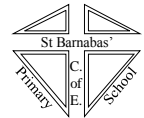


**Minutes of the Meeting of the
Governing Body of Heaton St Barnabas' CE Primary School
9 October 2013**



Meeting commenced at 7.20pm

Present: Mr I Grant (Chair), Mrs G Evans (Head), Mrs J Allan, Mrs A Ashe, Mrs M Burnley, Dr J Dow, Mr T Howorth, Mrs R Jamil, Mrs L Lephard, Mr A Mahmood

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

Mrs Burnley led the meeting in prayer.

New LA governor Rizwana Jamil was welcomed and introduced.

The Clerk advised that Rev MacLaren will be joining the Governing Body in place of Rev Fisher, (as the officiating minister of the Parish of St Barnabas' her post is ex-officio)

The Clerk took the Chair for items 1-3

Action

01/13 Apologies for Absence

Apologies received and accepted from Rev MacLaren; Mr Ajeeb was absent.

02/13 Declarations of Interest

No declarations of interest for the current meeting.

Declarations of pecuniary interest for 13/14 were completed.

03/13 Appointment of Chair of Governors, 13/14

One nomination for Chair was received - Mr Ian Grant.

7.23pm Mr Grant left the meeting

Mr Howorth **proposed** Mr Grant as Chair of Governors, 13/14, **seconded** by Dr Dow and **unanimously approved** by the Governing Body.

7.24pm Mr Grant returned to the meeting and took the chair

04/13 Appointment of Vice Chair of Governors, 13/14

Mrs Ashe indicated that she did not wish to be considered as Vice Chair as she will be stepping down from the Governing Body when her term of office ends in March 2014. Governors thanked Mrs Ashe for her previous service in the role.

One nomination for Vice Chair was received - Mr Trefor Howorth.

7.28pm Mr Howorth left the meeting

Mrs Lephard **proposed** Mr Howorth as Vice Chair of Governors, 13/14, **seconded** by Mrs Burnley and **unanimously approved** by the Governing Body

7.29pm Mr Howorth returned to the meeting

05/13 Notification of any other business/agenda order variations

Two items of AOB notified.

06/13 Minutes of 17/7/13

The minutes of 17/7/13 were **agreed** as a correct record.

07/13 Matters arising from 17/7/13

None.

08/13 Headteacher's report

Matters arising from the Headteacher's report:

New term Pupils have settled in well and restorative practice continues to have a good effect.

Admissions Total on school roll rose from 374 to 381 in time for census day, all year groups are under 60 except one (Year 4 has 61), most of the new children are new to English. Noted that it was thanks to the perseverance of Kevin Holland (Green Lane) and other local heads that places were filled quickly. Mrs Evans has made it clear to the LA that there are still places available at HStB.

Attendance One family has not returned from Pakistan but, due to the circumstances of their travel delay, their places will be kept open.

JA: Is there any reason why unauthorised absence in two groups is particularly higher than the rest? It is due to some Eastern European families who have not returned from Europe and also to long term holidays in Pakistan.

Teaching & Learning Targets for the quality of teaching and learning were partially achieved by the end of last term, governors were particularly pleased to see that 100% of teaching & learning in Foundation/Key Stage 1 in is good or better.

This rising trend now needs to be maintained and Mrs Evans was confident that this can be achieved. Appraisal meetings for all teaching staff will take place before half term.

JD: How do you measure outcomes? We have a range of measures including classroom observations, assessment of competency in Teacher's Standards, book scrutiny, pupil interviews, assessing the learning climate and environment etc.

RJ: Are there any external assessors? It is mainly done internally but Yasmin Umarji and SLT from other schools do come in to moderate.

EAL (English as an additional language) Mrs Evans confirmed that school staff help parents to fill in admissions forms so figures for EAL pupils are as accurate as possible.

Comenius Project The recent visit was very successful - 27 staff and children came to Bradford from Austria and Sweden and nine HStB Year 6 children stayed with them for four nights. A reciprocal visit to Sweden is being arranged for February or April next year.

Staffing A supply teacher is covering in Year 5 and the maternity cover post is currently being advertised.

09/13 Pay Policy

The Pay Policy working party met 8/10/13 and **recommended** adopting the Bradford policy; the Governing Body **agreed to delegate** final review and approval of the policy to Finance Committee, 11/10/13.

Cttee

10/13 Christian worship

Confidential item - for governors only, see separate sheet

11/13 Green Room

Due to time constraints it was **agreed to defer** this item to the next meeting.

Next meeting

12/13 School holidays

Approval for an amendment to 13/14 holidays **Agreed** to move the January training day to Friday 20 December, 2013 (CPD on Building Learning Power has been booked).

Holidays 14/15 The proposed holidays for 14/15 follow a similar pattern to this year, Mr Grant **proposed** approval of the holidays for 14/15, **seconded** by Dr Dow and **unanimously approved** by the Governing Body

13/13 Co-op Trust update

It is hoped The Trust will be officially established from 1/12/13.

14/13 Correspondence

Letter circulated from Paul Makin (Assistant Director, Education) advising that the school is 'making strong progress' and has therefore been moved from priority 1 to priority 2 (ie. needs less support).

Confidential correspondence - for governors only see separate sheet.

Information received from SGOSS (governor recruitment charity), **agreed** to sign up for further information.

Head

- 15/13 Committees**
 Membership, chairs/clerks, named governors and briefing reps were **agreed** as shown in Appendix 1.
 Committee remits were reviewed and **approved** without change.

- 16/13 Governor training**
 Mr Grant attended Performance Management training.
 Mr Howorth recommended OfSTED training he had seen at another school, the Clerk will find out more details.
 Mrs Evans indicated that the school had provided Pay Policy training for governors earlier in the term and would provide other training as necessary, it is important that governors engage with this and other training as recommended in the OfSTED report.
 The staff and governors training day takes place 25/10/13 at the Dubrovnik.
 HMI is expected to carry out a monitoring visit in November and will want to talk to governors.
 High quality Child Protection training has been arranged for 4/12/13, all governors are asked to attend one session (liaise with Mrs Cormican).

- 17/13 Any other business**
Headteacher Mr Grant read out a letter from Mrs Evans seeking early retirement from July 2013. The Governing Body **agreed to consent** to her early retirement with sadness and understanding and it was agreed to inform staff and parents on 11/10/13. Mrs Evans assured governors that in the meantime there would be no lessening of her commitment to the pupils and the school.
Dropping off/ picking up safety Mr Mahmood raised concerns regarding dropping off/ picking up safety in Rossefield Road due to inconsiderate and illegal parking, and suggested that rising bollards might be a solution. Mrs Evans will pass the suggestion on to Highways and Mr Howorth offered to raise this with Heaton Township Association.
 Mrs Lephard said that she thought that not all Reception parents are aware of the one-way system in Rossefield Road.

- 18/13 Dates of next meetings**
Training day **Friday 25 October.**
Extraordinary Governing Body, **7pm Thursday 7 November.**
Full Governing Body **7.15pm, Wednesday 11 December** (to include a review of the Admissions policy).

Clerk

All

All

Head/TH

Next meeting

Meeting closed at 9.28pm with The Grace

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

Heaton St Barnabas' CE Primary School

Committee Members, Named Governors and Briefing Representatives, 2013/14

(Observers/advisors in italics)

Pay Policy (Working Party)

Mrs G Evans, Mrs J Allan, Mrs A Ashe, Mr I Grant

Pay Review

Mrs A Ashe, Mr T Howorth, Dr J Dow, Mrs R Jamil *plus the Head in advisory role*

Buildings, Finance & Staffing

Mrs A Ashe (Chair), Mrs G Evans, Rev C MacLaren, Mr A Mahmood, Mr T Howorth, Dr J Dow
Mrs B Cormican, Mr W Suleman

Clerk: Clerk to the Governors

Curriculum, Pastoral, SEN and Admissions

Rev C MacLaren, Mrs G Evans, Mr I Grant, Mrs M Burnley, Mrs J Allan,
Mrs L Lephard, Mr I Ajeeb *Mrs B Cormican*

Clerk: Clerk to the Governors

Pupil Discipline/Staff Discipline/Staff Grievance/Parental Complaints:

Panel members to be drawn from any non-school based governors as and when required

Appeals:

Panel members to be drawn from any eligible governors

Clerk: Clerk to the Governors

Performance Management (Headteacher review)

Mr I Grant, Mrs A Ashe

Named Governors

SEN	Mrs M Burnley
Literacy	Mrs L Lephard
Numeracy	Mr T Howorth
Child Protection and Safeguarding	Rev C MacLaren
Looked After Children/Pupil Premium	Rev C MacLaren
RE and Worship	Mrs A Ashe
Able and Talented	Mrs J Allan
English as a Second Language	Mr I Ajeeb
School Meals	Mr I Grant
Health & Safety	Mr T Howorth
Equal Opportunities	Dr J Dow

Briefing Representative

Mr I Grant

October 2013