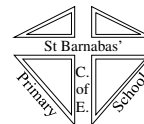


**Minutes of the Meeting of the
Governing Body of Heaton St Barnabas' CE Primary School
17 July 2012**



Meeting commenced at 7.24pm

Present: Mr S Hollis (Chair), Mrs G Evans (Head), Mrs J Allan, Mrs A Ashe, Mrs M Burnley, Mrs R Cawood, Rev M Fisher, Mr I Grant, Ms J Hervey, Mr S King

In Attendance: Mrs B Cormican (Deputy Head), Mr P Baker (Business Manager), Mrs S Edwards (Clerk)

Mr Hollis welcomed everyone to the meeting, Rev Fisher led the meeting in prayer

60/11 Apologies for Absence

Apologies were received and **accepted** from Mr Fiaz; Mr Akhtar was absent. The Clerk will write to Mr Akhtar to advise that he is entitled to serve out his term of office and confirmed that Mr Fiaz will be entitled to serve out his term of office when his children have left the School.

Action

Clerk

61/11 Declarations of Interest

None.

62/11 Notification of Any Other Business

Two items of AOB were notified.

63/11 Governing Body Action Plan

Mr Hollis reminded governors of previous action plan discussions and progress made to date on the priorities. Points raised during further discussion of the plan included:

- Curriculum Committee will continue to have a focus on standards and achievement as part of its remit (rather than having a separate committee).
- The Committee will look at local/national benchmarking at a future meeting.
- The new reporting format which highlights any slippage has been very useful to Curriculum members.
- The SHINE partnership 'record card' showing 3-year trends will be a very useful tool and will be brought to governors as soon as available.
- Mr Grant will compile a governor training and development log to keep a record of training done (handouts, certificates etc) and training needs.
- In order to develop more effective links between named governors and the School Mrs Evans will supply 'job descriptions' for named governors and contact details for relevant staff.

Cttee

Head

IG

Head

8pm Mrs Burnley left the meeting

- To develop communication links between the Governing Body and the School community governors will be sent full details of events they are invited to attend (Open Day etc) and will continue to have a parent governor table at parents' evenings. Governors are welcome to make an appointment for pupil councillors to show them around the School and are invited to attend the whole school training day at the Dubrovnik Hotel on **Friday 19 October**.

All

Agenda variation **agreed** at this point

64/11 Governing Body Constitution

Details were given of new constitution regulations due to come in 1/9/12. It will be possible to reconstitute with one staff governor replaced by a parent governor. It was proposed that any unsuccessful parent governor candidates could then be invited to observe Governing Body meetings.

The Governing Body **agreed** in principle to reconstitute on this basis at the next meeting subject to DfE guidance.

Next meeting

65/11 Minutes of the meeting 16/5/12

Mrs Allan **proposed** the minutes of 16/5/12 as a correct record subject to the addition of Rev Fisher to the list of those present, **seconded** by Mrs Ashe and **unanimously approved** by the Governing Body.

		Action
66/11	<p>Matters arising from 16/5/12</p> <p><i>53/11, Curriculum</i> Teaching and learning observations were carried out with the Head of Margaret MacMillan. Our Leadership team will Reciprocate in the autumn term.</p> <p><i>51/11, Complaint</i> No further correspondence has been received. Mr Hollis will write to the sender to give her another chance to respond.</p> <p><i>56/11, Equalities</i> Agreed to form a working party to identify the protected characteristics and compile an action plan, membership Mrs Allan and Mr Fiaz, (subject to his acceptance).</p>	<p>Chair</p> <p>JA,AF</p>
67/11	<p>Correspondence</p> <p>A member of support staff requested a variation in contracted hours, a new working pattern has been agreed.</p> <p>Letter received from a potential foundation governor (Liz Leppard), it was agreed that she will be asked to complete PCC forms and invited to attend the next meeting as an observer.</p>	<p>Next meeting</p>
68/11	<p>Headteacher's report</p> <p>Matters arising from the Headteacher's report:</p> <p><i>Foundation outcomes</i> Results are close to or exceed national averages in most areas.</p> <p><i>KS1 outcomes</i> Solid level 2b+ have risen from 61% to 81% and there has been a good improvement in level 3s. It was noted that unfortunately four pupils will be leaving to go to Bradford Girls' Grammar.</p> <p>Foundation and KS1 results were both moderated externally this year.</p> <p><i>KS2 outcomes</i> There is more work to do to reach national averages but several improvements have been made and projections for next year are good.</p> <p>The Governing Body recognised the hard work of staff and congratulated them on the improvements made this year.</p> <p><i>Behaviour</i> There are behaviour issues in one current Year 4 class which are a concern, several strategies are being considered and will be put in place next term (eg. extra staff to be deployed for group work in the class when available). It was agreed to inform parents that steps are being taken to stabilise staffing as far as possible.</p> <p><i>Attendance</i> A total of 60 families have taken unauthorised absence totalling 552.5 days. The SHINE partnership are intending to lobby on the 20 days rule.</p>	<p>Head</p>
69/11	<p>Policy review</p> <p><i>Diversity & Cohesion</i> Policy not due for revision as yet, the diversity & cohesion action plan to be an agenda item at the next Curriculum meeting.</p> <p><i>Homework Policy</i> Governors to send any comments or alterations to Mrs Evans prior to approval at Curriculum Committee (will also be sent out to parents for comment).</p> <p><i>Behaviour policy</i> A new policy covering all aspects of behaviour (restorative justice, bullying, physical restraint etc.) to be approved at the next Governing Body meeting.</p> <p><i>Appraisal polices (teachers and support staff)</i>, to be approved at the next Finance & Staffing meeting.</p> <p><i>Pay Policy</i> Mr Grant proposed approval of the revised Pay Policy (as recommended by the working party), seconded by Mrs Ashe and unanimously approved by the Governing Body.</p>	<p>Cttee</p> <p>Cttee</p> <p>Next meeting</p> <p>Cttee</p>
	<p>9.32pm Mr Grant left the meeting</p>	
70/11	<p>Committee reports</p> <p><i>Pay Policy Working Party, 13/7/12</i> Policy approved, see min. 69/11 above.</p> <p><i>Finance 13/7/12</i> No matters arising.</p>	

- 71/11 Calendar of meetings for 2012/13**
 It was **agreed** to continue to hold Governing Body meetings on Wednesdays at **7.15pm** on the following dates: **17 October, 5 December, 13 February, 9 May** and **17 July**.
 The first Finance Committee meeting will be held on at **8.15am** on **Friday 5 October**.
 Dates for the remaining Finance meetings and Curriculum meetings will be circulated with the minutes.
- 72/11 Governor Training**
 Mrs Evans and Mrs Cormican attended very valuable OfSTED training and will consider hiring the trainer as a consultant.
- 73/11 Any Other Business**
Exit interviews Mr Fiaz had asked if exit interviews are carried out with any parents who are taking their children away from the School. Mrs Evans confirmed that she would normally have an informal conversation with parents (based on the reasons given for withdrawal on the common application form). It was **agreed** that, if he wishes, Mr Fiaz can supply parents with his contact details (via School) should they wish to discuss further their reasons for withdrawal.
Positive Parents An OfSTED-style survey was sent to 320 families, 110 were returned and results were very positive. Minutes from the last Positive Parents meeting will be sent to governors for information.
- 74/11 Dates of next meeting**
 The next meeting of the Governing Body will be held at **7.15pm** on **Wednesday 17 October**.

Action
Head/ Clerk
AF
Clerk

Meeting closed at 9.26pm with The Grace

Signed by Chair as a true record: _____ Date: _____