

Full Governing Body Meeting of Heaton St Barnabas' CE Primary School

Minutes and Actions

Date	22 July 2021
Type of meeting	Full Governing Body
Venue	Virtual meeting via Zoom
Governors Present (alphabetical)	Mohammed Ali (MA), Jasmin Arif (JA), Ian Grant (IG), Sofia Mushtaq (SM), Azeema Raja (AR), Diane Smith, An
Others in attendance	Wasiq Suleman (WS) – Business Manager, Anne Mason (AM) – Deputy Head, Alison Wild – Deputy Head.
Chair	Ian Grant
Clerk to Governors	Mandy Simmons (MS)

Meeting started at 5:30 pm

IG welcomed everyone to the meeting

Agenda item	Minutes including agreements, actions and challenges	Action
56/20	Apologies for Absence: Apologies were received from Emma Walters and were accepted.	Chair
57/20	Declarations of Interest in items on the agenda There were no declarations of interest from governors.	Chair
58/20	Any Other Business and request for agenda variation IG mentioned an item in the previous meeting regarding some sort of thank you (low cost) for all the staff for the work they have done this year. He asked if governors could come up with ideas by end of meeting. He also advised that the Training Day agenda has been sent out to governors. It will be on September 6 th 2021.	Chair
59/20	Minutes of last meeting held on 23rd April 2021 and Matters Arising from the minutes not covered by the agenda	Chair

Signed by..... Date.....

	<p>IG asked if anyone had any issues with the minutes or any matters arising.</p> <p>There were no issues recorded and all actions had been completed.</p> <p>These minutes were accepted and approved by all present as a true reflection of the meeting.</p>	
60/20	<p>Chairs Correspondence & Actions</p> <p>IG informed the meeting that there has been no correspondence since the last meeting. There is a disciplinary ongoing but it will be dealt with in Autumn term.</p>	Chair
61/20	<p>Finance Update / Budget</p> <p>WS commented that there was not much to discuss as a Finance meeting had taken place last week. The budget is set in Quarter 1 and there was no need for any major adjustments, just a few tweaks. It is in Quarter 2 and 3 where we may need to move things around.</p> <p>There were no questions from governors.</p>	WS
62/20	<p>Head Teacher Report</p> <ul style="list-style-type: none"> • SIP/SDP Updates and Priorities • Attendance Data • End of Year Data <p>DS gave highlights of the report:</p> <ul style="list-style-type: none"> • School numbers are looking healthy for September. There will be a full reception. We are up on numbers and currently there are 2 more coming in. the number is 411 since the report was run. • Year 5 has 56 – in year applications could increase this to 58 plus. <p>Attendance</p> <ul style="list-style-type: none"> • This has been a struggle this year due to illnesses, COVID and families going overseas and not coming back. • Major behavioural issues in the New Reception. 2 children have SEN support and 1 child is on a reduced timetable following external agency support. SEMH and Behavioural team can show us the next steps. • Bubble closures and then self-isolation have all had an impact. In September we can start embedding routines. 	Head

Signed by..... Date.....

- We have experienced staff moving down to Year 1.

COVID update

- COVID has had a significant number of pupils affected before Spring Bank. 1 Bubble closure and then more happened.
- Across the city we see that it is the younger children who are most affected.
- Some staff have been affected even after having both inoculations.
- Hopefully the summer holiday will act as a circuit breaker.
- From September the start and end times of 8:30 am – 3:15 pm will be reinstated. It has been a real struggle for families having to juggle the different start and end times this year.
- We will keep year group together for lunchtime, apart from Reception and Year 1.

DS asked if there were any COVID questions.

AM commented that the remote learning had gone well because of the work teachers had done in last Autumn term. When lockdown happened in January the system worked well. We were in a good position compared to some schools.

There were regular updates from the government on what we needed to provide. All pupils did not have device access so we supplied them. When DS got more devices in some families, with siblings, got 2 devices.

We did lesson Timetabling so all families could access remote learning at different times that were more suitable.

Paper packs were very successful and parents were very appreciative of the fact they could pick up a different pack every week. We have seen good learning because of the packs.

The Autumn questionnaire we looked at and took on board what was said. The questionnaire after lockdown had fewer suggestions as most people were very happy with our provision.

We have seen a clear increase in engagement. It was at 65% but rose to 83% in second lockdown. There was minimal engagement in the first lockdown but over half the children were engaging in the second lockdown. Those who accessed remotely during lockdown have not got the gaps that non-engages have.

We are providing interventions/support to help clear the gaps. DS good feedback received about the uniform way that each year group got the SWAY. The links were easily accessible. Those hard to reach parents are now being followed up and some are now back in school. Hopefully with the new year ahead and the change in that only a person who is ill will need to self-isolate, not whole bubble.

Staff/Pupil Wellbeing

- There have been some long term illnesses
- With COVID it has been a very hard year. Staff have been supportive with each other and providing work in areas needed. It has been hard moving from school teaching and then moving to remote.
- Attendance is low which is very frustrating. Some children have had Pastoral support with some groups in Breakfast Club – there has been an increase in numbers.

JA said her team have been really busy. A lot of the problems are down to anxiety and the fear of what happens next.

We have addressed these issues in 1-1 sessions and small groups. We talk about general things in Breakfast Club to ease them before they go into class. A lot of work is 1 -1 due to the needs of the children.

- A staff training timetable has been sent out with a focus on Wellbeing at the heart of moving forward and where we need to go.
- There are plans with external services – Wellbeing activities – we need to be in the right frame of mind for September.
- During the summer holidays we are involved with the New Church and the Girlington Centre to support the vulnerable children over the holiday.

There were no questions. IG informed DS that governors have been asked to join the Team day.

Early Years

Miss Marshall wrote the report.

- There have been a few bubble closures but staff had prepared YouTube videos to motivate the families. Phonics checking and

other activities were given that were very interactive to keep up the engagement.

- The children have done really well all considering.
- We have done a trial for EY assessment which is statutory from September 2021. All staff are aware. It benchmarks where our children are.

Safeguarding

- Very busy this year with new referrals including Domestic Violence, families self-referring, social care – a variety of situations. Pastoral, Attendance and Safeguarding teams have visited families.
- There are still a few families who went on extended leave and have not returned. We do phone, email and text for confirmation that all is okay and evidence of where they are.
- Our CIN assessments are having to be done remotely with external agencies which is harder than face to face.

JA commented that the 3 teams have worked really well together and have built up good relationships. Some issues have been picked up at a lower stage.

AM advised that the majority of referrals have come from other agencies. We have worked hard at our end to address the issues i.e., pastoral support and 1-1 nurture.

- From February to March the numbers have increased with 13 agencies involved. COVID has had a large impact on some families. We are working with Joanne Belgrave from West Hub, she comes to school and checks on us and asks questions to take back.
- School give out food parcels, not using external agencies. Parents are more likely to come forward as it is at school.

Pupil Premium (AM)

- There are currently 87 children eligible.
- Across the school data is showing that this group is performing below the cohort in every year apart from Year 5 and Reception.
- SEND children and persistent absentees are proving difficult to reach either when school is open or remotely. iPads and food parcels etc. are being offered to support these families.
- School being open will have the biggest impact. Staff will focus on accurate baseline figures and hitting the ground running with

- focussed interventions. Every child has had a different journey.
- The COVID baseline in September 2020 showed where the Pupil Premium were and where they were making expected progress. A lot of children in Year 1 were not far behind as much as Years 4,5 and 6.
 - The impact has been much less at the bottom end of school. Progress is really strong and they are on track to meet their targets. Where individual children have gaps, interventions have taken place for individual support.
 - NPT has had more impact in Year 4 and 5. Unfortunately the DfE have not said whether the funding will be available next year.

Attendance

DS asked if all governors had seen the report from BCL. Governors acknowledged they had.

DS commented that it is quite disappointing as it is low with illnesses and extended leave contributing.

- For academic year 2020/21 we are at 92.1%.
- Page 5 of the report is broken down by weekly attendance which clearly shows that Friday attendances are impacted. The attendance figures for Year 1 – Year 4 range from 88.7% - 90.2%.
- The highest attendance groups i.e. Reception have made the best progress.
- Page 6 By Code:
 - Code G (Family holiday not agreed) contributes by 0.9%
 - Code I (illnesses not medical/dentist appointments) contributed by 3.8%. Illnesses have also included the winter sickness bug, strep throat and normal illnesses alongside self-isolating and COVID. Until we get the PCR results we cannot use the X code.
- Persistent absences – the national average for primary schools is 8.2%. Our school is 21%. Our FSM and some SEN pupils are in the highest groups. Also parents are anxious to send their children to school if they have medical problems. This whole issue needs to be tackled right from the start in September.
- The bottom 20% of absentees have been sent a letter informing the parents that they are in a monitoring situation until the absence ceases.
- Persistent absence, SEN and vulnerable children are hitting our figures hard.

IG asked why there were no Reception figures in the data. DS said that attendance is only statutory from the age of 5. Also those who have gone to Pakistan creates safeguarding issues. Pakistan has now gone Red so they will not come back at present.

- Governors received a by year report on SEND showing:
 - How many children in different ranges?
 - How many are on the register.
 - What support is being offered.
 - Those on SEN support by external agencies.
 - Range 4 EHCP brings in more money.

IG commented that it was a very clear report and gave his thanks.

Data

- EYFS to Year 2 – progress is good – actions taken have had a significant impact. White Rose online Maths was very supportive.
- KS2 – at the beginning of the year only 40% were at their expected level from the year before.
- 2 lots of catch up involving pupil progress meetings with teachers, handover sessions to next year's class teachers and plans to meet the children's' needs from the beginning of Autumn term.
- Writing has been hit the most – it is hard to do sustained writing at home with less input or checking.
- Year 4 focus is support for next year. They are the most vulnerable group.
- Pupil Premium/SEN/FSM – SEMH support from September. Teachers were very tough in their assessments. Class teachers to work with Alison in October to look at how to moderate and plan for next steps.
- The current Year 4 and Year 5 move up in September and the most experienced staff will be working with them.

There were no questions asked.

Alison Wild joined the meeting at 18:25 pm.

IG thought the report covers an amazing amount of work and the numerous plans to address issues. It is very comprehensive.

DS commented that staff are feeling sad at the lack of progress.

IG said that people really appreciate the effort and work that has been

done.

DS advised that years 4 and 5 suffered the most bubble closures which is reflected in the EOY outcomes.

SD Priorities

DS gave the following highlights:

- Subject leaders are having CPD time to look at the wider curriculum. They will choose their subject area and do deep dives. This will get us ready for an Ofsted visit.
- All staff have received music training ready for the new curriculum.
- We are looking at staff appraisals to link into triangulation and book scrutiny.
- Residential have taken place at Nell Bank, Haworth and Robin Hoods Bay which was good.
- Tracking has been done for Pupil Premium and SEND and plans are in place for the most vulnerable children.
- Coaching and Mentoring has taken place to support staff.
- We are ensuring that at least half of our lessons are outstanding. It has been tricky this year.
- Reading continues to be a priority. We have updated our reading expectations.
- The Phonics teacher has worked really hard across school to ensure children are meeting the expectations. The Phonic screen for Year 1 has 90% of children meeting the expected standards.

DS stated it will be a journey next year to get back on track and back to normal full time schooling.

- Behaviour has impacted the children i.e. with anxiety and coping with being back in school. We have had external visitors in school and they all say how polite the children are and how calm the school feels.
- Year 6 are moving on and have come on so far and matured. It has been hard work in getting them there.

IG commented that the governors and parents all appreciate the teachers and the rapport they have with the children. He knows that all the parents realise what a very good job is being done in school. So thank you.

DS advised governors that school have supported another school who is in

a tough situation. She is going across and working with the Acting Head and other school staff have gone across to help with pupil progress. It is nice to be seen as a school that can support another C of E school, especially with Ofsted coming up.

Staffing

- We have recruited a new member of staff to start in Year 3 in September. She specialises in role play and outdoor learning. This will boost our lower KS 2 children.
- The other candidate for the job has been helping in school and is continuing to stay at present.

There were no questions asked.

IG commented that it was very good that 37 people applied for the jobs and want to work with us. DS agreed and some had heard a lot about us and some were ex-supply teachers who have been to the school.

Governor training and skills audit

- Chris Chorlton will be joining the governing board in September as the incumbent,
- A few more governors are needed but we are managing at present. We will try to recruit next academic year.

IG mentioned the skills audit posted for September to see what strengths and weaknesses we have and therefore what is needed. DS has already sent out the format.

Dates for diary.

- Vision day on 6th Sept lunch provided
- Annual safeguarding 29th September – further information to follow. The local authority is organising this training. IG stated as a matter of priority all the governors should strive to attend this.
- Hopefully Harvest service in church will take place – tbc.
- SIP to look through for next year.

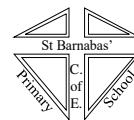
Approval is needed for the Pupil and Sport Premium strategy. IG is happy with both of these and proposed they are adopted. Seconder was SM. It was unanimously decided to accept and adopt these 2 strategies.

ACTION: DS to get them uploaded to the website.

MO joined 18:45 pm.

		DS
63/20	<p>Safeguarding:</p> <ul style="list-style-type: none"> • SEND • Pupil Premium and Sports Premium • Child Protection Overview <p>above</p>	
6420	<p>NGA Skills Audit</p> <p>above</p>	Chair
65/20	<p>Governor Timetable</p> <p>IG hoped all had received a copy. If a date cannot be managed, then there may be leeway to change it.</p>	
66/20	<p>Governor Visits / Training</p> <p>SM has been into school on Tuesday and Thursday afternoons to help with Phonics and Times tables for the last 1 and a half terms. IG thanked her for this.</p> <p>SM has attended the Parent Governor Training online. DS also gave a big thank you to SM for wrapping 60 calculators.</p> <p>There have been no other governor visits or training.</p> <p>IG mentioned that from the next academic year governors will be able to get back into school to our assigned year groups. If a governor does not have a group one can be assigned.</p>	
67/20	<p>Diary Dates 2021-22</p> <p>All have received the meeting dates</p>	Chair
	<p>IG asked if anyone had thought of a low cost thank you for staff. DS advised that there would be head and hand massages at the Training day which will be enough.</p> <p>Action: DS and LG to sort out a letter from Governors to all staff thanking them for all they have done this year.</p> <p>MO added his thanks to the staff and how in awe the governors are of what they have achieved.</p>	DS/IG

Signed by..... Date.....



	SM added her thanks to DS as this is the first year she will have seen children move from Reception to Year 6 – a job well done.	
	Date of next meeting is 19 th October 2021 at 5:30 pm	

Thanks were given to all attending the meeting and after a minute's silence, to think through the past year, IG led with a prayer.

Meeting ended at 18:55 pm

AND ALISON WILD. 18:55

DRAFT

Signed by..... Date.....