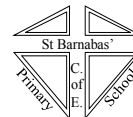


**Minutes of the Meeting of the  
Governing Body of Heaton St Barnabas' CE Primary School  
8 October 2014**



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

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

**Meeting commenced at 7.19pm**

Mr Grant welcomed everyone to the meeting, Mrs Burnley led the meeting in prayer  
The Clerk took the Chair for items 1-3

**01/14 Apologies for Absence**

Apologies were received from Mrs Cormican and Rev MacLaren; Mrs Jamil and Mr Ajeeb were absent. Ms Jones had sent apologies for late arrival.  
The Clerk advised that Mr Mahmood had resigned from the Governing Body during the holidays.

**02/14 Declarations of Interest**

No declarations of interest for the current meeting.  
Declarations of pecuniary interest for 14/15 were completed.

7.22pm, Mrs Allan entered the meeting

**03/14 Election of Chair**

The term of office for Chair of Governors was **agreed** as two years, one nomination was received: Mr I Grant.

7.23pm, Mr Grant left the meeting

Mrs Burnley **proposed** Mr Grant as Chair of Governors 14/16, seconded by Dr Dow and unanimously approved by the Governing Body.

7.24pm, Mr Grant returned to the meeting and took the Chair

**04/14 Election of Vice Chair**

The term of office for Vice Chair of Governors was **agreed** as one year, one nomination was received: Mr T Howorth.

7.25pm, Mr Howorth left the meeting

Mrs Allan **proposed** Mr Howorth as Vice Chair of Governors 14/15, **seconded** by Mr Grant and **unanimously approved** by the Governing Body.

7.26pm, Mr Howorth returned to the meeting

**05/14 Notification of any other business**

None notified.

**06/14 Minutes of 16/7/14**

Dr Dow **proposed** the minutes of 16/7/14 as a correct record, **seconded** by Mrs Burnley and **unanimously approved** by the Governing Body.

**07/14 Matters arising from 16/7/14**

87/13, *Governor attendance at meetings* The Clerk advised that Mr Ajeeb is no longer eligible to be a governor due to non-attendance, therefore there are two parent governor vacancies, **agreed** that a request for nominations will go out to parents before half term. Further **agreed in principle** that, when reconstitution is considered, a model with at least two parent governors will be maintained.  
It is understood that Rev MacLaren intends to step down to be replaced by Rev Buckley but confirmation of this is awaited from the Diocese.

85/13, *Governor Training* Jim McHugh has been asked to make some revisions to his report, the final version will be emailed to governors as soon as received.

**08/14 Deputy Head recruitment**

The Curriculum Committee approved the retirement of Mrs Cormican wef 31/12/14. The post has been advertised and three applications have been received to date.

**Action**

Chair

Head

Head

Shortlisting will take place 13/10/14 with interviews 23/10/14; Mr Grant, Mr Howorth, Mrs Burnley, Richard Lait (LA) and Fiona Beevers (Diocese) will attend. It was **agreed** to hold an Extraordinary Governing Body meeting at 8.15am on Friday 23 October at the Dubrovnik Hotel to ratify any recommendation for appointment from the panel.

All

#### 09/14 Headteacher's report

Matters arising from the Headteacher's report:

*School roll* There are 18 more pupils than at September 2013 with two more new starters due shortly.

7.54pm Ms Jones entered the meeting

*Discipline* There are no behaviour issues at the moment, lunchtime staff are pleased to report that only two red slips have been issued so far. The new lunchtime clubs and the presence of SLT in the playground have certainly had a positive effect on behaviour.

*SEN* Four statements will convert to EHCPs (education, health and social plans) in the next three years.

*Free school meals* Universal FSM uptake for KS1 is 162. The figure for those eligible for FSM in FS/KS1 is low at 22 - probably due to a change in demographic locally.

All parents are met with before admission and are supported with checking eligibility and filling in the forms. The government is understood to be guaranteeing Pupil Premium funding for one more year from April 2015 and will then review.

*Buildings* The development plan includes roof repair/replacement, new staff lockers, cloakroom refurbishment for Years 5 and 3.

Dr Dow raised a concern that, although the remodelled main entrance is much more secure, parents do sometimes experience unreasonable queues and delays. Mrs Smith will review circulation and staffing arrangements in the area to see if this can be improved.

*Swimming* The school has come to a new agreement with St Bede's for a weekly one hour slot from November to July and has also secured some free sessions.

*Staffing* **Governors asked if the school is fully staffed?** Yes, appointments have been made to the three vacant playworker posts.

*Funding* The school is actively looking for new funding streams, for example a free trip to Lotherton Hall has been arranged and an application has been made to Kellogg's for Breakfast Club funding. It is hoped that Breakfast Club can be extended to all pupils which is something parents are keen for.

*INSET* Governors asked to see a copy of Mrs Smith's start of term 'Vision and Inspiration' presentation to staff.

*Curriculum* Poetry week will be held 13 -17 October, all classes will learn and present a poem at assembly. There will be a big focus on reading next half term.

Head

Head

#### 10/14 School updates

*Covered in min 9/14 above.*

#### 11/14 School Improvement Plan

Matters arising from the School Improvement Plan:

*Goal 1 - Improve quality of teaching and learning* Monitoring generally takes place via SLT with TLRs carrying out book scrutinies. **How is the new system of DHTs providing PPA cover going?** It is working very well. **How many outstanding teachers would you expect in an outstanding school?** Probably around 60% -70%.

*Goal 2 - Raise achievement in GPS and maths* SPAG (spelling, punctuation and grammar) training will be provided at the October training day. Pupils' vocabulary and mental maths skills are being developed, the KS2 timetable has been restructured accordingly.

*Goal 3 - Pupils to engage with spirituality* The SIAMS 'health check' is due to take place 24 November.

		<b>Action</b>
	<p><i>Goal 4 - Assessment for Learning</i> Marking and feedback continue to be worked on so that they impact on future learning.</p> <p><i>Goal 5 - Presentation of work</i> The working wall in the hall is very successful - the children are keen to show their work with a sense of pride and purpose.</p> <p><i>Goal 6 - Develop governors' knowledge and understanding of the effectiveness of school work</i> Ongoing work.</p> <p><i>Goal 7 - Continue to improve engagement with families to Improve attendance</i> Current attendance is 95.4%. <b>Is there a forum for presenting the school's future ambitions to parents?</b> This has recently been done via Positive Parents but we could certainly share further.</p> <p>A parent governor commented that parents would appreciate more notice of events and that it would be very helpful to have lunch menus in advance</p>	Head
<b>12/14</b>	<p><b>Correspondence</b> None.</p>	
<b>13/14</b>	<p><b>Committee Reports</b> <i>Curriculum</i>, 16/9/14 No matters arising.</p>	
<b>14/14</b>	<p><b>Review of the work of the Governing Body</b> Amendments to Committee membership were <b>agreed</b> as shown in Appendix 1. It was <b>agreed</b> to review membership again plus committee structure and committee remits when governor vacancies have been filled.</p>	Next meeting
<b>15/14</b>	<p><b>Governor Training</b> The majority of governors had attended Child Protection training provided at school which had been well received. The training day for staff and governors is on Friday 24 October at the Dubrovnik Hotel.</p>	
<b>16/14</b>	<p><b>Any other business</b> <i>Policy</i> In answer to a query Mrs Smith confirmed that the school has a Medical Conditions policy in line with a new statutory requirement. <i>Thanks</i> The Governing Body thanked Mrs Cormican for her valuable service at the school.</p>	
<b>17/14</b>	<p><b>Dates of next meetings</b> <i>Extraordinary Governing Body</i> <b>8.15am, Friday 24 October</b>, Dubrovnik Hotel. <i>Full Governing Body</i>, <b>7.15pm, Wednesday 10 December</b>.</p>	

**Meeting closed at 9.20pm**

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

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

### **Committee Members, Named Governors and Briefing Representatives, 2014/15**

*(Observers/advisors in italics)*

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

Mrs D Smith, Mrs J Allan, Mr I Grant

#### **Pay Review**

Mr T Howorth, Dr J Dow, *vacancy, plus the Head in advisory role*

#### **Buildings, Finance & Staffing**

Mrs D Smith, 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**

Mrs D Smith, Mr I Grant, Mrs M Burnley, Mrs J Allan, Mrs L Lephard, *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	Mrs J Allan
Pupil Premium/vulnerable groups/inclusion	Mrs J Allan
RE and Worship	Dr J Dow
Health & Safety	Mr T Howorth

#### **Year Group link governors**

Reception	<i>vacancy</i>	Year 3	Mrs M Burnley
Year 1	Dr J Dow	Year 4	Mrs L Lephard
Year 2	Mrs J Allan	Year 5	Mr I Grant
		Year 6	Mr T Howorth

#### **Briefing Representative**

Mr I Grant

October 2014