

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

### Minutes and Actions

<b>Date</b>	23 March 2021
<b>Type of meeting</b>	Full Governing Body
<b>Venue</b>	Virtual meeting via Zoom
<b>Governors Present (alphabetical)</b>	Mohammed Ali (MA); Jasmine Arif (JA), Ian Grant (IG), Sue Jennings (SJ), Diane Smith (DS)- Head, Sofia Mushtaq (SM),
<b>Others in attendance</b>	Ann Mason (AM) – DHT, Alison Wild (AW) – DHT, Wasiq Suleman (WS) – Business Manager
<b>Chair</b>	Ian Grant
<b>Clerk to Governors</b>	Mandy Simmons (MS)

IG welcomed everyone to the meeting and SJ gave an opening prayer.

<b>Agenda item</b>	<b>Minutes including agreements, actions and challenges</b>	<b>Action</b>
<b>31/20</b>	<b>Apologies for Absence:</b>  No apologies have been received. Azeema Raja was absent from the meeting.	
<b>32/20</b>	<b>Declarations of Interest in items on the agenda</b> None	
<b>33/20</b>	<b>Any Other Business and request for agenda variation</b>  There was no other business or agenda variation requests.	
<b>34/20</b>	<b>Minutes of last meeting held on 08 December 2020 and Matters Arising from the minutes not covered by the agenda</b>  IG asked if Governors were happy with the minutes. All governors agreed and accepted the minutes as a true reflection of the meeting.  There were no matters arising. DS commented that Year 5 attendance would be addressed in the Headteacher's report.	

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

<p><b>35/20</b></p>	<p><b>Chairs Correspondence &amp; Actions</b></p> <p>DS sent a letter from Faiza Sammar (lunch time supervisor) to all Governors, via email, before the meeting and asked if all had read it.</p> <p>The letter came into school today and DS wanted governors to have a look and discuss. DS advised school was struggling with staffing, another person off could not be covered easily. We do want to support staff but it is a 3-week absence, may be this could be wrapped around an existing school holiday.</p> <p>IG – Could she change the dates? It is the first date that anyone can leave the country. We do not know if she has booked tickets. She has factored in the isolation time when she returns back to the UK.</p> <p>MA commented that with the current climate the school could potentially see more requests coming through. He was concerned that we may be setting a precedent. It is not an urgent need to go straight away,</p> <p>JA suggested she could go for the fortnight around October half term or the Christmas break, but not now.</p> <p>IG commented he was thinking about her wellbeing but has said previously it will set a precedent.</p> <p>DS advised that in the school policy, if this was for compassionate bereavement or serious illness, school would allow this. 3 weeks' absence is concerning. She would prefer to say no for this year and review for next academic year.</p> <p>MA suggested she is told to wait and decline this request at this time.</p> <p><b>Action: IG to send Faiza Sammar declining the leave request stating reasons for the decision and suggesting a window at Christmas may be an alternative.</b></p> <p>There was no more correspondence.</p>	<p>IG</p>
<p><b>36/20</b></p>	<p><b>Governance Matter – updated Details</b></p> <p>There were no updated details.</p>	
<p><b>37/20</b></p>	<p><b>Finance Update / Budget Pay Policy</b></p> <p>WD gave an update the draft budget. He explained that there have been delays and dates have moved due to the current COVID-19 situation.</p> <ul style="list-style-type: none"> <li>The school has had a good year financially with savings made due to the COVID-19 situation. We were looking at a carried forward deficit but this has become a small surplus of funds.</li> </ul>	

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

- School has requested credit where a service has not been used, due to negotiating with suppliers i.e. catering
- The school has spent a large amount of money with regards to the COVID-19 situation

WS stated that the budget is looking a lot better this year but it is comparatively the same as last year. In previous years the school has received different pots of funding – this year, however, the pots have been included in the mainstream funding.

WS stated the biggest costs to the school are Payroll and staffing. - school needs to look at the Pay Policy. A lot of schools in the district are considering a pay freeze and the Government are recommending it.

DS commented she had discussed this with Andrew Redding and we need to look at this critically.

WS confirmed that emotional pay rises will happen but it is the inflationary pay rises that would potentially be frozen. It should be at the Governing body's discretion to have a pay freeze this year and possibly next year. This issue needs to be sorted out before the next Finance meeting.

IG spoke about the Pay policy – DS could speak at the next Finance committee or it could be agreed at this meeting to have a pay freeze. Most staff are at the top end of the pay scales so it would not be a massive increase to the budget.

DS stated she could foresee that the 2022-23 budget would have a significant increase.

WS stated we could freeze the pay but if there is a future surplus it could be backdated.

DS said staff are aware that a pay freeze may happen and will explain the reasons if this goes ahead.

IG then proposed that the Governors agree and accept a pay freeze this year. All Governors agreed to this.

WS moved on to the school roof advising the bid was successful. COVID-19 delayed the start of the project. He announced that work is starting on Saturday with one third of the roof being stripped back. The rest will be over the Easter break when children are not in school.

DS confirmed the contractors are setting up their equipment around the back of school so it is out of the way. Once the roof is stripped off completely they will not need to come inside the school at all.

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

	<p>The contractor Site manager will keep records on who is on-site. HEC know about this and insurance is in place. It should be an 8 – 10-week program, weather permitting. Next year will be phase two on the other side of the school.</p> <p>IG asked if there were any further questions. There were none.</p>	
<p><b>38/20</b></p>	<p><b>Head Teacher Report/SIP Updates</b></p> <p>DS highlighted that pupil numbers are increasing across the school. Year 5 numbers are also increasing. There is an increase in Free School Meal pupils which is a direct correlation to the COVID-19 situation, a lot of families are finding themselves in a difficult situation.</p> <ul style="list-style-type: none"> <li>• Pupil Premium children bring in extra funding support. The school is seeing more SEND, especially in Reception.</li> <li>• Attendance 92 – 93% daily. The School attendance is in line with across the Bradford district which is 80 – 90% average.</li> <li>• 16 children are on extended leave in Pakistan. Some children are isolating. School is collaborating with the families of the 16 children abroad confirming the absences will not be authorised unless it is due to compassionate leave.</li> <li>• DS commented on the behaviour in school – the older children are setting in following the routines from September. There are significantly more issues with Reception.</li> <li>• There are no exclusions.</li> <li>• Pupil mobility – September 2020 – March 2021. There are 78 starters and 15 leavers.</li> <li>• The most vulnerable families are receiving regular wellbeing monitoring visits and these are fed back to school.</li> </ul> <p>DS asked if there were any questions regarding the data.</p> <p>IG commented that 96.63% attendance for Reception is unusual. They are normally the lowest.</p> <p>DS replied that they are good at coming into school as there are a lot of working parents.</p> <p>Any questions re data?</p>	

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

IG commented that the persistent absences are the same children every time.

DS agreed, some of those children in Year 1 are a family but there are some in other Year groups too.

**School closure**

- School opened up for 80 children (Vulnerable and Critical Care workers.
- On 08 March 2021 school opened back up to all children. Children and families have found this lockdown more difficult resulting in an increase of wellbeing needs. There are noticeable effects emotionally, socially and academically
- School has identified 12 children who needed breakfast each morning and more could be added to that. This has meant another bubble being created.
- Pastoral workers are working with children and families to support them.

JA commented that parents are coming into school to ask for support in building routines and boundaries to their children. Parents are suffering from anxiety.

DS stated school is going back to basics on what is expected from the children and re-establishing school values.

- A small number of SEND children in Reception and Year 1 are on a reduced timetable due to behaviour/home situation. SEMH team are offering support.
- Priority is being focussed on children about to transition to secondary school and to Local Authority children.

DS advised Governors that all paperwork relating to COVID-19 is updated and on the website.

Staff are testing using the Lateral Flow tests twice weekly and school reports the findings online. There is more confidence in staff as more are receiving the vaccine.

**Remote learning**

- Some year groups had lessons via YouTube and team zoom.
- Younger children had pre-recorded lessons to watch with parents.
- CGP books were popular and also printed work packs that could be collected.
- Staff created 26 work packs per work group available every Monday morning.
- School has sent out a parental questionnaire for feedback to gauge parents' views. Last year there were 104 responses but this year, so far

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



only 22. Most comments were positive but some parents asked for more creative lessons. Others did not understand the remote learning offered. School will look at more creative lessons if needed in the future. It is hard for parents at home to have the resources at hand.

- This lockdown staff knew what was needed having received training so they were more confident in using YouTube and placing lessons on the website.

SM left the meeting at 18:21 pm.

AM advised the Governors that with regards to terms of engagement there was a massive difference between last year's lockdown and the one this year. This can be attributed to the hard work of staff, the development of links and working with good materials, some bespoke to particular children where necessary.

- 89% of children engaged regularly with 40% of those engaging really strongly.
- SEND children had 40% with strong engagement.
- Pupil Premium children had 49% with very strong engagement. Very different engagement from last year.

IG commented that the work done by staff was very impressive.

DS advised the meeting that following reopening work on the website and work packs will still be available for those shielding.

### Staff/Pupil Wellbeing

DS confirmed that staffing absences due to long term sick; COVID-19 has been a major factor increasing the workload for staff working with children/families.

DS/JA are working with staff to support them. There is an increase in anxiety due to workloads, twice weekly Lateral Flow testing and some staff have been unwell due to the vaccine. It has been an exhausting term.

Long term illness of 1 member of staff has necessitated staff to be moved around to assist continuity. These changes also create anxiety.

No Questions were asked.

DS stated that more staff need to talk to someone. JA agreed that recently staff have needed a chance to say how they are feeling. They appreciate this and helps to clarify issues.

IG agreed that the little touches means so much.

AM agreed this shows appreciation for them.

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



SJ acknowledged that all staff are working at absolute capacity.

AM stated that staff are having to do things so much differently i.e. where there were one church services there now has to be 7. Everything the school does is 7 fold – all staff stretched to capacity. School needs to plan ahead as anything extra just could bring it all down.

IG mentioned the new breakfast offered to 12 children. Yet another extra task to do.

**School development priorities**

DS commented that due to parents/PTA not being allowed in school at present this puts more pressure on staff to take up tasks they would normally do. PCSO's are stepping to support but they are stretched too.

School were providing food parcels, which was a massive job.

SJ asked if there were places/charities school could link in to.

DS commented there was a free school meal provision group support bank – she has left details on the website for over the Easter break.

SJ mentioned the community pantry in Heaton and the Bradford-wide food share programme that schools are linking in with.

**Action: DS to look into these options.**

DS highlighted some areas in the report:

- School has a recovery curriculum to ensure children are secure in their learning before the start of the new year i.e. Key Stage 1 Phonics
- Year 2 short burst Phonics.
- Implementing changes on how lessons are delivered.
- Diverse engagement from pupils – school to pick out and focus on individuals to get them back on track.
- School is ensuring pupils are well and focussed.
- After Easter school will work to get everyone on track for the last part of term.
- A book review was completed over lockdown with oral and written feedback. Support was given where necessary.
- Next week there is a Maths meeting looking at documentation and resources that are needed.
- 1-1 tutoring programme to be available for identified pupils needing significant catch up. This will be a 12-week programme with an external tutor. Government has funded 5% of the cost involved.

DS

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



- Pupil Progress meetings will take place the first week back from Easter reviewing catch up boosters and ensuring the right pupils are in the correct groups.
- School will be making use of the school grounds after Easter. Mr Pasha will be running an after school sports club.
- Development needed on governance – we have lost some Foundation governors. DS has spoken to Janet from the Diocese – she has sent through paperwork to try and recruit 4 Foundation governors. We may need to consider looking outside the local area.

IG agreed and said the clerk would be issuing a skills audit which would help to identify skills needed.

DS confirmed that Janet was starting work with the school after the Easter break.

### Covid

DS confirmed that all policies are up to date and on the website. Also the risk assessments have been updated.

### Safeguarding

AW wished to give credit to the school that parents/carers feel they can come and talk regarding their wellbeing and any vulnerabilities.

There have been more consistent wellbeing calls over the lockdown. If staff could not contact within a week the safeguarding team were calling families or the attendance team were doing home visits.

SM re- joined the meeting 18:47 pm.

MA left the meeting.

DS commented that the vulnerable children who have been in school during lockdown are finding it difficult now the rest of the school are back in.

### Overview for safeguarding each term:

AW advised the meeting that since September 2020 there has been an increase in Child Protection plans and Children in Need plans. There is also increased contact with outside agencies i.e. police, social workers. We are at the same number as last year but we have a third of the year still to go.

Over last few months there has been a decrease of notifications of police going to family homes and domestic violence incidents – only had 2 since September 2020. This is concerning. Maybe people aren't phoning to report incidents or police are not able to respond to the calls.

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



AW said that, before Christmas, most of the year groups attended a virtual NSPCC – Speak Out and Stay Safe assembly hosted by Ant and Dec.

- Child Protection/Children in Need – figures increased slightly from last year, involving 4 families.
- Early Help figures are the same as last year.
- CAMHS have a waiting list but the school are flagging up charities i.e. Barnardo's, for parents.

No questions were asked.

- There are 81 children on the SEND register.
- School being very proactive with ECHP pupils, continuing all the way through.
- JA is heavily involved with the SEND pupils.

IG expressed his thanks and thanks from the Governors for the work being done.

- DS advised that David Chadwick (Behaviour team) has visited weekly to see the pupils and move things forward.
- An Education Psychologist has been in school to support 6 ECHP pupils. There are a significant number in school.

There were no questions on the SEND report.

### Attendance report

DS advised that attendance continues to be high on the school agenda to ensure the safeguarding of pupils who have not returned following lockdown.

The BCL attendance team has worked with the school following up on home visits for pupils who have not engaged with school and whose attendance is below 80%.

Now school has re-opened, the team has met with Mrs Arrowsmith to discuss next steps and letters to go out to parents of targeting pupils where there is monitoring and cause for concern.

School has 19 pupils who have gone overseas during the lockdown period and one family who have moved to Pakistan. We have followed this up with a CME (Child missing in Education) referral.

School has also liaised with PCSO's to help make wellbeing calls support home visits. This has worked well for those parents who are not engaging with BCL.

Since the re-opening of school we have had between 358 and 377 pupils

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

	<p>attending.</p> <p>Absences include extended leave, self-isolation related to COVID-19, shielding and other illness related absences.</p> <p>Absences will be a key item on our School Improvement agenda moving forward.</p> <p>School is still submitting a daily attendance recording to the DfE as they are still monitoring the COVID-19 situation nationally.</p> <p><b>Data Report</b></p> <p>DS confirmed that once all the data is in, this will be taken to the Curriculum meeting.</p> <p>IG praised the school for the large amount of work being done and gave thanks to all staff.</p> <p>There were no questions asked.</p>	
39/20	<p><b>Policies for approval</b></p> <p><b>Safeguarding Addendum update</b></p> <p><b>COVID-19 Updated Risk Assessment</b></p> <p>The Safeguarding Addendum was issued from the Local Authority and will be added to our Safeguarding policy if Governors agree.</p> <p>IG asked if it fit for purpose. DS agreed it was.</p> <p>SJ queried the risk assessment: Point 11 number 2 – should say all cleaning materials to be kept out of the reach of children. <b>Action: DS to amend the risk assessment.</b></p> <p>IG asked that both policies were accepted and agreed. All Governors agreed.</p> <p><b>Action: IG to come in to school and sign the policies.</b></p>	<p>DS</p> <p>IG</p>
40/20	<p><b>Safeguarding updates</b></p> <p>These were previously covered in the agenda.</p>	
41/20	<p><b>Governor Visits / Training</b></p> <p>IG has visited the school once. It was lovely to hear all the children and lessons taking place.</p> <p>SJ commented that virtual assemblies will continue for now.</p>	

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

	There were no questions.	
42/20	<p><b>Any Other Business referred from above</b></p> <p>WS mentioned the date for the next governors meeting – which was to deal with the budget. The budget is needed before that date. WS proposed a change of the Full Governing Body meeting to Tuesday 4<sup>th</sup> to approve the budget (1 item).</p>	
43/20	<p><b>Date of next meeting:</b> 04 May 2021 at 5:30 pm.</p> <p><b>Please note that the meeting scheduled for 18 May 2021 at 5:30 pm is CANCELLED.</b></p>	

Thanks were given to all attending the meeting.

SJ finished with a prayer

Meeting started at 17:35pm  
Meeting ended at 19:10pm

DRAFT

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



Telephone: 01274 258969  
Fax: 01274 258970  
Web: [www.tss.bradford.sch.uk](http://www.tss.bradford.sch.uk)  
E-mail: [enquiries@tss.bradford.sch.uk](mailto:enquiries@tss.bradford.sch.uk)