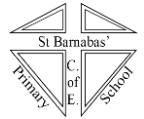


**Minutes of the Meeting of the
Governing Body of Heaton St Barnabas' CE Primary School
Tuesday 3rd December 2019**



Present: Mr I Grant (IG, Chair), Mrs D Smith (HT), Mrs J Arif (JA), Mrs A Raja (AR), Ms E Walters (EW), T Howarth (TH), C Chorlton (CC), Sofia Mushtaq (SM).

In Attendance: Mrs A Mason (AM, DHT), Alison Wild (AW, DHT), Mr W Suleman (WS, Business Manager), P Naylor (Clerk).

The meeting started at 17.35 with a prayer.

14/19	Apologies for Absence – None	ACTION
15/19	Declarations of Interest – None	
16/19	Notification of Any Other Business and Order Variation <ul style="list-style-type: none"> • Item 20/19. A presentation on Safeguarding will be delivered by Alison Wild. • Flexi- Schooling request to be added to Any Other Business. 	
17/19	Minutes of the last meeting on 15th October 2019 – were accepted as a correct and accurate record. They were signed by the chair and retained by the school.	
18/19	Matters Arising from 15th October 2019 – None	
19/19	Head Teachers report (<i>Head Teacher's Report to Governors distributed prior to meeting</i>). HT highlighted key points from the report. <ul style="list-style-type: none"> • Pupil progress and attainment assessment 1: HT explained that data was discussed at length in the Curriculum Committee meeting on 26th November 2019. Overall the outcomes are pleasing with positive pupil progress. <ul style="list-style-type: none"> ➤ EYFS- Training previously delivered by Rachel Jacobs and the current CPD provided by external consultants, has made positive impact on teaching and learning of Number. ➤ Y1- Overall progress is outstanding, particularly in Maths. Again, the Rachel Jacobs CPD has made positive impact. ➤ Y2 – Overall progress in good, particularly as this cohort has challenging needs. A number of pupils are already at 'EXPS' and all objectives will be addressed by the end of the next assessment period to build up a comprehensive picture of attainment. ➤ Y3 – Overall progress is good. This year group has settled well with the new teacher. ➤ Y4 and Y5 – Overall very strong progress. Y4 has a high number of pupils with significant SEND. ➤ Y6 – Progress is outstanding with 54% of pupils already at 'EXPS'. This is higher than outcomes at this point in 	

2018.

- **Staffing** - The reduced staffing is challenging. There are now two members of staff on long term sick.
- **RE** – Lesson observations are outstanding and HT is confident that this will be evident at the forthcoming SIAMS due to take place tomorrow (4/12/19).

Governors commented on the SIAMS update delivered at the Curriculum Committee meeting on 26th November. Governors present at the meeting commented that they were impressed with the team work and joined up curriculum.

Governors commented on the inspired and enthusiastic curriculum content.

- The school is moving into the Ofsted window and in line with the New Ofsted framework, a focus is placed on core subjects. Clare Holt is commissioned to support the **DT and Science** leaders in planning an exciting curriculum with big projects.
- **EYFS Baseline Assessments** - the school continue to use the Early Excellence Baseline Assessment (EExBA). The system does not link with SIMs so SIMs is inputted termly.
- **Reading Priority** – The CPD delivered last year by Alison Philipson to develop and fine tune the whole school Reading Strategy, was reviewed this term. Feedback from staff was generally positive. The structured programmes throughout the school aims to maintain good outcomes in reading but will also ensure accelerated progress in year groups where progress for reading is just good.

HT invited Ann Mason (AM) to report on Pupil Premium.

- **Pupil Premium** – (*Paper entitled- **Pupil Premium Funding distributed to Governors.***) AM outline key points,

- The Pupil Premium Plan 2019/20 is published on the school website.
- The funding is used to support eligible pupils to make accelerated progress in order to close the attainment gap between children from low-income or disadvantaged families and their peers.

Governors asked about the numbers of eligible pupils.

AM explained there are 84 eligible pupils and that the numbers have remained stable.

- **Governors asked whether the funding is safe.**

AM explained that there are no cuts to the current funding.

- AM explained the various interventions used to deliver tailored support to identified gaps in learning and in addressing barriers for pupils. In particular, the intervention of the attendance team/PEW to follow up absence and work with vulnerable families to improve attendance and engagement

with school.

JA explained that the school aims to stay in contact with parents as much as possible.

JA explained that the Breakfast Club was used as a focus for not only ensuring that the pupils received breakfast but also to focus on nurturing.

Governors enquired as to where these vulnerable children/families live locally.

AM explained that the pupils live within all areas of the school catchment. The eligible pupils have individualised circumstances, come from varied backgrounds and their vulnerabilities are varied.

HT explained that the school ethos is to consider all the children as individuals with individual needs.

AM explained that the school is also in receipt of Pupil Premium Plus which is allocated to pupils who are currently Looked After or have previously being Looked After or adopted.

All parents/carers of eligible pupils have attended meetings with both AM and JA. These meetings have proved very positive in establishing good communication and partnership. Meetings will take place on a termly basis.

AM explained that in-depth data on Pupil Premium pupils is listed in the Head Teachers Report.

HT resumed her summary of key points from the Head Teachers Report,

- **SEN** – 75 pupils are currently on the SEN register. There are now 8 pupils with an EHCP.

Support staff recently attended external training. This is a positive in developing staff skills and expertise.

Governors asked about the cost implication as the pupil's progress through school.

HT explained that there is likely to be a cost implication, although as the children grow their needs may increase or decrease or change. HT explained that based on previous experience, pupils support could be other than just academic needs.

- **Attendance Report** (Paper entitled *-Attendance Summary 28 November 2019 distributed prior to this meeting*).

HT reported that during this week the whole school attendance figures have **dropped below 96%**. It currently stands at **95.6%**.

HT explained that the school is working hard to maintain 96% so whilst the figure is better than at this point last year; it is concerning that the figure has already dropped below 96%.

HT explained that pupils whose attendance is below 90% are closely monitored and concerns passed to SMT.

HT explained that she has received 39 requests for 'leave in term' totally 285 days. 7 pupils have been removed from roll and 2

	<p>penalty notices have been issues.</p> <p>Governors asked whether the leave requests are for extended leave.</p> <p>HT explained that many of requests are for extended leave of 4 weeks.</p> <p>Governors commented that 4 weeks out of school must impact on the children learning.</p> <p>HT agreed that the children would miss a significant part of the curriculum. Furthermore, whilst some requests are for compassionate reasons, in many cases the main reason is cost.</p> <p>The Chair thanked HT for a very comprehensive report.</p>	
20/19	<p>Safeguarding update –Presentation delivered by Alison Wild (AW). AW explained that this presentation will be a brief overview of the changes in the new updated <i>Keeping Children Safe in Education</i> (Sept 2019).</p> <p>Key points highlighted are listed below,</p> <ul style="list-style-type: none"> - A number of additions made to the definitions of abuse, For example ‘making fun of what a child says’ is now included under emotional abuse. - Sexual abuse will now include actions where there is no physical contact. For example allowing children to view inappropriate materials. - Neglect during pregnancy is acknowledged. - Peer to Peer abuse - this can include physical or sexual abuse, emotional abuse, exploitation or bullying. AW explained that bullying in school often suggests a victim and a perpetrator however, it is often much more complicated. School policies and procedures will look at both sides and consider the needs of both or all the pupils. - ‘Upskirting’ - (taking a picture under a person’s clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm.) is now a criminal offence. - Contextual safeguarding – an approach to understanding, and responding to the children’s experiences of significant harm in their wider community. Beyond their families, in their neighbourhoods, schools and online. - AW explained that schools are expected to consider what is happening in Bradford wide. In particular, - Child criminal exploitation: County lines’, which looks at child exploitation in criminal activities such as drug trafficking. AM explained that the PCSO would shortly be visiting school to speak to Y4 and Y5 pupils. This talk will include discussion of the ‘age of criminal responsibility’. 	

- **The Local Safeguarding Children Boards (LSCBs)** will be replaced by a new **Safeguarding Partnership** lead by The Local Authority, Health and the Police. These safeguarding partners must make arrangements to work together to safeguard and promote the welfare of local children, including identifying and responding to their needs.
- AW outlines a number of a number of key points linked to Bradford district and Children's Social Care,
- There are 140,000 approx. children and young people under 18 years. This is 26% of the population which makes **Bradford the youngest city in the UK.**
- This presents challenges for within a context of reduced resources and Bradford Children's Social Care services received an Inadequate Ofsted judgement.
- Bradford has subsequently implemented an improvement programme and made a number of changes.
- There is now a **new referral online referral form** and toolkit to support professional when making referrals
Governors commented on information reported at the local Advice Centre that often referrals to Social Care are often rejected.
- AW explained that the recent school referrals were not rejected.
Governors queried the length of time to go through the process.
HT explained that it usually takes a week before the school receive a response as to a referral. However, if the referral meets the threshold it is very quick.
AW explained that the response is quicker if the referral is made by the Police or a Health professional. Furthermore, the time following acceptance of the referral will depend on the concern but an Initial Assessment usually takes about two weeks.
Governors commented on local area and the wealth of families.
AM explained that wealth was nor relevant. Child abuse occurred in all communities and among all social groups. Safeguarding is an issue for everybody in every community.
Governors queried how easily the school was 'cutting through' the process.
HT explained that the school was 'getting better'.
HT also pointed out that schools are encouraged to use their 'professional judgement' and to challenge decisions if they do not agree. In the best interest of the child, if the school is not satisfied with the response from Social Care, the school will go directly to the Police.
AW also pointed out a new referral form is 10 pages and is

	<p>time intensive.</p> <p>Governors commented on the need for the school to follow clear procedures.</p> <p>AW explained that the school is using C-POMS which is a robust system for logging, recording and tracking.</p> <ul style="list-style-type: none"> - AW distributed a paper entitled Child Protection Overview 2019-20. This provided breakdown of the numbers of Child Protection concerns since the beginning of term. <p>Governors commented on the extent of safeguarding intervention the school has responded to.</p> <p>AW explained that the school worked as a team and that all decisions are made as a team.</p> <p>Governors asked whether the school receives any safeguarding supervision outside of school.</p> <p>AW explained that the Designated Safeguarding Lead can be contacted.</p> <p>AW informed Governors that the presentation is available on request.</p> <p>The Chair thanked AW.</p>	<p>All/AW</p>
21/19	<p>Governors Skills Audit</p> <p>HT explained that recruitment for vacant Foundation Governor positions was proving challenging.</p> <p>HT asked all Governors who have yet to complete the Governors Skills Audit, to do so and forward to her.</p> <p>HT explained that she will collate and prepare the Strategic 3-Year Overview based on the audits.</p> <p>Action: Governors to complete the Governors Skills Audit and return to HT.</p>	<p>All/HT</p>
22/19	<p>Self- evaluation Checklist for Governors</p> <p>HT asked all Governors to complete the checklist and hand it in today in preparation for SIAMS on 4th December 2019.</p>	
23/19	<p>Finance</p> <p>WS explained that the current finance position was discussed at the Finance meeting on 19th October 2019.</p> <p>WS explained that the school is at a 'break even' position.</p> <p>WS reported that a bid for capital funding to complete the roof repairs was submitted.</p> <p>Governors asked about the impact of the current staffing issues.</p> <p>WS explained that the school is now using supply to cover the member of staff on long term sick.</p> <p>The budget for supply staffing was adjusted in quarter-two to account for additional expenditure however, the costs are still rising.</p> <p>Governors asked whether the previous discussion about having an additional teacher should be considered.</p> <p>HT explained that the school was 'growing' a very good NQT and was in a</p>	

	<p>good position should they decide to consider an additional teacher next academic year.</p> <p>Governors commented on the difficulties when visiting a class where there was a supply teacher.</p> <p>AM explained that most of the supply staff were good quality staff used regularly to provide consistency. It is the significant costs of supply which was challenging.</p>	
24/19	<p>Any other business</p> <ul style="list-style-type: none"> • Flexi-Schooling request. The school has received a request from parents of twins in Y2. The request is for absence on Friday only. Governors asked how the children are doing in school. HT explained that there were no concerns about the children. Governors asked what would happen if the parents request further days. HT explained that the children can have a maximum of two days only. The school policy specifies that the pupils must be in school on three consecutive days. Governors agree to approve the request. 	
25/19	<p>Date of the next FGB Meeting</p> <p>Date of next meeting 7th April 2020. However, CC pointed out that this date is during the Easter school holidays.</p> <p>HT to check the dates and to advise Governors.</p>	HT
	<p>The meeting closed with a prayer lead by CC. The Chair thanked the Staff and Governors and there being no further business the meeting closed at 7.10pm</p>	