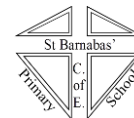


**Minutes of the Meeting of the  
Full Governing Body of Heaton St Barnabas' CE Primary School  
15<sup>th</sup> October 2019**



Present: Mr I Grant (IG, Chair), Mrs D Smith (DS, Head), Mr M Ali (MA) Mrs J Arif (JA), Mrs A Raja (AR), Ms E Walters (EW), Trefor Howarth (TH), Chris Chorlton (CC),  
**In Attendance:** Mrs A Mason (AM DHT), Mrs Alison Wild (AW DHT), Mr W Suleman (Business Manager),

The meeting started at 17.35 with a prayer.

1/19	<b>Apologies for Absence.</b> <ul style="list-style-type: none"> <li>• Ms S Mushtaq.</li> <li>• Ms E Walters may arrive late.</li> </ul>	ACTION
2/19	<b>Declarations of Interest – None</b>	
3/19	<b>Declarations of Pecuniary Interest 2019/2020 (Forwarded to Governors prior to the meeting).</b> <ul style="list-style-type: none"> <li>• Governors were asked to complete the Pecuniary Interest Forms for 2019/20 and pass to the Head.</li> </ul>	
4/19	<b>NGA Governors Code of Conduct. (Forwarded to Governors prior to the meeting).</b> <ul style="list-style-type: none"> <li>• <b>Governors were invited to accept the Code of Conduct.</b></li> </ul>	
5/19	<b>Keeping Children Safe in Education 2019- Governors to sign to say that they have read/understand part 1. (Forwarded to Governors prior to the meeting).</b> <ul style="list-style-type: none"> <li>• Governors were asked to sign to confirm that they had read and understand the documentation. Signature sheet passed to the DHT.</li> <li>• Governor was directed to read Part Two in the full document. <b><i>The management of safeguarding: The responsibility of governing bodies, proprietors and management committees. Pages 17-29</i></b></li> <li>• <a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a></li> </ul>	All Governors
6/19	<b>Appoint Named Governors, including Child Protection, SEND, Looked After Children, and HT Performance Management. Agree process for reporting back by Named Governors.</b> <ol style="list-style-type: none"> <li><b>a) Election of Chair and confirmation of term of office.</b> Nominee: Ian Grant. Proposed: TH. Seconded: MA. <b>Resolved: Ian Grant elected Chair of the Governing Body for 2019/20.</b> <b>Term of Office: 2 years.</b></li> <li><b>b) Election of Vice - Chair and confirmation of term of office.</b> Nominee: Mohammed Ali. Proposed: CC. Seconded: TH <b>Resolved: Mohammed Ali elected Chair of the Governing Body for 2019/20.</b> <b>Term of Office: 2 years.</b></li> <li><b>c) Named Governors.</b></li> </ol>	

Governors were asked to review the current Named Governor roles listed on *the Register of Interests of Current Governors* and to review the Governor links to Year Groups.

**Governors agreed to continue in the current named Governor roles and linked year groups.**

<b>Governor</b>	<b>Committee/roles and responsibilities.</b>	<b>Linked Year Group</b>
IG	Curriculum Committee/HT Performance Management / Staffing and Finance. Chair of Governor	Y3
TH	Staffing & Finance/HT Performance Management.	Y4
MA	Staffing & Finance/Named Safeguarding Governor Vice-Chair	
EW	Curriculum Committee/ Performance Management	Y6
SM	Staffing & Finance/RE	Y2
JA	Curriculum Committee/SEN/LAC	Reception
AR	Staffing & Finance	Y1
CC	Full Governing Body/RE / Worship	Y5

**Governors asked about what the linked role to Year Groups entailed.**

The Head explained that Governors are invited to make visits or attend events and any information sessions with the Year Group.

**Governors agree that Safeguarding should be added to the agenda as a standing item.**

Governors were informed that there are three vacant Foundation Governor positions.

The Head confirmed that it was the responsibility of the Diocese to appoint to these positions.

CC informed Governors that the parish was now linked to several primary schools and as a consequence this was placing a significant burden on a small team.

**Governors suggested that the Governing body seek interested parties with the necessary skills to help.**

The Head confirmed that Foundation Governors must be practising Christians.

**Action:**

- **Head to update the Register of Interests of Current Governors to be added to the school website.**

Head

	<ul style="list-style-type: none"> <li>➤ <b>Governor Linked Visit report templates to be updated and forwarded to Governors.</b></li> <li>➤ <b>Chair /Head to establish a Governor visits schedule.</b></li> </ul>	Chair/Head
7/19	<p><b>Notification of Any Other Business and Order Variation</b></p> <ul style="list-style-type: none"> <li>• <b>Head Teachers' Report to Governors</b> to be added to the agenda.</li> <li>• <b>Governor Linked Visits</b> to be added to the agenda.</li> </ul>	
8/19	<p><b>Minutes of the last meeting on 16/7/2019</b> – were accepted as a correct and accurate record. They were signed by the chair and retained by the school.</p>	
9/19	<p><b>Matters Arising from 16/7/2019</b></p> <ul style="list-style-type: none"> <li>• <b>Item 57/18. Governors enquired as to the impact on the school with the two DHT's now working part time in the classroom.</b> The DHT explained that the new working arrangements were challenging as this leaves the school with no capacity to cover. As a consequence the school has already had to access supply cover. <b>Governors queried as to whether it would be more cost effective to appoint a new teacher.</b> The Head explained that it is too soon to determine this. However, they will continue to monitor the situation. The Head explained that the school is still carrying a long term staff sickness absence and that this was also impacting on the costs.</li> <li>• <b>Item 58/18. Governors enquired as to parental response to the letters about late collection.</b> The Head explained that the same small group of children continue to be an issue. However, the After School Club has improved the supervision concerns.</li> <li>• <b>Item 58/18. Governors enquired as to whether the children are aware of the purchase of the toilets in Nigeria for which they raised over £900.</b> The Head explained that the children are now fully aware.</li> <li>• <b>Item 58/18. Governors enquired as to whether the suggestion of a parental questionnaire to seek parents' views about online safety was taken up.</b> The Head explained that this was still a valuable suggestion but the school have yet to progress this.</li> </ul>	
10/19	<p><b>Head Teacher's Report</b></p> <p>The Head outlined key points from the report.</p> <ul style="list-style-type: none"> <li>• Pupils on roll have gone up to 403, although the school was successful in a recent admission appeal.</li> <li>• The School Improvement Plan 2019/20 will address the areas of weakness evident in the end of year data assessment and SAT's results. In particular, Reading across the school and narrowing the gaps at Greater Depths. <b>Governors explained that Mrs Fernandez had provided a very comprehensive presentation on the Reading Strategy at the recent Curriculum Committee.</b></li> <li>• The School Improvement Plan also sets priorities for</li> </ul>	

	<p>narrowing the gap for SEN Pupils. The school is now assessing the pupils using a modified set of criteria which better matches their abilities and makes accurate tracking more effective. This set of criteria is now added to the whole school assessment spread sheet.</p> <ul style="list-style-type: none"> <li>• <b>The SIAMS review will be held on 24<sup>th</sup> October 2019.</b> This will focus on the school engagement with the church and community. The Head asked for any available Governors to come to meet the Review SIO. 3:30pm is the key time during the review day for Governors to attend. <b>The Head explained that the school recently suffered the loss of a Y3 pupil.</b> The Head took this opportunity to thank CC for the support he has provided to the whole school community. <b>Governors pointed out that the children may be linked to a number of Muslim communities.</b> <b>Governors agreed that the school works in partnership with all the main local mosques in the community.</b></li> <li>• <b>The Head attended the AMAL workshop in London.</b> The school and partners will seek to apply for a further grant up to the value of £10k. This bid will be focused on Poetry and Calligraphy and will provide extra workshops for parents and children and a possible one night residential in partnership with the partner school in Hereford.</li> <li>• <b>The School has 3 residential visits planned.</b> Y3 and Y6 to Nell Bank and Y5 to Buckden. The Y6 group will be engaged in off-site activities while Y3 will be engaged in site based activities only.</li> <li>• <b>Swimming lessons will continue.</b> This will enrich and develop swimming skills for pupils in KS2 as well as meet the requirements of the Sports funding.</li> <li>• <b>Free School Meal (FSM)</b> numbers in KS1 have increased since last year. 60 pupils (15%) across the school are at present FSM status 1 which is less than last year. <b>Governors enquired whether the quality of meals had improved.</b> The Head explained that it was evident that improvements had taken place.</li> <li>• <b>Pupil Premium Funding (PPF)</b> priorities are documented on the Pupil Premium Plan 2019-20 and published on the school website.</li> <li>• <b>Governors enquired as to the pupil outcomes against national averages.</b> AM DHT explained that whilst attainment at expected levels were pleasing, there are a persistent attainment gap between those eligible for PPF and those who are not eligible for additional funding.</li> <li>• AM DHT explained that the plan includes good 1:1 phonic intervention support and 1:1 support in class for those pupils with social emotional and mental health difficulties.</li> </ul>	
--	--	--

	<p>Furthermore, a key member of staff recently attended attachment based training and the school is working hard to create bespoke packages for the pupil, which takes into account the voice of the child and the voice of parents.</p> <ul style="list-style-type: none"> <li>● <b>Safeguarding Update.</b> <ul style="list-style-type: none"> <li>➤ The Designated Safeguarding Lead- Mrs A Wild.</li> <li>➤ Deputy Safeguarding Lead – Mrs Mason</li> <li>➤ Named People – Patrick Clark and Jasmin Arif</li> <li>➤ Responsible Adult – Diane Smith</li> </ul> </li> <li>● <b>CPOMS is used to log safeguarding, behaviour and SEN</b> events as these issues are often linked.</li> <li>● <b>6 serious safeguarding referrals</b> have been made to Children’s Social Care since the start of term. <b>Governors agreed that it was vital that the school maintained effective safeguarding systems in light of the LA Children’ Social Care Ofsted inadequate grading.</b></li> </ul> <p>The Chair thanked the SLT for the comprehensive report.</p>	
<p><b>11/19</b></p>	<p><b>Finance.</b> The Business Manager provided a brief update.</p> <ul style="list-style-type: none"> <li>● A full report will be given to the Finance Committee on 18<sup>th</sup> October 19.</li> <li>● Quarter 2 return end date is 31/10/19.</li> <li>● The biggest costs are payroll including teachers’ pay rise ad pension contributions.</li> <li>● The School has a current surplus C/F £85K approx. This is largely as a result of the school ‘tightening the belts’ over the past year. However, the school continues to await notifications as to any significant increase or changes to school funding.</li> <li>● The pending roof repairs remain the biggest financial concern. The school may need to request a capital carry forward to enable the school to save up for this likely costly expenditure.</li> </ul>	
<p><b>12/19</b></p>	<p><b>New Ofsted Framework (Presentation delivered by Head)</b> The Head highlighted the proposed changes from September 2019,</p> <ul style="list-style-type: none"> <li>➤ New ‘quality of education’ judgement with an enhanced focus on an ‘enriched’ curriculum.</li> <li>➤ Separate judgement for ‘personal development’ and ‘behaviour and attitudes’.</li> <li>➤ Section 8 (short) Inspection of ‘Good’ schools to happen over 2 days instead of 1.</li> <li>➤ On-site preparation time for inspectors the day before an inspection.</li> <li>➤ Internal performance data no longer used as inspection evidence.</li> <li>➤ Ofsted to undertake ‘Deep Dives (intensive analysis ad scrutiny) of Reading, Maths and Safeguarding.</li> </ul> <p>The Head highlighted the three key elements linked to quality of teaching the curriculum that the school must to able to explain and</p>	

	<p>evidence,</p> <ul style="list-style-type: none"> <li>➤ The intent – what is it that the school want the children to achieve?</li> <li>➤ The implementation – how is the curriculum being delivered?</li> <li>➤ The impact – What difference is this curriculum making?</li> </ul> <p>The Head highlighted the next steps,</p> <ul style="list-style-type: none"> <li>➤ There will be an expectation that All STAFF have a clear understanding of curriculum. Any teacher may be questioned on the curriculum. They must be able to explain what the children are learning and why.</li> <li>➤ The school follows the National Curriculum with Cornerstone Education Scheme used as back up. This means that the school is in a good position as no radical changes to the current curriculum are necessary.</li> <li>➤ The teaching staff currently assess against subject area, so are well placed to explain what the children are learning.</li> <li>➤ The school will need to strengthen the ‘skills development element of the curriculum and acknowledge some weaknesses in the intent and implementation.</li> <li>➤ The school now uses only 3 assessment points during the year. This is down from 4 and is now in line with the new framework.</li> <li>➤ The school promotes strong policies on behaviour management with all staff restorative practice.</li> </ul> <p><b>Governors enquired as whether inspectors will interview Governors.</b></p> <p>The Head explained that Governors too will need to be able to explain the school curriculum. The school will use Curriculum Committees not only to update Governors but to engage Governors in preparations to move to the new requirements.</p> <p><b>Governors agreed that feedback from the Curriculum Committee to the FGB should be more rigorous and agreed to formalise this process.</b></p> <p><b>Governors were directed to the school website for further on-going information about the Curriculum and to class pages for specific objectives for each year groups.</b></p> <p><b>Governors enquired as to whether the school uses social media with parents.</b></p> <p>The Head explained that she is aware of a number of other schools that use Twitter although these tend to be Secondary schools.</p> <p><b>Governors added to the debate stating that social media can bring both positive and negative issues. It should be considered carefully.</b></p>	
13/19	<p><b>Governors visits.</b></p> <ul style="list-style-type: none"> <li>• CC attended meeting with worship team.</li> </ul>	
14/19	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• Bonfire Night. 2<sup>nd</sup> November. CC explained that the event organisers need help and support and asked Governors, school staff and parents for</li> </ul>	

	<p>volunteering support.  CC to circulate a task list within school.</p> <ul style="list-style-type: none"> <li>• Safeguarding training will be delivered at the next FGB meeting.</li> </ul>	
<b>15/19</b>	<b>Next FGB meeting date: 3<sup>rd</sup> December 2019 at 5:30pm.</b>	
	The meeting with closed with a prayer. He thanked the Staff and Governors and there being no further business the meeting closed at 19.15pm	