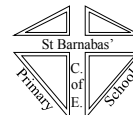


**Minutes of the Meeting of the  
Governing Body of Heaton St Barnabas' CE Primary School  
14 May 2014**



**Present:** Mr I Grant (Chair), Mrs G Evans (Head), Mrs J Allan, Mrs M Burnley, Dr J Dow, Mr T Howorth, Mrs R Jamil, Ms P Jones, Mrs L Lephard,

**In Attendance:** Mrs B Cormican (Deputy Head), Mr W Suleman (Business Manager), Mrs D Smith (Head designate), Mr J McHugh (Observer), Mrs S Edwards (Clerk)

**Meeting commenced at 7.16pm**

Mr Grant welcomed everyone to the meeting and introduced Jim McHugh, a national leader of governance (NLG) from the National College for Teaching and Leadership, who was present to observe the meeting prior to preparing a report on the effectiveness of the Governing Body

Mrs Evans led the meeting in prayer

**59/13 Apologies for Absence**

Apologies were received from Mr Mahmood; Rev MacLaren and Mr Ajeeb were absent.

**60/13 Declarations of Interest**

None.

**61/13 Notification of any other business/agenda order variations**

None notified at this point.

**62/13 Minutes of 2/4/14**

Mr Howorth **proposed** the minutes of 2/4/14 as a correct record, **seconded** by Mrs Evans and **unanimously approved** by the Governing Body.

**63/13 Matters arising from 2/4/14**

*49/13, Headteacher appointment* Mrs Smith (Head designate) was congratulated on her appointment and welcomed to the meeting.

*49/13, New curriculum* A timeline is now in place to ensure readiness for the new curriculum in September (to be emailed to governors for information).

The curriculum will include opportunities to 'broaden horizons' (study of the local area, eg. visits to canals, rivers etc.). Units have also been included on Islamic culture and South Asia and work is continuing to ensure that the new curriculum will excite and engage pupils.

**64/13 Headteacher's report**

Matters arising from the Headteacher's report:

*Attendance* Currently 93.8% which is slightly below national average of 94.7% but should improve when the current bout of chickenpox is over.

Several more fines have been issued for 5+ days holiday in term time.

*Admissions* Governors were pleased to hear that 59 confirmations have been received for Reception in September and the current Reception roll is now 51.

*HMI visit* The recent HMI visit was very positive, a full OfSTED inspection is expected next half term.

*Teaching & Learning* Transition matrices were distributed showing Year 6 predictions for this year and Year 5 predictions for May 15. Colour coding is blue for those not achieving expected progress (two levels of progress), green for those achieving expected progress and purple for those achieving more than expected progress. Further data was supplied on progress over time, this is RAG rated against floor targets and has more challenging criteria - pupils are expected to average 3 points progress per year to achieve expected and 4 points per year to exceed. Year 1 data backs up recent judgements with 100% on track to achieve expected and 47%, 65% and 67% exceeding expected in writing, reading and maths respectively. Year 5 maths is rated red - measures have been incorporated in the budget to address this. The HMI was pleased to see that the school is challenging itself in this way and raising the bar for all pupils.

**Action**

Head

In answer to a query Mrs Smith gave details of the work being done on in all year groups to improve reading and vocabulary, for example ten new words are introduced every week for pupils to apply in their writing.

Curriculum Committee (21/5/14) will receive a detailed in-year progress report.

The coaching programme for teachers is going very well and the full impact of this should be seen by the end of next half term. Purchase of an IRIS Connect video system for self observation and analysis of lessons is being considered.

*Restorative practice* RP is still being used throughout school and is generally working well, however more work needs to be done on 'keeping to agreements'.

*Parental engagement* The PEO is working directly with several families on issues such as attendance and is building relationships with many others via events such as the Blackpool trip. Parent attendance was good at two recent information meetings relating to RP and Building Learning Power however the recent parental survey has highlighted that more work may need to be done to help parents fully understand RP.

*Staffing* Mrs Evans advised that the Pastoral Care Manager will retire at the end of term.

*Pupil Premium (PP) & Sports Funding (SF)* Updated PP and SF statements were distributed. Sports Funding has mainly been used to deploy a teacher to work alongside the Sports UK coach which has had a very good impact on behaviour. Sport is generally developing well and there has been a good take up of places for after school sports clubs.

*Residentials* The following residential visits for 14/15 were **approved**; Year 3/4 Nell Bank, Year 5 to Ingleborough Hall (school staff will lead most of the activities at the latter). Eight children will be chosen for the Austria trip in January (due to the planned activities for the trip the ratio will be 1 adult to 2 children), unfortunately there has not been enough take up for the France trip.

*Pupil Council* The Council has been working on a range of issues and they participated well in the Headteacher appointment process but other areas of their work need further development.

#### 65/13 **Budget approval 14/15**

School Funding has agreed a carry forward of £136k this year (to be used towards kitchen improvements and new boilers), carry forward for year end 14/15 has reduced from £96k to £88k.

Purchases in quarter 4 included a defibrillator (comes with training for staff).

Staffing changes including adjustments for the new staffing structure and 2 new Pupil Premium teaching posts (one for each Key Stage, fixed-term for one year) which have been incorporated in the 14/15 budget as recommended by Finance Committee. Mr Grant **proposed** approval of the budget 2014/15 and predicted budgets for 15/16 and 16/17, **seconded** by Ms Jones and **unanimously approved** by the Governing Body. Noted that funding from the LA's Key Stage1/FSM budget has been applied for to carry out improvements to the kitchen extraction systems.

#### 66/13 **New curriculum update**

See min. 63/13 above.

#### 67/13 **Link governor reports**

*Literacy report* Mrs Lephard highlighted the following:

- Phonics work for reading and writing in Reception to Year 3 is very effective
- Pupil Premium funding is used to fund any literacy interventions needed higher up the school
- Reading is supported in all kinds of ways including shared reading, library books, reading buddies, Kindles etc.
- Good handwriting and spelling is encouraged
- Working walls are used to good effect in every classroom
- All writing work is now in one book
- Staff are aware of the need to engage boys more in some classes

*RE report* Dr Dow met with Mrs Smith to discuss how RE is delivered and monitored. He suggested that the rationale and principals of RE teaching at HStB could be put on the website with details of worship in school; Mrs Evans indicated that this is an area that is already being worked on.

**Agreed** that Mr Grant, Ms Jones and Rev MacLaren will report to the next meeting (on numeracy, SEN and Child Protection respectively).  
Mrs Allan advised that she has accepted invitations from the two Year 1 classes to attend their assemblies.

Next meeting:  
IG, PJ,  
CM

**68/13 Co-op Trust update**

No further progress to report.

**69/13 Correspondence**

None.

**70/13 Committee Reports**

*Finance 2/5/14* Matters arising - Dr Dow was elected Chair of Finance for the remainder of 13/14, staffing restructure and budget were approved (see min. 65/13 above). The Staff Grievance policy was discussed and amended, Dr Dow **proposed** approval of the amended policy, now renamed Dispute Resolution Policy, seconded by Mr Howorth and **unanimously approved** by the Governing Body.

**71/13 Governor Training**

Mr Howorth and Dr Dow are due to take part in Performance Related Pay training arranged by SHINE.

Governors were thanked for their visits into school to date (these are being recorded on the office signing in sheets).

**72/13 Any other business**

*Publicity* Mr Howorth gave details of the Heaton Children's Fair which had taken place in the school grounds 3/5/14; it had been a very well-attended community event and a good opportunity to promote the school locally.

*Thanks* Mr McHugh thanked governors for allowing him to watch them in action, he asked for minutes of GB meetings for 12/13 and 13/14 to be sent to him and will submit his report and recommendations as soon as possible.

Clerk

**73/13 Dates of next meetings**

*Curriculum Committee, 4.15pm, Wednesday 21 May*

*Finance Committee, 8am, Friday 11 July*

*Full Governing Body, 7.15pm, Wednesday 16 July*

**Meeting closed at 8.40pm**

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