



Meeting commenced at 7.20pm

Present: Mr I Grant (Chair), Mr I Ajeeb, Mrs J Allan, Mrs A Ashe, Mrs M Burnley, Dr J Dow, Mr T Howorth, Mrs R Jamil, Mrs L Lephard, Rev C MacLaren

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

Mr Grant welcomed everyone to the meeting and Mrs Ashe led the meeting in prayer.

25/13 Apologies for Absence (and protocol for accepting apologies)

Apologies received and **accepted** from Mrs Evans; Mr Mahmood was absent. *Acceptance of apologies* Governors discussed a protocol for accepting future apologies, it was suggested that apologies should be noted in the minutes but not formally accepted, the onus then being with governors to attend regularly to avoid disqualification under the '6 month rule', [School Governance (Constitution) (England) Regulations 2007, state that any governor failing to attend the governing body meetings for a continuous period of 6 months, without the agreement of the governing body, shall cease to be a governor.]

Rev MacLaren **proposed** adoption of this protocol from the next meeting, **seconded** by Mr Howorth and **approved by a majority** of the Governing Body (abstentions were recorded).

26/13 Declarations of Interest

None.

27/13 Notification of any other business/agenda order variations

Items of AOB were notified.

28/13 Minutes of 9/10/13 and 7/11/13

Mr Howorth **proposed** the minutes of 9/10/13 as a correct record, **seconded** by Mrs Burnley and **unanimously approved** by the Governing Body.

Mrs Ashe **proposed** the minutes of 7/11/13 as a correct record, **seconded** by Mr Howorth and **unanimously approved** by the Governing Body.

29/13 Matters arising from 9/10/13 and 7/11/13

9/10/13: 10/13, Christian worship The number of pupils attending worship in school and Church has risen.

12/13, Holidays 14/15 The LA has queried the number of training days - this has been checked by the school and is correct, discussions with the LA continue.

7/11/13: Headteacher recruitment discussed under 31/13 below, there were no other matters arising.

30/13 Headteacher's report

Matters arising from the Headteacher's report:

Strategic Plan The completed plan was distributed. It had been good to have so many staff and governors working on it at the October training day.

Strategy 5 particularly relates to governance: "Develop the knowledge and skills of governors to ensure that they can support the school effectively and hold the school to account for its performance".

It was **agreed** to display photos of governors in school alongside staff photos.

Governors were asked to note the date of the 2014 training day, **24/10/14** at the Dubrovnik Hotel.

Statistics 385 now on roll. There has been rise in the number of Eastern European children, ethnicity is more diverse further down the school. In answer to a query it was confirmed that not all Ethnic Minority pupils are necessarily EAL, many families will speak both English and their mother tongue at home.

Action

All

Action

Attendance Penalty notices are being issued. One family is taking four weeks next year despite the £240 fine (and possible loss of school place if not back on time). A parent governor felt that the fines will not put off determined parents.

Quality of Teaching and Learning Outcomes to date were included in the report; an overall judgement on quality of teaching and learning will be confirmed when autumn term assessments are analysed in January and will be reported to the next Curriculum/Pastoral meeting, 28/1/14 at 7.15pm. A presentation on the new curriculum will be given in the first part of the meeting followed by the data presentation, **all governors are invited to attend**.

Key Stage 2 targets End of Key Stage 2 targets for 2015 (current Year 5) were distributed, these have been calculated on 56 pupils plus one new to English.

Cttee

All

31/13 Headteacher recruitment update

Mr Suleman reported that the advert is currently online in Prospects and will be online in TES by 13 December.

Recruitment key dates: Closing date 17 January
 Shortlisting 21 January (2pm)
 Interviews 30 & 31 January
 Governing Body ratification 31 January (5pm at school)

It was **agreed** to email an update to governors on 17/1/13 to advise how many applications have been received.

Mr Suleman was thanked for all his work in co-ordinating the application pack and getting it to press. Governors were also very grateful to Fiona Beevers and Yasmin Umarji for their input.

Chair

32/13 Admissions Policy

No changes were recommended to the Admissions policy which was **approved**, (subject to removing annotations).

BC

33/13 Green Room

Mr Howorth asked if there is a room available for prayer within school. Mrs Cormican advised that the 'green room' is a quiet room specifically used for distressed children or parents and therefore cannot be timetabled. However, staff (and visitors) do use this and other rooms in school for prayer when the rooms are vacant and this arrangement suits all concerned.

34/13 Co-op Trust update

The prospective Trust member schools have voted to persevere with conversion which will take place in April 2014 at the soonest.

35/13 Correspondence

Letter received confirming that the Diocese will change to the Diocese of West Yorkshire and the Dales, 20/4/14.

The Clerk had received an email from the Diocese regarding foundation governor re-appointments (Mrs Ashe and Mrs Burnley), **agreed** to forward to Mrs Burnley and Rev MacLaren.

Clerk

36/13 Committee Reports

Finance, 11/10/13 **Agreed** to pass a query regarding a breakdown of the budgets for bought in professional services and curriculum services to Finance Committee

Curriculum, 25/11/13 Clerk to circulate minutes when available.

Clerk

37/13 Responsibilities of named governors

In light of discussions around the Strategic Plan, the Governing Body **reviewed** the list of Committee members and named governors and also **agreed** to link governors to year groups, see Appendix 1 for revised list.

- Further **agreed** that the link governors will arrange to visit school and report back to the Governing Body, Clerk to compile a timetable for these visits (see Appendix 1). Link governors were asked to contact the relevant class teachers and write to their classes.
- 38/13 Governor Training inc. audit of training needs**
 Mrs Cormican advised that Yasmin Umarji will provide RAISEonline training for all governors early in 2014, [date later agreed as Tuesday 4 February at 4.30pm]. Details had been received of governing body audits carried out by Jim McHugh (National Leader of Governance), it was **agreed** to obtain prices before proceeding. A self audit toolkit CD has been received from another organisation but needs to be assessed for suitability.
 An OfSTED publication on School governance, "Learning from the best", was circulated for information and screenshots from a recent OFSTED training course will be sent out to governors.
Agreed that Chair and Head will meet in January to discuss future governing body training needs and ways of providing etc.
Governor training Mr Grant had attended 'Chairing Governing Bodies' provided by School Governor Service.
- 39/13 Any other business**
Score card An updated attainment and progress score card was circulated for information.
HMI visit The Inspector carried out a monitoring visit 3/12/13, she was in school for less than 3 hours and did not want to see governors, the SIP or look at RAISEonline. She recognised she was seeing a 'positive picture', follow up actions have been identified and were circulated to governors.
Questionnaire Results from the recent Parents questionnaire were circulated, 117 replies had been received. Many positive responses and comments were received - governors suggested that these could be displayed in reception.
- 40/13 Dates of next meetings**
Finance Committee, 17/1/14 (time tbc).
Curriculum Committee, 28/1/14 at **7.15pm** (all governors are asked to attend).
Extraordinary Governing Body (headteacher ratification), **31/1/14** at **5pm**.
RAISEonline training, (for all governors), **4/2/14** at **4.30 pm**.
Full Governing Body, Wednesday 2 April at **7.15pm**.

Action
Link govns
BC
BC
Head/Chair

Meeting closed at 9.25pm with a prayer

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

Heaton St Barnabas' CE Primary School

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

(revised December 2013)

(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, 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/Safeguarding/Looked After Children

Rev C MacLaren

Pupil Premium/vulnerable groups/inclusion

Mrs R Jamil, Mrs J Allan

RE and Worship

Mrs A Ashe

Health & Safety

Mr T Howorth

Year Group link governors (and report back dates for 13/14)

Reception Mr I Ajeeb

Year 3 Mrs L Lephard 14/5/14

Year 1 Mrs J Allan

Year 4 Mr I Grant

Year 2 Mrs M Burnley

Year 5 Mr T Howorth 2/4/14

Year 6 Dr J Dow 16/7/14

Briefing Representative

Mr I Grant

December 2013