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| **Birtley East Community Primary School**  **Governing Body Meeting Spring Term**  **Date: Wednesday 15th February 2023**  **Time: 4:00pm**  **Venue: The School**  **Quorum: 6** |  |

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| Present: | Mr I Bowater– Chair  Ms A Diggle - Headteacher |
| Mrs S Cowen, Miss A Hughes, Mrs G Maughan, Mrs L Ritson and Mrs J Turner |
| In Attendance: | Mrs G Docherty - Clerk to the Governing Body  Mrs M Maitland, School Link Inspector  Mrs E Pickersgill – Associate member |

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| **Item:** |
| 1. **Welcome and Apologies for Absence:** |
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| The Chair welcomed governors to the meeting,  Apologies were received in advance and consented to from Mrs J Gatenby. Mrs C Poole and Cllr. Daniel Weatherly |
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| 1. **Declaration of Interest in any Agenda item:** |
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| No interests in any agenda item were declared. |
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| 1. **School Improvement Report:** |
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| The School Improvement Report was Presented by Mrs Melanie Maitland, School Link Inspector and the following was highlighted:  **Quality of Education:**  School judgement: Good - Improvement partner judgement: Good  There is a real focus around the curriculum. Foundation subject curriculum plans have been reviewed and adjusted where needed with a clear focus around what children should learn, remember and be able to do over time and adaptations are being made to ensure the curriculum meets the needs of the children in school. There is an assessment system in place to check what children have learned and remembered across all subjects.  The current Year 3 have been identified as a particularly vulnerable year group. There are gaps in their academic knowledge as well as in their social and emotional development and appropriate support and interventions are in place.  **Q:** A governor asked how many are in Y3?  **A:** The Headteacher replied there were 18 but has risen to 24.  The Y3 cohort stands out in the data as this is the group that missed a lot of education due to the pandemic. Sometimes changing schools is difficult for children, but the school has an excellent transition induction package for children transferring into the school. Teachers are tackling emotional readiness to learn as there are some high needs in this cohort however, there are also some high achievers.  The Headteacher suggested at the next governor monitoring meeting a good focus will be to look at the assessment process to give governors a good overview of how it is implemented. Mrs Maitland commented that it is important that governors know about assessments and if progress is not being made what was the school doing about it.  **Behaviour and Attitudes:**  School judgement: Good - Improvement partner judgement: Good  Behaviour for learning is positive across the school. There is a calm, purposeful atmosphere throughout. Rules and routines are well embedded. Leaders report that nearly all children work hard during lessons. Expectations of all children are high.  Attendance procedures continue to be strong. Any concerns are identified promptly and actions are taken swiftly when attendance dips. At the end of summer 2022 attendance was 92.8% and has now improved to 94.6%.  **Q:**  A governor queried the judgement of Behaviour & Attitudes and was this previously outstanding?  **A:** the Headteacher informed governors the outstanding judgement is now completely different to previous years judgements where the school has to show / evidence how it is exemplary but there is still some development to do with children and families.  Mrs Maitland explained there are certainly elements of outstanding, but the school is not quite in this category in being able to show outcomes and to maintain good is a high standard. With regards to the work carried out around pupil voice the new children settle quickly and well and take on the ethos of the school.  The Chair commented that pupil voice was very important and had spoken to some children new to the school who commented that it was a great school. Mrs Maitland suggested it might be a good idea to do a cases study in the future around new starters / transition.  **Personal Development:**  School judgement: Good - Improvement partner judgement: Good  The quality of provision to support children’s personal development has been and continues to be a strength and has some outstanding elements.  The PSHE curriculum provides opportunities for the reinforcement of key language linked to all aspects of children’s personal development and a range of activities are used to build personal skills such as resilience and teamwork.  The curriculum supports an understanding of heathy relationships. Staff work hard to teach children from an early age how to speak up for themselves and say no in response to certain situations.  Leaders work extremely well with many external agencies to promote children’s personal development and welfare. This is supplemented by the work of the Family Support Worker whose impact can be seen in the quality support given to vulnerable children and their families.  **Early Years:**  School judgement: Good - Improvement partner judgement: Good  Staff have a good understanding of each child’s strengths and areas for development through the range of observations that are made. Groups and individuals are provided with appropriate support quickly and curriculum planning is adjusted when necessary. The teaching of early reading and phonics is effective. Parents have a wealth of information as to how they can support their child at home.  Barriers to learning for children with SEND are identified at the earliest opportunity. Based on this knowledge, appropriate advice and guidance is sought from external agencies. This is always used effectively to adjust the curriculum and implement strategies matched to individual needs.  **Q:** A governor asked if EYFS is blending in with the main curriculum?  **A:** The Headteacher replied yes and make sure it is tracked from nursery. The Chair commented that observations show staff work hard in nursery and the children are progressing and feels this area is outstanding.  **Leadership & Management:**  School judgement: Good - Improvement partner judgement: Good  Curriculum leadership has strengthened across all subjects. Senior leaders have provided the right level of guidance and coaching to support subject leaders to monitor the implementation of their curriculum plans. They are correctly identifying where curriculum adjustments need to be made.  The Headteacher confirmed that subject leaders are leading their subjects and check their planning is being delivered as it should and have gained more confidence and support others. This comes in part from the cluster with other schools. Emma and Laura are now established in their roles and have ownership over practice and expectations of others. They will continue to coach in small teams to look at the core curriculum areas and all involved across EYFS, KS1 and KS2.  **Q:**  A governor asked if there was anything specific governors can do to strengthen governance?  **A:** Mrs Maitland referred to the new inspection framework and link governor roles. Governors need to understand the changes and what is expected for the framework in preparation for an Ofsted visit.  After discussion the Headteacher will book a date for Mrs Maitland to talk to governors about the new framework.  **Action:** Headteacher  The Chair thanked Mrs Maitland for a very positive report. Mrs Maitland left the meeting at 4:50pm |
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| 1. **Minutes of the last governing Body Meeting on 19th October and 21st December 2022** |
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| **4.1 Approval of the minutes:**  The minutes from the last meeting on 19th October and 21st December were previously circulated to governors with the agenda and were **agreed** as a true record.    **4.2 Matters arising:**  There were no matters arising. |
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| 1. **Governing Body:** |
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| **5.1 Governing Body Membership and Vacancies:**  Vacancies 3 Co-opted  The resignation of Mr Lee Morris with effect from 30th November was noted. The Chair had spoken to Mr Morris and thanked him for his contribution to the school.  Governors agreed to appoint Cllr. Daniel Weatherly as a Co-opted governor with effect from 15th February for a period of four years. The Headteacher and governors discussed the 2 remaining vacancies and the Headteacher would keep governors updated on any prospective candidates.  **5.2 Governor Body Training & Development:**  The following governor training was noted:  Mrs Gatenby:   * Understand school performance data (Primary) 14/12/2022   Miss Hughes:   * The Quality of Education Attended 30/11/2022 * Demystifying the Primary P.E. and Sport Premium funding 03/11/2022   Mrs Turner:   * Understand school performance data (Primary) 14/12/2022 * The Quality of Education 30/11/2022   **5.3 Link Governor Roles and Visit Reports**:  Link governor roles were discussed and there were no changes. |
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| 1. **Committees:** |
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| * 1. **Committee Membership**:   Governors received a copy of the committee membership report with the agenda, and Mrs Turner stepped down from the Curriculum and Standards committee. Cllr. Weatherley will be assigned to a committee at the next full governing body meeting.  **6.2 Committee Meeting Minutes**:  Governors were tabled a copy of the following minutes for information:  Resources and Curriculum & Standards, 6th February 2023.  The Chair informed governors that pupil numbers were increasing, 8 children had joined the school since Christmas. This will have a positive impact on the budget which was healthy for 2023/24 and the 3yr budget forecast.  **Q:**  A governor asked what the pupil numbers looked like for September and where will the children come from?  **A:** The Headteacher did not have the confirmed numbers yet but was confident they will be good as Birtley town is growing with new build houses and families.  Mrs Pickersgill informed governors that when parents are shown around school they are very impressed with how calm the school is and the fantastic grounds it sits in.  The message is getting out that at Birtley East it one big family and a governor commented this is all credit to the Headteacher and staff in helping families to become part of the community and the children are proud of the school.  **Q:**  A governor asked if any children going into reception have EHCPs?  **A:** The Headteacher replied no however, 11 children with identified SEN are in nursery therefore, approximately a quarter of the nursery cohort have special educational needs.    **Staffing -** The Headteacher gave an update around staffing. The final budget outturn will make the informed decision around staffing. There were options and the school could adapt to any change quickly if needed. |
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| 1. **Headteacher’s Report:** |
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| The following documents were previously circulated to governors with the agenda and confirmed as read.   * Headteachers Report to Governors February 2023 * School Tree Inspection Report 18th January 2023 * School Improvement Plan – Updated January 2023 * Safeguarding Audit and Action Plan – Spring 2023 * Transitionary Assessment Tracker (tabled)   The following was discussed or highlighted:   * 1. **School Updates:**   **Nursery:**  The Headteacher informed governors that the PAN is for 78 part time places. In terms of physical capacity, there are currently some part time spaces in nursery. However, to fill these we would need to increase staffing.  **FAP (Fair Access Protocols)**  This term, the DfE have made changes to the admissions protocol which means that the majority of children can only transfer through this process if the class they wish to transfer into is full.  **Attendance:**  Attendance remains lower than pre pandemic and is an area of specific focus in the school improvement plan for 2022-23. Attendance was further challenged in December by the various winter illnesses and national advice to stay at home if unwell over the winter months. However, on a positive note the vulnerable groups (SEN / FSM/ PP) attendance has improved and informs the school that it was genuine illness/s that has affected the attendance figures.  **Tree Inspection:**  The Headteacher explained each year an inspection / risk assessment is carried out for the trees and is followed up with a report outlining any recommendations or work needed.  Governors found the report very interesting and the variety of trees / shrubs around school was impressive. It was also reassuring that the inspection is as detailed and clearly outlines any recommendations / actions. The Headteacher reported there are robins nesting and the biodiversity of the environment gives enrichment around the school.  **School Day:**  The Headteacher confirmed the change in the school day was out for consultation with parents.  **Doodle:**  The trial of Doodle was rolled out in KS2 (Y3-Y6) and the uptake has been good. Doodle Spell helps children to understand the meaning behind words and how to use them in sentences and can add your own spelling lists. Activities can be set for Doodle Maths at the level that is right for the child’s ability. Doodle tables was rolled out in January. There are 3 homework clubs with between 10/20 attending. The children are very engaged with Doodle and the parent feedback is good.  **Q:**  A governor asked if it is marked?  **A:** the Headteacher confirmed it was pre-marked and teachers can see how many attempts a child has made. An assessment is made first and sets the level. For teachers it gives them the success rate and identifies any areas where a child is struggling.  **Q:**  a governor asked if this takes away paper-based work?  **A:** The Headteacher replied Doodle is done on an iPad but the children also do work in their books and NFER tests are still on paper.   * 1. **Budget Monitoring:**   Governors were informed the budget was healthy as outlined in the resources committee minutes. If governors had any specific questions to contact the Headteacher.   * 1. **Schools Financial Value Standards (SFVS):**   The Headteacher confirmed the SFVS return would be completed, signed by the Chair of Governors, and returned to the LA by 31st March 2023   * 1. **School Improvement Plan:**   A copy of the school improvement plan was previously circulated to governors for information with the agenda.  **Governor Monitoring:**  The Headteacher explained how the Transitionary Assessment Tracker data was collated and will be included in the monitoring afternoon for governors to see how it works in terms of next steps for children. By the summer term governors will receive progress updates.  Governors discussed monitoring visits. The Headteacher suggested governor monitoring takes place the last week in April and will look at dates and forward the information to governors.  **Q:**  A governor asked if the inspection framework training can be done after school?  **A:** The Headteacher suggested governors carried out the monitoring visit in school and meet the children, then at 4pm ask Mrs Maitland to do the training with all governors.  **Action:** Headteacher   * 1. **Safeguarding:**   The Headteacher informed governors that the recent safeguarding audit and action plan is enclosed for information and all staff and governors have received their required safeguarding training. Any newly appointed governors will need this to be arranged either via Governor Support or Clennell, the schools safeguarding support service..   * 1. **Early Careers Teacher’s (ECTs):**   The Headteacher confirmed there were no ECTs and if this changed the school would be compliant in following the revised Statutory Induction Guidance for early career teachers. |
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| 1. **Statutory Responsibilities:** |
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| **8.1 Policy Schedule:**  The following policies were adopted by governors:   * Financial Scheme of Delegation. * Homework Policy * School Uniform Policy |
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| 1. **Dates and Times for Future Meetings:** |
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| **Full Governing Body at 4:00pm**  Summer - Wednesday 21st June 2023  **Committees:**  **Resources at 9:30am - Curriculum & Standards at 11:00am**  Summer - Monday 12th June 2023  **Meeting dates 2023/24:**  **Full governing Body:**  Autumn: Wednesday 25th October 4:00pm  Spring: Wednesday 28th February at 4:00pm  Summer: Wednesday 3rd July at 4:00pm  **Resources Committee:**  Autumn: Monday 9th October at 9:30am  Spring: Monday 5th February at 9:30am  Summer: Monday 20th May at 9:30am  **Curriculum & Standards Committee:**  Autumn: Monday 9th October at 11:00am  Spring: Monday 5th February at 11:00am  Summer: Monday 20th May at 11:00am |
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| 1. **Any Other Business** |
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| There being no further business to discuss. The Chair thanked governors for their support and contribution to the school. On behalf of the governing body wished to thank the Headteacher for the detailed information and explanations and staff for their hard work and appreciated their determination and commitment to the school.  The Chair closed the meeting at 6:00pm |
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