

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

Minutes and Actions

Date	23 April 2021
Type of meeting	Full Governing Body
Venue	Virtual meeting via Zoom
Governors Present (alphabetical)	Mohammed Ali (MA), Ian Grant (IG), Sue Jennings (SJ), Sofia Mushtaq (SM), Diane Smith (DS) - Head
Others in attendance	Wasiq Suleman (WS) – Business Manager
Chair	Ian Grant
Clerk to Governors	Mandy Simmons (MS)

IG welcomed everyone to the meeting and thanked those governors who were fasting for attending. SJ gave an opening prayer.

Agenda item	Minutes including agreements, actions and challenges	Action
44/20	Apologies for Absence: Apologies received from Jasmin Arif. Azeema Raja	
45/20	Declarations of Interest in items on the agenda There were no declarations of interest from the governors present.	
46/20	Any Other Business and request for agenda variation DS mentioned a letter which IG will address in item 48/20. There were no other business or agenda variation requests.	
47/20	Minutes of last meeting held on 23rd March 2021 and Matters Arising from the minutes not covered by the agenda Item 35/20 – IG sent a letter to Faizar Sammar with the Governing Body's decision. MA asked for the action to be amended in the previous minutes – to remove the	

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	<p>suggestion that the leave could be used in the Christmas break. Action: Clerk to remove from the minutes.</p> <p>There were no other matters arising. SJ proposed the minutes were accepted and approved as a true reflection of the meeting. MA seconded the motion. All governors agreed and approved the minutes.</p>	Clerk
48/20	<p>Chairs Correspondence & Actions</p> <p>IG received a letter via DS regarding a staff member (Leanne) wanting to reduce their hours to 3 days per week.</p> <p>IG queried whether discussions have occurred and the implications of this.</p> <p>DS commented that this will not really affect teaching staff and will save the school some money. DS has insisted the days to be dropped are Thursday and Fridays. This is non-negotiable. School have at least 3 members of staff who can pick up they work those 2 days.</p> <p>Challenge: IG asked what would happen if one of those 3 members of staff were also off work. DS confirmed that there was enough cover even in that situation.</p> <p>Action: DS to draft the letter to the member of staff and show to IG first.</p> <p>MA asked whether part of her role needs replacing. DS advised she is part of the learning mentor team and also aides with attendance too.</p> <p>The Governor s accepted this change in hours.</p>	DS
49/20	<p>Governance Matter – updated Details</p> <p>DS asked if all governors had updated their details with the clerk. Action: Clerk to let IG know if there are anyone who has not completed these details.</p> <p>SJ informed the meeting that she is officially leaving her post at the end of June. Another member of the staff team will be replacing her on the committee. It may be Chris, who has attended the governing body before, or a lady called Claire.</p> <p>She, and her husband, are going to South East Asia to take up mission work.</p> <p>IG formally thanked SJ for all the work she has done for the school and wished her all the best for the future.</p>	Clerk
50/20	Finance Update / Budget	

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Pay Policy

WS commented on the document that was sent out prior to the meeting. There are 4 columns:

- Grey column is last year's actual YF.
- Yellow column is this current year.
- The other 2 columns are forecasts for 2022-23 and 2023-24.

WS highlighted the following:

Income:

- Funding on I01 (Funds delegated by the LA) has increased. This is due to all monies coming into one pot instead of separate pots of money in previous years.
- I18 b, c and d – figures are reduced as the thread of COVID is decreasing.
- The projected income for 2022/23 and 2023/24 is increased but this is based on assumptions only.

Expenditure:

- Teaching figures are down and school is hoping for some national movement. If it happens that will help the figures but if not there may be a need for a re-structure. By next March DS will need to look at the staffing structure moving forward.

School is top-heavy with teaching staff. Utilisation of middle leaders as senior leaders hopefully progress on. Staff at top of their pay scale have nowhere to go in school so hopefully will move on. If they do the school will be in a much stronger position.

- E12 onwards – some costs have been adjusted due to new deals with ICT/Kitchen providers/Building maintenance.
- E26 – (Agency Supply Teaching Staff) – decreases here with funding carried forward from last year. The National Fusion programme gave 75% to the school, but only for certain children.
- E30 (Revenue Contributions to Capital) - £12K school doing well and after 3 years could hold a surplus of £5K

WS stated that the bottom line for the budget is school will finish with an in year deficit of £20K. The school looks stronger in the following 2 years.

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The Council want to know what the school is doing to address these issues. School is holding costs at a good level and the budget will allow money to go back into school and pupils i.e. replacing IT devices.

In Year 2 and 3 school can invest back into staffing and also improving the look of the school following on from the roof work which will decrease high maintenance costs.

WS asked if there were any questions.

MA queried E22 (Administration supplies) at £29.8K. DS advised that there had been a large amount of photocopying for the paper packs sent out to children and also the amount of Toner used. This figures are better than expected. Any extra money is to be used to bring the school back up to a good standard.

MA suggested the Council may not accept the deficit budget. WS advised school could have reduced the deficit but that did not allow for the purchase of new books etc.

SJ commented that the budget demonstrates clearly where the money will be put back into the school and the plans for further development.

WS stated that school should let the development plan run the budget and not the other way around.

DS agreed with the development of different areas as if this is not achieved, the children suffer. It is a priority after the last Ofsted visit so that the school does not get as run down as before. Once the roof is finished concentration can be given to other areas.

IG commented that a lot of work gone into the budget and gave thanks to WS for his work in producing this. He asked that any governors with ideas for the budget should email WS otherwise he will submit the budget to the Government.

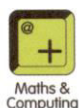
51/20 Head Teacher report/SIP Updates

Data headlines

Spring term data

- The worst hit subject is writing. There will be lots of writing

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- opportunities to bring pupils back up to the correct level.
- EYS some are at 60 – 70%. Some at the lower level of around 40%. Usually those pupils at 60% achieve the early learning goals.
 - KS1 assessment was 47% which is close to the 50 – 53% in reading. Reading in Year 1 is very good. Phonics was taught during lockdown which has helped.
 - Pupil Premium are in line to where they should be.
 - Year 2 ARE – reading is quite high with nothing to worry about at 70 – 80%.
 - Year 3 Maths 34%, Reading 36%. Learning is much harder at this stage but there is a lot of support being offered.
 - Year 4 – there is a concern regarding Maths and Writing has a low percentage. School are being cautious. There are 2 strong teachers in this year and they are confident that things will improve.
 - Year 5 – ARE is lower and in Year 6. Year 5 is a small cohort. A tutor comes into school for Years 3,4 and 5. Also there will be an English consultant coming in during the summer term.
 - School is ensuring pupils have the basic skills first before progressing.
 - This week parents of Year 5 pupils will receive a letter which will go out every Thursday inviting the parents to a Year 6 readiness meeting.
 - DS advised that a wider curriculum is being used with a lot of work being done to develop pupils. There is also outdoor learning on the website. School wants to ensure that they pupils get the wider experience across the curriculum i.e. geography and history and using measurements in science.
 - Year 3 are back swimming every Tuesday with the possibility of Year 5 swimming later on.
 - School Sports club is back. Pupils are in bubbles but at least it is up and running.
 - A number of residential visits will go ahead this year and there has been a very big uptake. IG was pleased that this is happening and hope school could manage these staff-wise.

SJ commented that 3 residential visits were an amazing achievement.

DS confirmed that Mr Collins has worked hard to get these organised and there is a good commitment of staff who wish to go.

- Breakfast club has currently got 30 children attending. There is a staggered start time.

DS commented that school is starting to get back to normal.

IG asked DS to pass on the Governor's thanks for all the hard work.

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<p>52/20</p>	<p>Safeguarding updates</p> <p>Safeguarding – got core group meetings for a number of families. Safeguarding team and attendance officer. CPOMs all goes on there – quickly pick up on things.</p>	
<p>53/20</p>	<p>Governor Visits/Training</p> <p>IG wants to come back in to school, but not just yet. DS is hopeful that end of year activities i.e. leaver’s assembly can take place.</p> <p>Governor training</p> <p>Some governors have already emailed back and are enrolled on the Skills4Bradford virtual training courses.</p> <p>A skills audit will follow shortly to highlight skills needed in order to focus enrolment of more Foundation governors.</p> <p>We have 8 governors at present and always manage to be quorate but if there are hearings or disciplinary meetings there potentially could be a problem. Action: DS to send skills audit to clerk.</p> <p>IG commended some of the training courses available.</p>	
<p>54/20</p>	<p>Any Other Business referred from above</p> <p>There was no any other business.</p>	
<p>55/20</p>	<p>Date of next meeting: 22nd July 2021 at 5:30pm IG commented this may be in school.</p>	

Thanks were given to all attending the meeting.

SJ finished with a prayer

Meeting started at 16:30
Meeting ended at 17:45

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