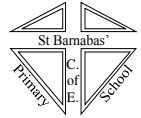


**Minutes of the Meeting of the
Governing Body of Heaton St Barnabas' CE Primary School
16 October 2018**



Present: Mr I Grant (Chair), Mrs D Smith (Head), Mr M Ali, Mrs J Arif, Mr T Howorth, Ms S Mushtaq, Ms M Phillips, Mrs A Raja

In Attendance: Mr W Suleman (Business Manager), Mrs S Edwards (Clerk)

Meeting commenced at 6.40pm with a prayer

Azeema Raja, new parent governor, was welcomed and introduced

Clerk took the chair for items 1-3

Action

01/18 Apologies for Absence

Apologies were received from Dr Dow and Ms Walters; (in line with Governing Body policy their apologies were not recorded as being accepted).

Mrs Raja advised she would need to leave early.

Rev Helm has retired from the Parish and therefore has resigned as a governor.

02/18 Declarations of Interest

No declarations of interest for the current meeting.

Declarations of pecuniary interest for 18/19 were completed by those present.

03/18 Chair and Vice Chair of Governors - confirmation of term of office and election

Chair term of office confirmed as two years. Mr Grant was nominated as Chair.

6.45pm, Mr Grant left the meeting

Ms Phillips **proposed** Mr Grant as Chair, 18/20, **seconded** Mr Howorth and **unanimously approved** by the Governing Body.

6.46pm, Mr Grant returned to the meeting and took the Chair

In light of Dr Dow's intended resignation from the GB it was **agreed** to elect a Vice Chair at this point, two nominations were received for Ms Phillips and Mr Howorth.

6.50pm, Ms Phillips and Mr Howorth left the meeting

Governors voted in favour of Ms Phillips as Vice Chair for one year, 18/19, **approved**.

6.51pm, Ms Phillips and Mr Howorth returned to the meeting

04/18 Notification of AOB and requests for agenda variations

Two items of AOB notified.

05/18 Minutes of 17/7/18

The minutes of 17/7/18 were **agreed** as a correct record.

06/18 Matters arising from 17/7/18

Governor's Action Plan and evaluation for 17/18 and new Action Plan for 18/19 were distributed.

6.55pm Mr Ali entered the meeting

Matters arising from the new Plan:

- Mrs Mushtaq will be the named governor for SIAMS (Statutory Inspection of Anglican and Methodist Schools)
- The Diocese is hoping to appoint a new incumbent for St Barnabas' as soon as possible.
- **Agreed** to include a governor's update in the newsletter each term
- Meet and greet to be arranged soon after half term
- Governors will be encouraged to attend pupil progress meetings, learning walks etc.
- Strategic 3 year overview was distributed, any queries can be raised with the Head or with staff at the meet and greet

Chair
Head

07/18 Headteacher's report

Matters arising from the Headteacher's report and from governor's questions:

- Pupils numbers were up at the October census (now 405)
- There has been less take up for universal free school meals in KS1 and it is generally difficult to persuade eligible parents to apply for FSM despite incentives such as free uniform

- There is still little clarity regarding funding from April 2019 but it is likely to be £30k-£50k less with the teacher pay rise of between 3% and 5% only part-funded
- School is significantly above floor targets in all subjects
- The gap in reading has been narrowed significantly but there is still a disparity between girls and boys at the end of KS2
- It is hoped that the Year 1 Phonics score of 84% can be improved this year; there is a renewed emphasis on phonics throughout school including whole staff training
- It is unfortunate that progress measure score has been affected by 8 children not having KS1 scores
- Swimming lessons have been secured for both Year 3 and Year 5
- Residential will take place at Nell Bank (Y3) and Buckden House (Y5)
- Mrs Mason has taken over Mrs Wild's safeguarding role and Mr Clark will train as a designated safeguarding lead
- Governors were impressed with the provision of online safety awareness in school
- There are now 56 SEND pupils including several with additional/complex needs. One wheelchair user was admitted very late - the school was able to make the necessary adjustments but is generally very stretched in terms of adequate support for SEND pupils
- The new Reception intake has settled in very well
- A volunteer is needed to run the school chess club
- The library space refurbishment is complete so books and furniture can be ordered with a view to opening by the end of term

08/18 Bradford Diocesan Academy Trust update

Confidential item - for governors only, see separate sheet

09/18 Committees

Members and named governors, 18/19 **Approved** as shown in Appendix 1.

Remits Committee remits were reviewed and **approved**.

10/18 Committee report

Curriculum, 9/10/18 Committee had received a report from Mrs Cawood on Phonics provision and approved several policies (minutes will be circulated when available).

11/18 Governors Code of Conduct

It was **agreed** to include the NGA Governors Code of Conduct in the school's 'Guidance for the Governing Body' policy, **approved**.

12/18 Road Safety update

Mr Ali advised that Highways have identified better quality paint for the yellow lines which will be re-done in spring/summer.

National BRAKE road safety week takes place 19-25 November. The Council team will run their road safety sessions in school in January.

13/18 Governor training and visits into school

Training and visits into school Mr Grant attended the Governor Forum. Mr Howorth attended Safeguarding, Phonics and Restorative Justice sessions. Mrs Arif and Ms Phillips attended Safeguarding and Phonics, Ms Phillips also observed phonics teaching in Reception.

8.28pm, Mrs Arif left the meeting

14/18 Any other business

Confidential staffing item - for non staff governors only, see separate sheet

Holiday approval School holidays, 19/20, were reviewed and **approved** (noted that the Spring Bank holiday, 2020, has been extended to cover the predicted dates for Eid).

All

15/18 Dates of next meetings

Tuesday 20 November: Curriculum Committee at **4pm** followed by a Governing Body meeting at **6pm**.

Meeting closed at 8.48pm with a prayer

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

Committee Members, Named Governors and Briefing Representatives, 18/19*(Observers/advisors in italics)***Pay Review**Mr T Howorth, Dr J Dow, Mr M Ali, *plus the Head in advisory role***Finance, Buildings & Staffing**Mrs D Smith, Mr T Howorth, Dr J Dow, Mr M Ali, Mrs S Mushtaq, Mrs R Raja *Mr W Suleman*

Clerk: Clerk to the Governors

Curriculum, Pastoral, SEN and Admissions

Mrs D Smith, Mr I Grant, Mrs J Arif, Mr T Howorth, Mrs M Phillips, Ms E Walters

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 J Arif
Literacy	Ms M Phillips
Numeracy	Mr I Grant
Child Protection/Safeguarding/Looked After Children	Mr M Ali
Pupil Premium/vulnerable groups/inclusion	Mrs A Raja
RE and Worship/SIAMS	Mrs S Mustaq
Science	Mr T Howorth
Health & Safety	Mr T Howorth

Year Group link governors

Reception	Ms M Phillips	Year 3	Mr T Howorth
Year 1	Mrs A Raja	Year 4	Dr J Dow
Year 2	Mr I Grant	Year 5	Mrs S Mushtaq
		Year 6	Mr M Ali

Briefing Representative

Mr I Grant