



**Meeting commenced at 7.20pm**

**Present:** Mr I Grant (Chair), Mrs G Evans (Head), Mrs J Allan, Dr J Dow, Mr T Howorth, Mrs R Jamil, Mrs L Lephard, Rev C MacLaren, Mr A Mahmood

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

Mr Grant welcomed everyone to the meeting and introduced Pippa Jones, prospective foundation governor.

The main business was preceded by a training session on the Role of the Named Governor which focused on understanding the role, agreeing a strategy and protocols for carrying out the role and provision of related information and documentation. Named governors are expected to offer support and challenge to the leader of their area of responsibility and to meet them at least termly (contact by email in advance to arrange). Governors were reminded that during their visits they should not make notes or discuss individual children and should respect confidentiality at all times.

8.15pm Rev MacLaren led the meeting in prayer

**44/13 Apologies for Absence**

Apologies received from Mrs Burnley; Mr Ajeeb was absent.

**45/13 Declarations of Interest**

None.

**46/13 Notification of any other business/agenda order variations**

Items of AOB were notified.

**47/13 Minutes of 11/12/13 and 20/3/14**

The minutes of 11/12/13 and 20/3/14 were **agreed** as correct records.

**48/13 Matters arising from 11/12/13 and 20/3/14**

11/12/13: 30/13, Governor photos are on display in reception, governor lanyards will be ordered for use at parents evening etc.

20/13/14: *Headteacher recruitment* Diane Smith was appointed Headteacher from 1/9/14; Mr Grant thanked everyone who contributed to the recruitment process.

**49/13 Headteacher appointment**

Mrs Smith will work alongside Mrs Evans on items such as the new budget, the 14/15 staffing model and the new curriculum, she will also attend SHINE meetings when possible. A teacher returns from maternity leave in May and will take over Mrs Smith's class which will give her further transition time next term.

The new curriculum has also previously been discussed in committee and further details will be brought to the full governing body meeting in May. It was **agreed** that a working party should be convened in advance of the next meeting specifically to look at the curriculum drivers. Mr Grant, Mrs Allan, Rev MacLaren and Mrs Jones volunteered for the working party (plus Mrs Burnley subject to her acceptance).

**50/13 Headteacher's report**

Governors questions and matters arising from the Headteacher's report:

*Progress & achievement* Current Year 2 and 6 predictions for May/June 2014 are generally better than expected.

There are concerns regarding one Year 5 class - there are not enough pupils who have made expected progress which is being looked into in more detail. The poor behaviour and learning attitude of last year's Year 5 children (now in Year 6) which had been flagged up to governors previously is now much improved.

**Action**

WS

Next meeting

IG,JA,  
CM, PJ,  
MB

**Action**

It was noted that Year 6 are predicted to miss floor targets by 1% in maths and writing, **governors asked what Ofsted's view would be of this?** Although Ofsted will look at floor targets they will also look at the level pupils came in at and their progress over time. The SIP was very impressed with the projections.

**A governor asked if there is likely to be more focus on the progress of more able children, given that Ofsted are now focussing on the number of children who exceed expectations.** Mrs Evans responded that school's tracking system monitors the progress of able children but also tracks individual progress from different starting points so that all those who are making more than expected progress are identified.

**51/13 Link governor reports**

**Agreed** that Mr Grant and Mrs Lephard will report back to the next meeting; all other link governors were asked to make at least one visit into school before the next meeting if at all possible.

Next meeting  
IG, LL

**52/13 Co-op Trust update**

The prospective Trust member schools have set a deadline for resolution of the current difficulties with establishing the Trust.

**53/13 Correspondence**

The SHINE Partnership has written to Cllr Berry regarding admissions issues relating to the Rainbow free school.

**54/13 Committee Reports**

*Finance, 17/1/14* No matters arising.

*Curriculum, 28/1/14* No matters arising.

*Curriculum, 26/3/14* Clerk to circulate minutes when available (detailed data reports have already been circulated).

Clerk

**55/13 Committee vacancies**

Changes were **agreed** to Committee membership, see Appendix 1 for updated list. SHINE Partnership performance management training will be available 15/5/14.

JD, TH

**56/13 Governor Training**

Mrs Evans, Mr Grant and Mr Howorth took part in Preparing for Ofsted training. All governors took part in training on the Role of the Named Governor earlier in the evening.

**57/13 Any other business**

*Marketing* It was **agreed** to form a working party to look at future marketing of the school in light of falling numbers on roll, members: Dr Dow, Mrs Smith, Mr Grant, Mrs Lephard, Parental Engagement Worker.

*Budget* The carry forward is likely to be £113k which will be over the 6% threshold. Possible IUB (intended use of balances) items were discussed previously but not submitted to School Finance (£10k office refurbishment, £10k revenue contribution to capital), however, due to the lower numbers on roll the school will meet the carry forward criteria for retention of overspend above the threshold.

The new budget for 14/15 is in preparation with a cautious approach until take up of places for September is confirmed.

JD,  
DS,IG,  
LL

**58/13 Dates of next meetings**

*Finance Committee, 8am, Friday 2 May.*

*Curriculum Committee, 4.15pm, Wednesday 21 May*

*Full Governing Body, 7.15pm, Wednesday 14 May (budget approval).*

**Meeting closed at 9.26pm with The Grace**

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

## **Heaton St Barnabas' CE Primary School**

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

(revised April 2014)

*(Observers/advisors in italics)*

#### **Pay Policy (Working Party)**

Mrs G Evans, Mrs J Allan, Mr I Grant

#### **Pay Review**

Mr T Howorth, Dr J Dow, Mrs R Jamil *plus the Head in advisory role*

#### **Buildings, Finance & Staffing** *Chair to be appointed at next meeting*

Mrs G Evans, Mr A Mahmood, Mr T Howorth, Dr J Dow, Mrs P Jones *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 R Jamil, 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, Dr J Dow, Mr T Howorth

#### **Named Governors**

SEN	Mrs M Burnley
Literacy	Mrs L Lephard
Numeracy	Mr I Grant
Child Protection/Safeguarding/Looked After Children	Rev C MacLaren
Pupil Premium/vulnerable groups/inclusion	Mrs R Jamil, Mrs J Allan
RE and Worship	Dr J Dow
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
Year 1	Mrs J Allan	Year 4	Mr I Grant
Year 2	Mrs M Burnley	Year 5	Mr T Howorth
		Year 6	Dr J Dow

#### **Briefing Representative**

Mr I Grant

April 2014