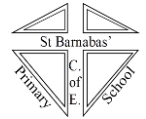


**Minutes of the Meeting of the
Governing Body of Heaton St Barnabas' CE Primary School
16th July 2019**



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).

In Attendance: Mrs A Mason (DHT), Alison Wild (DHT), Mr W Suleman (Business Manager),

The meeting started at 17.35 with a prayer.

52/18	Apologies for Absence were received from Ms S Mushtaq (in line with Governing Body policy the apology was not recorded as being accepted.	ACTION
53/18	Declarations of Interest – None	
54/18	Notification of Any Other Business and Order Variation <ul style="list-style-type: none"> • Head Teachers' End of Year Report to Governors to be discussed as Item 58/18 • Governor Term of Office to be discussed as Item 58/18 	
55/18	Minutes of the last meeting on 14th May 2019 – were accepted as a correct and accurate record. They were signed by the chair and retained by the school.	
56/18	Matters Arising from 14th May 2019 <ul style="list-style-type: none"> • Item 50/18. The Y6 child accepted on roll was issued with 5 days fixed term exclusion. The child now has a place in high School and the school is making every attempt to support transition and to keep him in school until the end of term. Governors confirmed that the school submitted a negative budget for 2019/2020 due to the additional staffing required to support this child's EHCP. 	
57/18	Finance. The Business Manager provided a brief update. <ul style="list-style-type: none"> - There is very little change to the agreed budget apart from an increase in staffing directly linked to supply teaching costs. - This is due to cover for a senior teacher who will be absent for up to a year due to sickness. Governors enquired about the impact of this. - The head explained that the staffing structure update was tabled at the Finance Committee. - The school will have a reduced staff team with the two DHT now working part time in the classroom. The school will be working with a 'skeleton team' with very little internal 	

	<p>capacity to cover in the event of sickness.</p> <p><i>Mohammed Ali arrives.</i></p>	
58/18	<p>Any Other Business</p> <p>Head Teacher's End of Year Report.</p> <p>Papers distributed prior to meeting:</p> <ul style="list-style-type: none"> ➤ <i>Head Teacher's End of Year Report to Governors 16th July 2019</i> ➤ <i>End of Year Analysis of EYFS Data.</i> ➤ <i>Pupil Premium Action Plan 2019/20</i> ➤ <i>Sport Premium Action Plan 2019/20</i> <p>The Head outlined key points from the report.</p> <ul style="list-style-type: none"> - Pupils on roll - 401. This is a healthy position for the school. - The Reception - 60 places (2 Classes). Governors confirmed that HStB is one of few local schools that are full. A good reputation was cited as the main reason. - The Business Manager reported 6 children on the waiting list. - There are no Appeals to date but the final picture will be confirmed in September. - Pupils on Free School Meals (FSM) - 60. This represents an increase. - Number of Pupil Premium (PP) - 85. This is a reduction but in line with the school trend. - The Head added that the SATs results for the PP children were poor but in line with national averages. However, the children did make progress. - Attendance - 94.70%. This is less than 2018 and disappointing. - There are fewer unauthorised absences but the issue of persistent lateness is an on- going problem. - The school will be intensifying strategies to address persistent lateness in the next academic year. - The number of starters is 80 and leavers is 18. The leavers are mainly due to relocation. - There are currently 10 requests for After School care. The school acknowledge the increase in working parents and has put out request for support staffing with an aim to deliver wrap-around care. Governors enquired about the letters to parents about late collection of children. <p>The Head explained that this is a supervision issue as well as safeguarding.</p> <p>In the next academic year all children not collected by 3:30pm will be automatically placed in the After School provision.</p> <ul style="list-style-type: none"> - Two racist incidents were reported this year. The school is no longer required to report to LEA. However, the LEA can do spot checks. Governors asked whether any external agency is 	

checking.

- The Head explained that the incidents are managed in school and recording on CPOMS.
- The Sports Funding will continue to be used to train and up skill specific teachers in swimming and lifeguard skills and to fund a qualified coach to support PE and outdoor learning.
- The Head explained that the school must provide outcome data particularly on swimming. (*See Sports Premium Action Plan*).
- The Pupil Council had a very active and successful year.
- A notable activity is the pupil well-being questionnaires. The good news was that a majority of the questionnaires came back really positive and most children felt the school was a friendly and safe place to be.
- The Pupil Council also engaged in a number of fund-raising activities including raising funds to build toilets in Nigeria, for which they raised over £900. Enough to build over 3 toilet blocks.

Governors praised the pupils for a successful year.

- The linking schools project with Beckfoot Nessfield in Keighley was again successful.
- The school will be seeking to link with an alternative school next year to give the pupils experience of meeting other children from diverse communities.
- 6 incidences related to misusing ICT and on line games at home. Such incidences are increasing year on year despite interventions such as E-Safety workshops for parents delivered by the local PCSO.

Governors commented on intergenerational issues related to online safety and recommended that the school intensify the support to parents.

- The Head explained that further workshops and home visits will be arranged with the PCSO to target specific families.

Governors suggested undertaking a parental questionnaire to seek parents' views about what else would help them.

- School will also be promoting on-line detox sessions to encourage the pupils and parents to measure and manage the length of time using devices.
- Interviews are arranged for a TLR position for a phase leader and English leader.

Governors enquired as to whether this is an internal or external recruitment.

The Head explained that the two candidates are internal. There are a number of skilled staff who would welcome the opportunity to experience middle leadership. This would also build capacity within the school.

- The school has also appointed a NQT who will take over from the supply teacher covering the longer sickness

absence.

- 19 Penalty Notices for unauthorised absences were served. This is down on previous years but overall a similar trend.

Governors asked whether the school is referring all families to the LA.

The Head explained that the school will act in all cases but it would seem that the LA is not enforcing the rules in all cases.

Governors asked whether the school can follow this up with the LA.

The Head explained that this is legal matter for LA. Once the formal documents are completed and forwarded to the LA, the school cannot intervene.

Governors suggested that the issuing of fines and the school holiday schedules requires further LA intervention, as these matters was not helping schools to improve unauthorised absences.

The Head agreed that there is scope for the LA to intervene on a district level and this would be welcomed.

- Pupil Progress and attainment across the school has been very positive. Progress in All year groups has been at least good or better.

Headline Data Results:

	Results 2019	National Average
EYFS	77% Overall GLD	76% (2018)
Phonics Screening	93%	83%
KS1 Results Combined (RWM)	80% (exp)	tbc
KS2 Results Combined (RWM)	72% (exp)	65%

Governors agreed that these results were excellent and extended their praise to the Senior Leadership Team, staff team and pupils for their hard work and achievements.

The Head tabled two additional documents,

- *New School Improvement Plan 2019 - 20 (Draft).*
- *End of Year Analysis of EFYFS Data.*

The Head informed Governors that they would be welcomed to attend the Visioning Day on 2nd September 2019.

Action: New Ofsted Framework to be added to new agenda.

- Governor term of Office.

Clerk

	<p>The Clerk commented on term of office dates recorded on the signing sheet for MA (LA Governor) and IG (Foundation Governor).</p> <p>Action: The Clerk to liaise with SGS the term of office end date for MA. IG to forward confirmation email to Clerk.</p>	
59/18	<p>Date of Next Meeting:</p> <ul style="list-style-type: none"> • Governors meetings 2019/20 Dates for the next academic year were distributed. One change of date was agreed. Governors agreed to change meeting time to 5:30pm instead of 6:00pm. <p>Action: The Head to email out amended dates.</p> <p>Next FGB meeting date: 15th October 2019 at 5:30pm.</p>	Head
	<p>The Chair closed the meeting with a prayer. He thanked the Staff, Governors and Clerk and there being no further business the meeting closed at 18:40pm</p>	