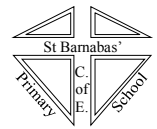


**Minutes of the Meeting of the
Governing Body of Heaton St Barnabas' CE Primary School
7 December 2011**



Meeting commenced at 7.22pm

Present: Mr S Hollis (Chair), Mrs G Evans (Head), Cllr S Akhtar, Mrs J Allan, Mrs A Ashe, Mrs M Beanland, Mrs R Cawood, Mr A Fiaz, Mr I Grant

In Attendance: Mrs B Cormican (Deputy Head), Mr P Baker (Business Manager), Mrs S Edwards (Clerk)

Mr Hollis welcomed everyone to the meeting, Mrs Beanland led the meeting in prayer

15/11 Apologies for Absence

Apologies were received and **accepted** from Rev Fisher; Mr King and Ms Hervey were absent. Cllr Akhtar advised he would need to leave early.

16/11 Declarations of Interest

None.

17/11 Notification of Any Other Business

Four items of AOB were notified.

18/11 Minutes of the meeting 12/10/11

Mr Grant **proposed** the minutes of 12/10/11 as a correct record, **seconded** by Mrs Evans and **unanimously approved** by the Governing Body.

19/11 Matters arising from 12/10/11

11/11 Named governor job descriptions are still to be circulated. **Agreed** that Mrs Beanland, Mr King and Mrs Ashe will report on their respective areas at the next meeting.

20/11 Correspondence

Mrs Evans reported on the following correspondence received:

Expanding schools Several Bradford primaries are being expanded to three-form entry. The expansions at Iqra and Margaret McMillan could possibly have an impact on numbers on roll at St Barnabas' but it is unlikely given the recent rises in primary age children in the area generally.

Admissions Consultation received on procedural items (relating to twins and triplets) and admission arrangements for September 2013/14. Responses to the consultation are to be returned by 27/1/12, further details are available on <https://schools.educationbradford.com/userfiles/file/Learning%20Services/Allsummary.doc>

21/11 Headteacher's report

Matters arising from the Headteacher's report:

Targets Final targets for end of Key Stage 1 (2012) and end of Key Stage 2 (2013) were circulated for information (target setting is no longer statutory). The targets are very aspirational but staff know what each child needs to do to meet or exceed their target and are also aiming to narrow the gap between teacher assessments and test results.

Behaviour One further child has been referred to a Behaviour Unit due his dangerous behaviour being a risk to pupils and staff.

22/11 Swimming consultation

Mrs Evans gave details of the result of the parent consultation on swimming lessons. Out of 300+ families only 55 forms were returned. 24 of these expressed a preference for single sex swimming but 31 were very opposed to it and wanted to retain the current arrangements. It was **agreed** to inform parents of the result of the consultation and advise them that no changes are to be made.

Action

Head
MB/AA/SK
Next
meeting

		Action
23/11	<p>Diversity and Inclusion action plan The Diversity and Inclusion action plan is currently under review by the Curriculum Committee and a Diversity and Inclusion policy is being formulated for approval at the next meeting. 8pm Cllr Akhtar left the meeting</p>	Head/ Cttee
24/11	<p>Carbon Reduction Commitment consultation With regard to the LA consultation on the charging of carbon reduction 'allowances' to delegated school budgets it was agreed to express a preference for Option 3 (small element top sliced to help schools with exceptional costs).</p>	
25/11	<p>Committee reports <i>Curriculum, 24/11/11</i> The main focus was on curriculum progress and attainment for October. Noted that five children have left the School since the targets were set and five new children have joined. <i>Finance, 25/11/11</i> Installation of a 2m high anti-climb type fence was approved, Mrs Beanland pointed out that an extra section may be required where some neighbouring trees have been recently cut down and will liaise further on this with Mr Baker. The Bradford Council support staff re-grading exercise has been completed but the grades have not been agreed and are therefore not available to Church schools yet. Mr Baker still looking into the School's building insurance cover and is awaiting replies from the Diocese, Bradford Council and Towergate (insurers). <i>Finance - confidential item, for governors only, see separate sheet</i> Two teaching assistants have been appointed one of whom has queried the salary she has been offered. Mrs Evans gave details of the experience and duties of both appointees and it was agreed to start both on the same salary point.</p>	MB/PB
26/11	<p>Governor Communications <i>Methods of discussion</i> In answer to a query Mrs Evans and the Clerk confirmed that the Governing Body can only make decisions within ordinary or extraordinary meetings (and not by conference call, email etc). If an urgent matter arises in between planned meetings it can be dealt with by 'Chair's actions' or an extraordinary meeting can be convened. <i>Parent Governor communication</i> It was agreed that communications from the parent governor to parents (eg a monthly update) should be approved by the Governing Body or a Committee before sending out. <i>Governor communication</i> The Clerk will distribute a list of governors' email addresses to all governors, agreed. <i>Home School Association</i> Discussions are ongoing regarding re-branding/re-launching the HSA.</p>	Clerk
27/11	<p>Distribution of meeting minutes Non-confidential minutes will be made available on the School website, agreed.</p>	BC/Clerk
28/11	<p>Governor Training Mrs Ashe, Mr Kling and Rev Fisher attended the Role of the Named Governor course which had been very useful, Mrs Beanland attended SEN training and Mr Fiaz attended Induction training for new governors. Mr Hollis attended the November Governor briefing.</p>	
29/11	<p>Any Other Business <i>Attendance</i> Mrs Evans gave details of a strategy used at Iqra School which is reducing the amount unauthorised absences - parents have to meet with a panel of governors to request the leave. The SHINE partnership attendance officers are in the process of drawing up an attendance policy for all the schools in the Partnership which will include this strategy.</p>	

Vision Ideas submitted for the new School Vision are being collated, a meeting will then be arranged for stakeholders to agree the final wording of the Vision.

Governing Body Action Plan Five priorities have been identified (as shown in Appendix 1) and an action plan now needs to be formulated, **agreed** to discuss further at the next meeting.

Heaton Gala The Gala will take place on Saturday 23 June.

30/11 Dates of next meetings

A full calendar of remaining meetings for 11/12 is attached in Appendix 2.

Curriculum committee, **Thursday 26 January** at 8am.

Finance committee, **Friday 27 January** at 8.15am

The next meeting of the Governing Body will be held at **7.15pm** on **Wednesday 8 February**.

Meeting closed at 9.16pm

Signed by Chair as a true record: _____ **Date:** _____

Governing Body Priorities:

- Priority 1** To increase the Governing Body's ability to monitor and evaluate pupil performance and standards in the school
- Priority 2** To assign all governors an area of designated responsibility within the school
- Priority 3** To establish a governor training and development log
- Priority 4** To develop the effectiveness of the Governing Body
- Priority 5** To develop communication links between the Governing Body and the school community

Heaton St Barnabas' CE Primary School Governing Body
Calendar of meetings, 2011/12

Half term 3	Thurs 26 January	Curriculum, 8am
	Fri 3 February	Finance, Buildings & Staffing, 8.15am
	Wed 8 February	Full governors 7.15pm
Half term 4	Thurs 15 March	Curriculum (inc. Admissions for Sept 12), 4pm
	Fri 30 March	Finance, Buildings & Staffing, 8.15am
Half term 5	<u>Weds</u> 25 April	Finance, Buildings & Staffing, 8.15am
	Thurs 10 May	Curriculum (pupil progress), 8am
	Fri 11 May	Finance, Buildings & Staffing, 8.15am (budget approval)
	Weds 16 May	Full governors 7.15pm
Half term 6	Fri 13 July	Finance, Buildings & Staffing, 8.15am
	<u>Tues</u> 17 July	Full governors , 7.15pm (Progress outcomes)