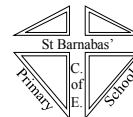


**Minutes of the Meeting of the  
Governing Body of Heaton St Barnabas' CE Primary School  
16 July 2014**



**Present:** Mr I Grant (Chair), Mrs G Evans (Head), Mrs J Allan, Mrs M Burnley, Dr J Dow, Ms P Jones, Mrs L Lephard, Rev C MacLaren

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

**Meeting commenced at 7.15pm**

Mr Grant welcomed everyone to the meeting, Rev MacLaren led the meeting in prayer

**74/13 Apologies for Absence**

Apologies were received from Mr Mahmood and Mr Howorth: Mrs Jamil and Mr Ajeeb were absent. Mr Grant indicated he would need to leave early.

**75/13 Declarations of Interest**

None.

**76/13 Notification of any other business/agenda order variations**

**Agreed** to add OfSTED inspection, DHT ratification, numeracy link report and an update on the new curriculum.

Mrs Evans was presented with a card and gift to mark her retirement and was thanked for her many years service at Heaton St Barnabas', governors wished her a long and very happy retirement.

**77/13 Minutes of 14/5/14**

The minutes of 14/5/14 were **agreed** as a correct record, subject to adding that apologies were received from Rev MacLaren after the meeting.

**78/13 Matters arising from 14/5/14**

None.

**79/13 Ofsted inspection**

*Confidential - for governors only, see separate sheet*

The Governing Body thanked Mrs Evans and the staff for a very well deserved Ofsted outcome, the enormous amount of work that has gone in to achieve this is much appreciated.

It was **agreed** that the Chair will write to all members of staff to congratulate them and thank them for their contributions.

7.45pm Mr Grant left the meeting

**80/13 Headteacher's report**

Matters arising from the Headteacher's report:

*End of term data and SATs results* Significant improvements in the outcomes for Foundation stage - strong attainment against a background of weak intake (children currently come in from 22 different settings).

Key Stage 1 - maths outcomes all above national average (NA), reading above NA in 2+ and 2b+, writing significantly above NA in all levels. OfSTED praised the use of one book for all writing so that progression can be easily seen, however presentation and handwriting still need to be worked on.

Year 6 SATs - four pupils narrowly missed the level 4 threshold and there was a dip in level 5s. An extra part time teacher will be deployed in Year 6 next year.

**Governors asked for details of Mrs Starkey's new role in Maths and how it differs to previously.** She will have control of maths throughout school and will also continue her work with leading maths for SHINE although she will not go out of school to the same extent as previously. Alison Wild will also monitor maths in her KS2 role.

**Governors asked about up skilling of support staff** - the school is planning to run GCSE Maths and English courses for them. Support staff will need to be able to move around school and engage with all levels of the curriculum.

**Action**

Chair

SATs results will be sent home with end of year reports that celebrate pupils' other achievements. Governors acknowledged the very impressive results and all the work that staff have put in.

*Strategic Plan* Updated RAG rated plan was circulated, noted that the majority of items have been completed.

*Performance management* Provisional decisions have been made on performance related pay and will be reviewed at the first Staffing Committee next term.

*New curriculum* Mrs Smith reported that staff are very well prepared and motivated, they have had three CPD sessions and have received documentation on statutory requirements. The new curriculum is in line with the agreed drivers (broadening horizons etc.) and retained elements such as SEAL and the Diocesan RE syllabus, the full details will be presented to Curriculum Committee next term.

School will use the key performance indicators 'emerging', 'secure' and 'exceeding'. Mrs Smith was thanked for all her work on implementation of the new curriculum.

*Staffing restructure* After full consultation with staff and with support from HR the restructuring proposals were discussed and approved at Finance Committee, 16/6/14 (min. F29/13). Some governors were concerned that the papers had not been sent to all governors however it was confirmed that the Committee has the appropriate delegations to approve the restructure. The leadership re-structure rationale will be re-circulated to all governors for information.

*Governing Body* It was **agreed** to review the work of the Governing Body (committee structure, remits etc.) at the first meeting next term

*DHT ratification* Ms Jones **proposed** ratification of the appointment of Alison Wild to the new DHT post with effect from 1/9/14, **seconded** by Mrs Lephard and **unanimously approved** by the Governing Body

Cttee

Head/  
Cttee

Head

Next  
meeting

#### 81/13 Link governor reports.

*Maths* Mr Grant's report was circulated - no matters arising.

*RE* Dr Dow's report was circulated. It was noted that Rev MacLaren's contributions and ideas for collective worship are a great resource.

*SEN* Ms Jones reported to the Curriculum Committee.

*Child Protection* No issues or concerns at present - Rev MacLaren will meet with Mrs Cormican as soon as possible

CMc/BC

#### 82/13 Co-op Trust update

Mrs Evans advised that the Co-op Trust is not now proceeding due to the issues within historic equal pay claims which remain unresolved; it may reconsider this position in 2016. The SHINE partnership will continue as previously.

#### 83/13 Correspondence

Letters regarding the Co-op Trust decision will be circulated for information.

Head

#### 84/13 Committee Reports

*Finance, 2/5/14*, No matters arising.

*Finance, 16/6/14*, Staffing structure was approved.

*Finance, 11/7/14, F33/13*, It had been **agreed** to refer forward planning for buildings, including the business case for (and uses of) an extension and use of any excess carry forward, to the current meeting for further consideration.

It was **agreed** to form a working party to discuss and explore possibilities and feasibility further, membership **agreed** as Mrs Smith, Mr Grant, Ms Jones, Mr Suleman and other co-options as appropriate.

Rev MacLaren indicated that she is considering relinquishing her governor role in favour of a colleague, John Butler, who is also a school business manager with experience of governance and building projects and therefore a possible co-optee for the working party.

A governor requested a list of building works and renovations that are taking place over the summer (which include kitchen and toilet refurbishment).

Business  
Manager

- Since the Finance meeting the Diocese has suggested that an additional £9000 of DFC should be spent to further improve the kitchen facilities, **approved**.  
*F35/13, Staffing* One Pupil Premium teacher has been appointed; the second post will be re-advertised in September.
- 85/13 Governor Training**  
 A draft Governor Review report had been received from Jim McHugh and was distributed, governors were asked to email the Chair with any comments or queries to pass on to Mr McHugh.  
 9.35pm Mr Suleman left the meeting
- 86/13 Calendar of meetings 14/15**  
 The following dates for Governing Body meetings 14/15 were **approved**:  
 (all at 7.15pm) 8 October, 10 December, 4 March, 13 May (budget), 15 July.
- 87/13 Governor attendance at meetings**  
 The Chair had asked for his concerns regarding governor attendance at meetings to be highlighted and for governors to be reminded that a protocol for noting apologies (rather than formally accepting them) was agreed by the Governing Body in December 2013 with the onus then being with governors to attend regularly to avoid disqualification under the '6 month rule'.  
 It was **agreed** to write to persistently absent governors regarding their future intentions.
- 88/13 Any other business**  
*GB papers* It was agreed to send all future GB and committee papers electronically; the school will supply hard copies on request.  
 Mrs Evans thanked governors for all their work and valued support over the years.
- 89/13 Date of next meeting**  
*Full Governing Body, 7.15pm, Wednesday 8 October.*

Action
All
Clerk
Clerk

**Meeting closed at 9.50pm**

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