, processes, and training at their next meeting on 2 August 2023. They would also set out the plans for the visits for the next academic year with specific weeks and expectations about the contact governors make with School.</p> <p>ACTION: Governors to submit their updated visits forms and evaluations to Mrs N Whitelaw by 19 August 2023.</p>	All
53.	Monitor Recovery Premium Funding.	<p>Governors agreed to discuss this at the Full Governing Body meeting on 27 September 2023.</p> <p>ACTION: Governor Clerking Service to add the Monitoring of the recovery premium funding to the agenda of the next meeting of the Full Governing Body on 27 September 2023.</p>	GCS
54.	Consider staffing arrangements for 2023/24.	<p>The Head Teacher informed Governors that the staffing structure for next year would essentially remain the same. The one change would be an additional Educational Teaching Assistant (ETA) in Year One to support interventions in Phonics.</p>	
55.	Annual Evaluation of a Governing Board's Effectiveness.	<p>The Head Teacher had circulated the details and evaluation forms to governors. She proposed that this was discussed at the Full Governing Body meeting on 27 September 2023.</p> <p>All agreed.</p> <p>ACTION: Governors to send their completed evaluation forms to the Head Teacher before the Full Governing Body meeting on 27 September 2023.</p>	All

		ACTION: Governor Clerking Service to add the Annual evaluation of the governing Board's effectiveness to the agenda of the next meeting of the Full Governing Body meeting on 27 September 2023.	GCS
56.	Register of Business Interest.	ACTION: All governors to complete the Register of business interest 2023/2024 on line.	All
57.	Any Other Business.	<p><u>Fixby.org email system</u></p> <p>Governors discussed communications and the use of the Fixby.org email.</p> <p>ACTION: The School Business Manager to send instructions for accessing the Fixby.org email to all governors.</p> <p>The Head Teacher suggested as another means of communication, that a governors' WhatsApp group be set up.</p> <p>All agreed.</p> <p>ACTION: The Head Teacher to set up a governors' WhatsApp group.</p>	<p>SBM</p> <p>HT</p>
58.	Dates of Future Meetings and Possible Agenda Items.	RESOLVED: That the next meeting of the Governing Body be held at 6.00 pm at School on Wednesday, 27 September 2023.	
59.	Agenda, Minutes and Related Papers – School Copy.	RESOLVED: That no part of the minutes, agenda or related papers be excluded from the copy to be made available at School, in accordance with the Freedom of Information Act.	

The meeting closed at 7.30pm