

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



**Present:** Dr J Dow (Vice Chair), Mrs D Smith (Head), Rev A Helm, Mr T Howorth, Ms S Nazir, Ms M Phillips

**In Attendance:** Mrs A Wild (DHT), Mrs A Mason (DHT), Mr W Suleman (Business Manager), Mrs S Edwards (Clerk)

**Meeting commenced at 6.39pm with a prayer**

Clerk chaired for items 1 - 3

**Action**

**01/17 Apologies for Absence**

Apologies were received from Mr Grant, Mrs Arif and Mrs Maboob (in line with Governing Body policy their apologies were not recorded as being accepted). Apologies from Mr Ali were received after the meeting. Ms Nazir indicated she would need to leave early.

**02/17 Declarations of Interest**

No declarations of interest for the current meeting. Declarations of pecuniary interest for 17/18 were completed by all present.

**03/17 Vice Chair - confirmation of term of office and election**

Term of office for Vice Chair **agreed** as two years. One nomination for Vice Chair was received - Dr J Dow.

6.43pm Dr Dow left the meeting

Ms Phillips **proposed** Dr Dow as Vice Chair, 17/19, **seconded** by Ms Nazir and **unanimously approved** by the Governing Body.

6.44pm Dr Dow returned to the meeting and took the Chair

**04/17 Notification of any other business/agenda order variations**

Agreed to take one item of AOB at this point. Ms Nazir advised that her term of office will end in November and that she will not be seeking re-election. Governors thanked her for her service to the school; Ms Nazir said she felt privileged to have been part of the school successfully moving forward.

**05/17 Minutes of 19/7/17**

Mr Howorth **proposed** the minutes of 19/7/17 as a correct record, **seconded** by Dr Dow and **unanimously approved** by the Governing Body.

6.47pm Mrs Mason entered the meeting

**06/17 Matters arising from 19/7/17**

None.

**07/17 Headteacher's report**

Matters arising from the Headteacher's report and from governors' questions:

*Roll* There were 402 pupils on roll on census day. One appeal is pending for Year 3 which will give 61 in the year.

*Attendance* 96.7% this week which is good news but needs to be maintained and increased. A governor outlined the difficulties parents face when a child is poorly but still wants to come into school in order to maintain their 100% attendance and the strong emotional/moral pressure this leads to. Mrs Smith confirmed that medical appointments etc. are not counted for attendance awards and that interim/in-term treats and prizes are awarded.

Governors asked to record their appreciation for the work the school is doing to improve attendance and the effective methods being used to address persistent absence etc.

*Disadvantaged* There has been a good uptake of free school meals. The school has worked with Reception parents to complete forms for Pupil Premium.

**Action**

*Curriculum* The new RE syllabus has been finalised, staff are on board and the children are excited to learn. Judaism will be covered in Years 1 and 2, Hinduism in Year 3 and 4 and Islam in Year 5 and 6.

*Data* Detailed data was presented to Curriculum Committee and shows a positive three-year rising trend with all key areas across school at and above national averages, ie. there is no data below floor standards. Areas for development include reading for the more able and girls at the end of KS2. The latter appears to be cohort specific with the quieter, brighter girls needing more time to finish tests.

CPD this year will include mastery maths and delivery of reading.

7.28pm Ms Nazir left the meeting

*Pupil Premium (PP)* Use of PP funds to support PP children on residential has had a positive impact. The number of children eligible for PP funding this year is 104, (25% of school population). The spending plan for 17/18 is on the website and actions include booster classes, small group work, breakfast club, attendance initiatives etc.

*Safeguarding* Safeguarding Team Meetings are now held fortnightly and include a review of the safeguarding action plan at each meeting.

The school is planning to buy in the CPOMS online reporting tool. **Governors asked if the CPOMS system is secure?** Yes, although all staff can input concerns etc. only certain staff will see full reports and the more sensitive data.

Mrs Smith gave details of new data protection regulations (General Data Protection Regulation or GDPR) due in May 2018 which will affect CPOMS and also some policies (particularly Admissions).

*SEND* Currently 69 pupils on the SEND register including 9 with EHCPs/statements and one with a support plan

*Parliamentary Review* Copies of the Review featuring the school were distributed.

*School Improvement Plan (SIP)* The Plan focuses on how to get from 'good' to 'outstanding', which will include looking at strengthening leadership in terms of governance. It was **agreed** to email out the Governor Action Plan for review (comments/actions/timescales to be emailed back or downloaded via Google docs) and to include it on the agenda for the next meeting.

Some governors expressed concern about the number of vacancies (two foundation and one parent) and the difficulties of recruiting foundation governors in particular. It was agreed that the skills matrix will be updated and that Mrs Smith and Rev Helm will discuss foundation vacancies further. A parent governor election will be held when Ms Nazir's term of office has ended (11/11/17).

Head/JD

Next meeting

Head/AH

Head

**08/17 Finance report**

*Quarter 2 return* Carry forward now £77k. Costs are mainly running to budget at present however a server will need to be replaced at a cost of £3k (not previously budgeted), **approved**. The teaching staff pay rise will possibly be 2% but this has not yet been confirmed, noted that this will be a Governing Body decision to be covered from the existing budget. Dr Dow **proposed** approval of the quarter 2 CFR, **seconded** by Rev Helm and **unanimously approved** by the Governing Body.

**09/17 Holidays, 18/19**

Details of the planned holidays for 18/19 were distributed and **approved** (includes Eid holiday on 5/6/19).

**10/17 BDAT update**

*Confidential item for governors only - see separate sheet*

- 11/17 Committees**  
*Members* Committee members and named governors for 17/18 were **agreed** as shown in Appendix 1  
*Remits* Committee remits were reviewed and **approved** without change.
- 12/17 Pupil Premium update**  
Covered in min.7/17 (Head's report) above.
- 13/17 Attendance update**  
Covered in min.7/17 (Head's report) above.
- 14/17 Safeguarding update**  
Covered in min.7/17 (Head's report) above.
- 15/17 Road Safety update**  
Deferred to next meeting.
- 16/17 Governor training and visits into school**  
Mr Howorth continues to visit regularly to hear Year 2 pupils read. He gave details of the challenges in that year group with a significantly large group of SEND pupils.  
Ms Phillips will meet the Literacy co-ordinator, 11/10/17.  
Governors were reminded that the school has subscribed to Modern Governor.  
Mr Grant, Dr Dow, Ms Phillips and Mrs Arif took part in Safeguarding training provided by the LA and Ms Nazir took part in Safeguarding training provided by Calderdale. The training will be offered again for any governors who missed it (date to be advised).
- 17/17 Any other business**  
None.
- 18/17 Date of next meeting**  
The next Governing Body meeting will be held at **6.30pm** on **Tuesday 5 December**.

**Meeting closed at 9.25pm with a prayer**

**Signed by Chair as a true record:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Committee Members, Named Governors and Briefing Representatives, 2017/18***(Observers/advisors in italics)***Pay Review**Mr T Howorth, Dr J Dow, Mr M Ali, Rev A Helm *plus the Head in advisory role***Finance, Buildings & Staffing**Mrs D Smith, Mr T Howorth, Dr J Dow, Mr M Ali, Rev A Helm *Mr W Suleman*

Clerk: Clerk to the Governors

**Curriculum, Pastoral, SEN and Admissions**

Mrs D Smith, Mr I Grant, Mrs J Arif, Mr T Howorth, Mrs M Phillips

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, Dr J Dow, Mr T Howorth

**Named Governors**

SEN	Mrs J Arif
Literacy	Ms M Phillips
Numeracy	Mr I Grant
Child Protection/Safeguarding/Looked After Children	Mr M Ali
Pupil Premium/vulnerable groups/inclusion	Dr J Dow
RE and Worship	Rev A Helm
Health & Safety	Mr T Howorth

**Year Group link governors**

Reception	Dr J Dow	Year 3	Mr M Ali
Year 1	Mr I Grant	Year 4	Ms M Phillips
Year 2	Mr T Howorth	Year 5	Rev A Helm
		Year 6	Ms M Phillips

**Briefing Representative**

Mr I Grant