

**Minutes of the Meeting of the
Governing Body of Heaton St Barnabas' CE Primary School
10 May 2017**



Present: Mr I Grant (Chair), Mrs D Smith (Head), Mr M Ali, Dr J Dow, Ms E Fewkes, Mr T Howorth, Mrs S Maboob

In Attendance: Mrs A Wild (DHT), Mrs A Mason (DHT), Mr W Suleman (Business Manager), Julie Smith (Administrator & Attendance Officer), Mrs S Edwards (Clerk)

Meeting commenced at 6.32pm with a prayer

53/16 Apologies for Absence

Apologies were received from Mrs Arif, Ms Nazir and Ms Phillips (in line with Governing Body policy their apologies were not recorded as being accepted).

54/16 Declarations of Interest

None.

55/16 Notification of any other business/agenda order variations

Agreed to re-order agenda as necessary and to add Road Safety (standing item).

56/16 Minutes of 26/4/17

The minutes of 26/4/17 were **agreed** as a correct record.

57/16 Matters arising from 26/4/17

48/16 The possibilities for paperless communications are still being looked into.

58/16 Bradford Diocese Academy Trust - update

Confidential item - for governors only, see separate sheet

*Bradford Diocese Academy Trust Mrs Smith and Mr Suleman attended a meeting with Operations Director, Peter Richardson, which had been positive; however it now seems the timeline for conversion has moved to March/April 2018 (due in part to the election). It was **agreed** to continue with the process and review again in September.*

59/16 Attendance update

Julie Smith (Administrator & Attendance Officer) explained her work with pupils with attendance below 96% and in particular the 50 pupils (from approx. 30 families) whose attendance is below 90%. A number of cases are due to extended leave abroad, the school follows government guidelines but intends to bring in a blanket ban, the only exceptions will be for compassionate reasons (death of a relative or medical treatment abroad), a letter has gone out to parents with this information. A letter also goes out to all parents on a half termly basis stating individual attendance. Texts are sent for 100% attendance, those who have improved are also recognised and rewards include prizes and house points. The school raises awareness with parents via regular achievement assemblies. Pupils are taken off roll after 20 days (subject to certain provisos). It was noted that around 25 pupils have issues outside of school; pastoral support is available and family services and other outside agencies are involved as necessary.

Governors were very appreciative of all the work put in to improve attendance.

7.15pm Julie Smith was thanked for attending and left the meeting

60/16 Governor vacancies

Mrs Smith advised that Rev Helm will be invited to the July meeting and that the PCC will also consider the vacancies. Dr Dow offered to send details of skills shortages to Rev Helm.

61/16 Committee reports

Curriculum, 21/3/17 No matters arising.

Finance & Staffing, 28/4/17 No matters arising.

Action

JD

62/16 Pupil Premium update

Mrs Smith confirmed that the Pupil Premium (PP) statement and action plan for 16/17 are on the website. Actions include interventions, maths support from Mrs Starkey across school, forest schools, nurturing programmes etc. Details were also given of mindfulness training for pupils and staff next academic year - this will be a whole school initiative of particular benefit to PP pupils and will be added to the next action plan.

63/16 Safeguarding update

The Child Protection overview shows a number of concerns - these can be for a range of reasons but could form a pattern. Where there are concerns there will be ongoing dialogue with teachers and TAs and regular feedback to the person who raised the concern.

64/16 Road Safety update

Mr Ali reported that the proposed one-way system is being looked at by the Planning Committee; he has also enquired about the zig-zags and is awaiting an update. Police officers have issued several tickets recently and say they will keep monitoring.

8.05pm Dr Dow left the meeting

65/16 Governor training and visits into school

Mr Howorth continues to visit Year 1 regularly. Governors were asked to consider attending courses listed in the recently received School Governor Service summer term training prospectus.

66/16 Any other business

None.

67/16 Date of next meeting

The next Governing Body meeting will be held at **6.30pm** on **Wednesday 19 July**.

Meeting closed at 8.12pm with a prayer

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