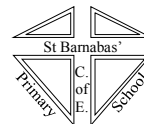


**Minutes of the Meeting of the
Governing Body of Heaton St Barnabas' CE Primary School
6 March 2013**



Meeting commenced at 7.18pm

Present: Mr I Grant (Chair), Mrs G Evans (Head), Mrs J Allan, Mrs A Ashe, Mrs M Burnley, Mr T Howorth, Mrs L Lephard, Mr A Mahmood

In Attendance: Mrs B Cormican, Mr P Baker, Mrs S Edwards (Clerk)

Mrs Ashe led the meeting in prayer.

New parent governor Amjad Mahmood and new foundation governor Trefor Howorth were welcomed and introduced.

40/12 Apologies for Absence

Apologies were received and **accepted** from Rev Fisher.

Agreed to take an item of AOB at this point

41/12 Any other business

Governor vacancies Mrs Evans advised that an appointment to the LA vacancy is being processed by City Hall.

A candidate for the parent governor vacancy has come forward; the Clerk advised that, having received fewer nominations than vacancies, the Governing Body could appoint directly to the vacancy if desired. Mr Grant therefore **proposed** the appointment of Irfan Ajeeb as parent governor (subject to his acceptance), **seconded** by Mrs Allan and **unanimously approved** by the Governing Body.

42/12 Declarations of Interest

None.

The Clerk took the Chair for item 43/12

43/12 Chair of Governors

Term of office **Agreed** to appoint a Chair until the end of the academic year.

7.30pm Mr Grant left the meeting

Election of Chair Mrs Allan **proposed** Mr Grant as Chair of Governors until the end of the academic year 12/13, **seconded** by Mrs Ashe and **unanimously approved** by the Governing Body.

7.32pm Mr Grant returned to the meeting and took the Chair

44/12 Minutes of 16/1/13

The minutes of 16/1/13 were **agreed** as a correct record subject to the following insertion in min. 38/12:

It was **agreed** to ask parent governors to carry out informal 'exit chats' with any parents of pupils who leave the school before Year 6. Mrs Evans will arrange with the office to pass on the names of any parents who are willing to be contacted in this regard.

45/12 Matters arising from 16/1/13

33/12, Stanley King memorial A date for the opening of the IT suite has still to be arranged.

32/12, OfSTED inspection Nothing further has been heard regarding the complaints that were made about the inspection. HMI have not yet made a return visit.

46/12 Headteacher's report

Matters arising from the Headteacher's report:

Attainment Very good results are expected in Key Stage 1, predicted levels are higher than national averages. A detailed analysis of progress and attainment by subject was distributed for information and will be discussed further at the next Curriculum meeting

Booster groups are running in Key Stage 2. The prediction of 26 level 5s for maths is below the original target of 37 (partly due to some children having left the school).

Attendance A recent sickness bug has impacted on attendance.

Action

Head

Head

67 children are on 100% attendance and any still on 100% at the end of the year will be able to take part in the limousine/milk shake bar treat.
Holiday in term time is decreasing (against the local trend).

47/12 Correspondence

Confidential item for governors only - see separate sheet

48/12 Co-operative Trust

The meeting originally planned for 12 February will now be held 7/3/13 at Future House, as many governors as possible need to attend (Mrs Ashe and Mrs Burnley gave their apologies). At the meeting feedback will be given from all the consultation meetings before the 9 schools decided whether to proceed to the next stage (statutory notice). A letter of support for the Trust from Kath Tunstall was circulated for information.

49/12 Committee reports

Finance & Buildings update Canopy frame has been erected, the roll shutters will be fitted w/c 18/3/13.

A break-in occurred via the hall fire door (the sensor did not go off), an old laptop used for assemblies was taken. An upgraded sensor has since been installed.

Finance, 18/2/13 No matters arising.

Finance, 27/2/13 *Confidential item for governors only - see separate sheet*

Curriculum, 24/1/13 Mrs Evans confirmed that the administration of medicines training was for teaching staff and was subsequently provided for support staff along with epi-pen training.

50/12 Committee structure

Governors considered the committee structure and **agreed** to leave the main committees unchanged. Further **agreed** that members of panel committees (complaints etc.) will be drawn from non-school based governors as and when required.

51/12 Committee vacancies

See Appendix 1 for revised list of Committee membership, remaining vacancies will be filled when new governors have been appointed.

52/12 Governor training

It was suggested that experienced governors may like to pair-up with and support a new governor.

Agreed to put in a request to the Diocese to deliver their 'New to Church schools' training to all governors at a Governing Body meeting.

53/12 Any other business

Healthy Schools Healthy Schools status has been retained.

Audit Bradford Council audit department carried out a 3-day audit of all financial procedures, verbal feedback was good.

SFVS (Schools Financial Value Standard) **Agreed to delegate** approval of the SFVS to the next Finance Committee prior to submission to the LA by 31/3/13.

School/home support worker An advert will be placed before Easter for an in-house, permanent SHSW. It was suggested that an appointment could be made subject to a probation period, Mrs Evans will seek advice from CEFM.

Action

54/12 Date of next meetings

Extraordinary Governing Body, 5.30pm, **Thursday 7 March** at Future House.

Full Governing Body 7.15pm, **Thursday 9 May** (budget approval).

Extraordinary Governing Body (final decision on joining the Bradford Co-operative Learning Trust) 5.30pm, **Tuesday 14 May** at Future House.

Meeting closed at 9.10pm

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

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, Mr I Grant

Pay Review

Mrs A Ashe, **2 vacancies**

plus the Head in advisory role

Buildings, Finance & Staffing

Mrs A Ashe (Chair), Mrs G Evans, Rev M Fisher, Mr A Mahmood, Mr T Howorth

Mrs B Cormican, Mr P Baker

Clerk: Clerk to the Governors

Curriculum, Pastoral, SEN and Admissions (inc.

Rev M Fisher (Chair), Mrs G Evans, 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, Mrs A Ashe

Named Governors

SEN	Mrs M Burnley
Literacy	<i>vacancy</i>
Numeracy	<i>vacancy</i>
Child Protection and Safeguarding	Rev M Fisher
Looked After Children	Rev M Fisher
RE and Worship	Mrs A Ashe,
Able and Talented	Mrs J Allan,
English as a Second Language	<i>vacancy</i>
School Meals	Mr I Grant
Health & Safety	Mr T Howorth
Equal Opportunities	<i>vacancy</i>

Briefing Representative

Mr I Grant

March 2013