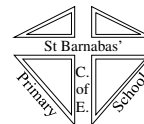


**Minutes of the Meeting of the
Governing Body of Heaton St Barnabas' CE Primary School
17 October 2012**



Meeting commenced at 7.24pm

Present: Mrs A Ashe (Acting Chair), Mrs G Evans (Head), Mrs J Allan, Mr A Fiaz, Rev M Fisher, Mr I Grant

Observer: Mr S Hollis

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

The Clerk took the Chair for items 1-3

Prayers were said to mark the sad passing of Stanley King, and with thanks for his very valued commitment and service to the School over many years

01/12 Apologies for Absence

Apologies were received and **accepted** from Mrs Burnley, Mrs Cawood and Ms Hervey; Mr Akhtar was absent.

The Clerk will seek confirmation from Mr Akhtar that he wishes to resign.

Mr Hollis was attending the meeting as an observer as he has not yet been re-appointed as a foundation governor by the Diocese. It was **agreed** that the Vice Chair will act as Chair until further information is received from the Diocese. Noted that there is now a second vacancy to be filled.

02/12 Declarations of Interest

No declarations of interest for the current meeting.

Declarations of pecuniary Interest were completed.

03/12 Election of Vice Chair, 12/13

One nomination received for Vice Chair - Ann Ashe.

7.27pm Mrs Ashe left the meeting

Mrs Allan **proposed** Mrs Ashe as Vice Chair 2012/13, **seconded** by Mr Grant and **unanimously approved** by the Governing Body.

7.28pm Mrs Ashe returned to the meeting and took the chair

04/12 Notification of Any Other Business

Agenda variations were **agreed**.

05/12 Minutes of the meeting 17/7/12

The minutes of 17/7/12 were **agreed** as a correct record.

06/12 Matters arising from 17/7/12

66/11, *Curriculum* The Equalities working party has still to meet.

73/11, *Exit interviews* One parent contacted Mr Fiaz but then was not in position to take part in an exit interview.

07/12 Committee membership

Committee membership, committee chairs/clerks, named governors, forum reps were **agreed** as shown in Appendix 1 (any vacancies will be reviewed again when Governing Body vacancies have been filled).

08/12 Headteacher's report

Matters arising from the Headteacher's report:

Admissions 388 pupils are currently on roll (there are vacancies in all year groups) which will result in a drop of £57k funding next year. Of 29 children who left in July, 23 went to take up places at Lady Royd or BGGs.

There is a high number of 'new to English' starters, it is hope there will be more opportunities within SHINE to share intensive language input.

Attendance Attendance has improved and the national average should be met, punctuality has generally improved but there are still some children who are arriving late and disrupting or missing circle time.

Action

Clerk

Action
Next meeting
Head
Clerk
Next meeting

Behaviour Restorative practice has made a big difference in school with a good reduction in the number of incidents being referred.

SHINE Eligible SHINE schools are intending to form a co-operative trust and Heaton St Barnabas' will be invited to be an associate member (to be discussed further at the next GB meeting). SHINE will become a company that services the Trust (procurement, ESWs, training etc).

8.11pm Rev Fisher left the meeting

A consultation period will commence in November with a public meeting at Green Lane Primary on 12/12/12 followed by a series of meetings with unions, staff, parents etc. Schools will take the final decision at a meeting at Manningham Mills, 12/2/13.

Anti-bullying policy **Agreed** to include the Anti-bullying Alliance definition of bullying in the Behaviour Management policy and to include a log of all bullying allegations (whether proved or not) in future Headteacher's reports.

Data Benchmarking information for SHINE schools shows that all the schools are on a 3-year rising trend.

09/12 Correspondence
None.

10/12 Governing Body Constitution
Re-constitution of the Governing Body was discussed with regard to recently issued DfE Guidance. It was **agreed** to retain the current number of foundation governors (7) and to reduce staff governors by one in order to increase parent governors by one. Noted that Mrs Allan will be eligible to serve out her full term of office (until 12/9/13) as support staff governor.
Mrs Ashe **proposed** reconstitution of the Governing Body as **7** foundation, **2** staff, **2** parent and **1** LA, term of office for all governors **three years** (other details as per draft Instrument of Government, Appendix 1), **seconded** by Mr Fiaz and **unanimously approved** by the Governing Body. The Clerk was asked to make the necessary arrangements with School Governor Service/Legal Services.

11/12 Holidays 13/14
An updated list of dates for 2013/14 was distributed (3/1/14 is now holiday, training day to be held on 16/4/14). Mr Grant **proposed** approval of the holidays for 2013/14, **seconded** by Mrs Ashe and **unanimously approved** by the Governing Body.

12/12 Committee remits
Committee remits were reviewed and **approved** without change.

13/12 Governor training
None.

14/12 Any Other Business
Finance **Agreed** to hold an emergency Finance meeting immediately following the current meeting (to deal with urgent business held over from the cancelled Finance meeting) and to co-opt Mr Grant onto the Committee for the duration of the meeting.
Memorial Governors were asked for their suggestions for a permanent memorial to Stanley King (to be discussed further at the next meeting).

15/12 Date of next meeting
The next meeting of the Governing Body will be held at **7.15pm** on **Wednesday 5 December**.

Meeting closed at 8.58pm with The Grace

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

**INSTRUMENT OF GOVERNMENT
HEATON ST BARNABAS' CHURCH OF ENGLAND PRIMARY SCHOOL**

- 1. The name of the School is HEATON ST BARNABAS' CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL**
- 2. The School is a voluntary aided school**
- 3. The name of the Governing Body is The Governing Body of Heaton St Barnabas' Church of England Voluntary Aided Primary School**
- 4. The Governing Body shall consist of:**
 - (a) 2 Parent governors**
 - (b) 1 LA governor**
 - (c) 2 Staff governors (including the Headteacher, except at any time when the Headteacher has given notice that s/he chooses not to be a governor)**
 - (d) 7 Foundation governors**
- 5. The total number of governors is 12**
- 6. The Diocesan Board of Education for the Diocese of Bradford shall appoint foundation governors**
 - (a) The holder of the following office shall be a foundation governor ex officio: The Principal officiating minister for the Parish of Heaton St Barnabas'**
 - (b) The Archdeacon of Bradford within which the School is situated shall appoint a foundation governor to act in the place of the ex officio governor whose governorship derives from the office named in (a) above, in the event that that ex officio foundation governor is unable or unwilling to act as a foundation governor, or there is a vacancy in the office by virtue of which his/her governorship exists.**
- 8. The Archdeacon of Bradford is the person entitled to request the removal of any ex-officio foundation governor and to appoint any substitute governor.**
- 9. Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles**

of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

10. The term of office of all categories of governors is 3 years.
11. This Instrument of Government comes into effect on **1st July 2012.**
12. This Instrument was made by order of the City of Bradford Metropolitan District Council.

Heaton St Barnabas' CE Primary School**Committee Members, Named Governors and Briefing Representatives, 2012/13***(Observers/advisors in italics)***Pay Policy (Working Party)**

Mrs G Evans, Mrs J Allan, Mrs A Ashe, Mrs R Cawood, Mr I Grant

Pay ReviewMrs A Ashe, Mr S Hollis, *vacancy*
*plus the Head in advisory role***Buildings, Finance & Staffing** (inc. Staff Discipline/Staff Grievance)Mr S Hollis (Chair), Mrs G Evans, Mrs A Ashe, Rev M Fisher,
Mrs B Cormican, Mr P Baker

Clerk: Clerk to the Governors

Appeals: *Panels to be drawn from any eligible governors***Curriculum, Pastoral, SEN and Admissions** (inc. Pupil Discipline.)Rev M Fisher, Mrs G Evans, Mr I Grant, Mr A Fiaz, Mrs M Burnley, Mrs J Allan, Mrs J Hervey,
Mrs R Cawood, *Mrs B Cormican*

Clerk: Clerk to the Governors

Parental Complaints*Panel members to be drawn from any non-school based governors as and when required***Performance Management** (Headteacher review)

Mr I Grant, Mr A Fiaz, Mrs A Ashe

Named Governors

SEN	Mrs M Burnley
Literacy	
Numeracy	
Child Protection and Safeguarding	Rev M Fisher
Looked After Children	Rev M Fisher
RE and Worship	Mrs A Ashe, Mrs J Hervey
Able and Talented	Mrs J Allan, Mrs R Cawood
English as a Second Language	Mrs J Hervey
School Meals	Mr I Grant
Health & Safety	Mr S Hollis
Equal Opportunities	Mr A Flaz

Briefing Representatives

Mr S Hollis, Mr I Grant