

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

Minutes and Actions

Date	08 December 2021
Type of meeting	Full Governing Body
Venue	Heaton St Barnabas' CE Primary School – virtually via Zoom
Governors Present (alphabetical)	Mohammed Ali (MA), Jasmin Arif (JA), Christopher Chorlton (CC), Ian Grant (IG), Diane Smith (DS), Emma Walters (EW),
Others in attendance	Wasiq Suleman (WS) – Business Manager, Anne Mason (AM) – Deputy Head teacher
Chair	Ian Grant
Clerk to Governors	Mandy Simmons (MS)

Meeting started at 5:34 pm

IG welcomed everyone to the meeting and CC started the meeting with a prayer.

Agenda item	Minutes including agreements, actions and challenges	Action
14/21	Apologies for absence and acceptance There were no apologies for absence.	
15/21	Notification of any urgent other business and order variation There were no notifications of any urgent other business or requests for agenda variation.	
16/21	Declarations of interest in items on the agenda	
17/21	Minutes and matters arising from 19 October 2021 <ul style="list-style-type: none"> • Normal minutes • Confidential minutes – these minutes are only confidential outside of the Governing Body IG asked for a proposer and seconder to approve these previous minutes. MA	

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	<p>proposed and CC seconded. All Governors agreed and accepted the minutes as a true reflection of the meetings.</p> <p>There were no matters arising from these minutes apart from item 20/21 which needs amending to say BDAT to be an annual standing item on the agenda. ACTION: The clerk will remove this item from the agenda.</p>	
18/21	<p>Head teachers' report</p> <p>This report was uploaded to the Governor shared drive prior to the meeting and DS gave the following headlines:</p> <ul style="list-style-type: none"> • It was mentioned that the style of the report was more visual which DS hoped made it easier for the Governors to read, • Pupil numbers have increased from July to 417. • Pupil Premium numbers have increased significantly since July to 94. DS commented that following COVID there are more children on Free School Meals (FSM). These increases are echoed across the district. • Children in Care = 4 which remains the same as July. • Attendance across the school is 94.33% and the national average, which was 96% has decreased recently. • Behaviour incidents logged across the school is 45 with only 1 exclusion of 4 days inY5. • Pupil mobility is not significantly high with 75 starters and 2 leavers. <p>Data assessment 1A</p> <ul style="list-style-type: none"> • The statutory baseline assessment was completed in Reception this year and there are positive moves up the grading from Expected (E) to S (Secure). <p>IG commented that the new report format was easier to understand. DS explained she was giving an overview but would expand if there were questions from Governors. She advised that there were positive signs that the children were making progress.</p> <p>Y1 first assessment</p> <ul style="list-style-type: none"> • Following the impact COVID has had there are a significant number of children working below expected and, in particular, Writing. Lockdown remote learning was easier to set children Reading and Maths work but much harder to set writing collaboratively and this is reflected nationally. Within the year group there would normally be more children working towards. 26 children need to move to working towards before Spring. Some children are working at expected and some are exceeding at 	Clerk

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greater depth.

Y2 First Assessment

- This is a key group and all efforts are being made to ensure the children narrow the gaps in learning quickly before they move to KS2. It was noted that the figures for this group were very similar to previous years pre-COVID. There is a decrease in numbers of children working below age related expectations with most working towards or at expected. Good progress is being made.

Y3 First Assessment

- There is a significant number of children at pre key stage level i.e. they are still working at KS1 level i.e. with phonics and writing. They are getting support to move to their key stage level.
- There is a good amount of children in working towards and there are 10 – 15 children who could get to exceeding.

Y4 First Assessment

- There is a small group at pre key stage level. Some are SEND children with one-to-one support.
- There is a significant group working below age related in writing.
- Lower KS2 have completed their phonics assessment but the data is already out of date. We are re-grouping the children based on these results.

Y5 and Y6

- There are a significant number of children in these year groups who are below key stage which includes a number of SEN and children with EHCP's. Mrs Ibrahim is providing hubs for these children and assisting teachers to help with specific pupil passports.
- Y5 have done good work on reading and moderation. There is a good group in expected and working towards.
- Y6 there is a group in working towards and are being targeted to achieve expected and 1 exceeding.
- Staff are looking at reducing gaps and have set targets for 70 – 75% and there is work is still ongoing to achieve this.

QUESTION: MA queried why the percentages for Y3 and Y5 are low in below expectations but other year groups the figure is almost a quarter of the children. DS advised that in Y3 and Y5 there are more children in pre key stage rather than in working below. Y5 pre key stage is significantly high which explains the differential. School needs to re-assess the new children now they are settled as they have not previously been assessed in the same way. It is

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clear that some children need to be in higher groups.
DS asked if the new way of presenting the data was helpful. IG said gave a good synopsis. DS commented that next time Governors will be able to see the data side by side.

- DS confirmed that Reading and Phonics have been a priority with Y3 to Y6 receiving phonics interventions. Fresh Start has been used and focus on comprehension and the ability to read and understand.
- DS advised it has been a struggle to get the children back into good reading habits. Y6 in week 7 have had SATS tests which will aid getting them back into the routine.
- There was a meeting in week 7 around reading and a review was provided so all teachers are aware of what the plans are. Vocabulary is also being looked with the introduction of 5 new words per week to help with a large number of children who have lost quite a bit of vocabulary and this needs to be addressed.
- Children are timetabled to go to the library which is back in use. Unfortunately, due to the new COVID guidance families cannot attend. There was a Book Fayre and the money raised has gone towards new books for the library.
- There is a writing focus on phonics and spelling and Alison Phillopson is to ensure the basics are in place ready for when the children move up a year.
- Staff have had a moderation meeting which highlighted that the children are starting to grasp the basic punctuation.
- The school is trying to inbed writing across the curriculum and need to get up to speed.
- There is peer moderation across the year groups where they look at each other's books and cross reference against the moderation list.
- Teaching staff have received the Marking and Feedback policy as the codes in use have been updated and staff need to use these consistently.
- With Maths there is CPD for teachers – Miss White delivered a session going through the White Rose Maths and tweaking some of the resources because whilst they are effective, some children are not moving to the next level as the focus is on expected rather than challenges.
- There is a strong focus on time tables and Y4 will have their multiplication assessment at the end of the year.
- Time Tables are a big focus – Y4 will have their multiplication assessment at end of year
- The children love the TT Rock Stars but they also need the mental Maths agility.
- Coaching will be taking place after Christmas with a focus on new staff. Emily was new in September and another new member starts in January.
- Mark Hattersley is to come in to school to work with Tracy White to get her Ofsted ready.
- National tutoring programme is a 15-week programme:

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- Up to February half term it is Maths and then the focus is reading.

QUESTION: IG asked the school were happy with the quality of the sessions. DS confirmed that the current tutor is very good and responds to requests from teachers on what the children need in a very timely fashion.

Teachers will look at impact measures uploaded to the portal to measure the impact achieved.

- SEND is very busy but that should decrease after Christmas when 2 children with EHCP plans have left the school.
- The SEND register is accurate and regularly updated and teachers know how to set targets on pupil passports.
- Children with SEND plus – teachers are getting bespoke sessions and specialist help via the Hub.
- The school is trying to refine SEND provision and Mrs Ibrihim will be helping staff to work in a smarter way.
- 16 Hub sessions have been booked for teachers and staff in the New Year.
- The school have requested an audit for the SEND team to ensure we are on the right track.

Attendance

- VCL Ben comes in and works alongside Leanne Arrowsmith and Jasmin Arif.
- A comprehensive attendance report was given.
- The national average has been lowered from 93.6% to 91.1%. School is at the national level but we want all children in school to help narrow the gaps.
- Previously school attendance was 91.9% and it had increased but then 4 children had positive tests and 2 members of staff also. There is a lot more sickness, colds/flu, diarrhoea and vomiting going around. IG commented that children's immunity will be decreased due to lockdown so more will get ill.

Persistent Absence

- As a school the focus needs to be on persistent absence which currently stands at 21%. The national average is 8.2% and we are significantly above this. It is proving very hard to reduce the figures.

IG commented that the school have a core group of children who present the biggest number of persistent absences.

DS said that school were working hard but some parents are taking unauthorised absence for holidays, although illness is the highest reason and not COVID

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related. School will continue to work with the VCL and the Attendance team. 1 child is still on the school register for safeguarding reasons even though he has left. He has not been placed with another school yet but when that happens he can be removed from our register.

QUESTION: MA queried why on page 7 the attendance is by ethnicity and on page 10 the categories are different. DS explained that the figures on page 7 are the school as a whole but page 10 is focussed on persistent absence which has different codes. **ACTION: DS will check with the VCL, Ben.** MA commented that this made it hard to make comparisons. DS advised these figures are pulled through from SIMS.

QUESTION: MA – on page 8 which is split into year groups, Y1 is in the lowest 10% on Monday, Tuesday and Fridays. DS explained that this was likely to be because of parents extending their weekend. There has been some occasions where there is extended leave in Y1 (3 pupils) and the child still on the register but has left is also from Y1.

MA commented that Y1 children starting primary education having missed some of the previous year due to COVID, it seems that parents do not appreciate how much it matters for their child to be in school. DS informed the meeting that the impact absence has on education is always in the weekly newsletter to parents. Also, after term 1, parents received letters indicating how much schooling had been missed. DS believes that parents are aware of the cost of gaps in attendance.

QUESTION: MA asked if more focussed work was being done with Y1. DS assured the Governors that extended leave is only authorised under extreme circumstances.

COVID

The school have received an updated government risk assessment due to the appearance of the new COVID variant.

- Classes are not in bubbles as yet but a reduction of traffic through school i.e. big groups is already in place.
- Class assemblies are now only for the class and parents.
- The Nativity tomorrow morning is taking place but it will be watched by parents via Zoom.
- Children in Reception will be singing songs which will be recorded for parents to watch.

QUESTION: MA asked whether the coffee mornings had been cancelled. DS advised that they were continuing at present as it is a small bubble of regulars who do not mix with the children.

DS advised that if cases increase further there will be more changes made.

DS

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QUESTION: MA asked if this was reflected in the risk assessment. DS confirmed that the updated risk assessment does state that visits can be made to school by prior appointment. September to November was the longest period without updates to the risk assessment but now they are more frequent.

- DS mentioned the Christingle service in church – parents cannot attend as the Harvest festival numbers filled the church, or Christingle could be done in school.

CC commented that adults have to open up the church so has no issues with the service being held in the church. DS agreed to the Christingle service being in church with numbers at 417 plus staff which is less than the government maximum of 500. It will be children and staff only unless the situation changes. CC commented that it could be recorded for parents. DS advised that photographs and possibly small clips of video will be taken to upload to the website.

EW mentioned the new government measures that from Monday work from home is back in place although it has not mentioned schools.

Safeguarding

- There are some complex situations in school i.e. 1 individual child and family are working with multiple agencies – Social Care, Police and SEND.
- 21 new concerns which is higher than previous years. From September – November 58 safeguarding concerns were logged on CPOMS.
- There are injuries to children and medical concerns and attendance is linked to this also.
- A significant number of these children are in Y1. The Pastoral team are busying working with families and children and making home visits. JA confirmed that home visits had significantly increased in September.
- A number of children have links with SEND and Social Care (occasionally behaviour can result in them being added to the SEND register).
- There are social and emotional issues i.e. anxiety/mental health and wellbeing which needs support.
- The Breakfast Club has more attendees than ever before. JA advised that there are a set number of regular children but do get children who 'drop-in' which means there can be up to 20 children in a morning.

Child Protection overview

- There are new concerns with notifications from parents; notifications of domestic violence.
- There is significant agency support.

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- There is a new referral to Social Care.
- There are 4 active Child Protection/Children in Need plans.
- There have been a large number of strategy meetings taking place.
- Children in family homes who are struggling can impact on younger siblings who school then need to support as they are exposed to older sibling behaviours. The school is working with a variety of different teams to support the children.

ACTION: MA to audit the situation before Christmas. DS advised that it had just been updated and the audit uploaded to British Schools Online but will meet with MA to go through it as it needs to be submitted on 19 January 2022.

ACTION: DS will email the audit to MA and arrange a remote meeting.

MA
DS

Staffing Update

- Following AM's headship appointment at Idle CE Primary school, a full-time teacher (M2) has been appointed to take over Year 4SM for consistency. This will free up a staff member for 3 days a week to cover PPA/Outdoor learning and release staff for swimming and Maths booster sessions.
- Miss Marshall was successfully appointed as an Assistant Head Teacher on a higher pay band which Governors had agreed to. She will be taking on some of AM's responsibilities.
- Miss Britchford was appointed to Phase Leader TLR2 for Phase 3 (years 3 and 4).
- Mrs Wild will return to full time from 04 January 2022 ensuring full SLT capacity and support.
- The school have not been successful in recruiting an administrator for the office. There were 7 applications but none were suitable and 1 wanted part time work only. The post has been re-advertised and currently Mr Suleman, Mrs Arrowsmith and Mrs Arif are supporting admin to ensure adequate cover.
- 1 member of staff is going through disciplinary action and a hearing is being organised.
- The school has had a restructure giving capacity to 'grow' our own leaders.

DS thanked AM for her commitment, dedication and extensive work she has given over her time with the school and wished her all the best in her new role.

IG echoed the sentiment speaking for the Governing Body.

AM thanked DS for all her help and support and the experiences over the 7 years which aided her in securing her new headship role.

Staff Absence

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	<ul style="list-style-type: none"> • There is a significant amount of staff absence at present and where there are trigger points meetings are being held to talk to those staff. School have managed to cover for staff absence in the main and only used a small amount of supply staff. • School have not had success so far in recruiting an office manager – this is still ongoing as staff want to ensure the right person is employed. IG said filling the office manager role was a priority as covering this role will have a large impact on stress levels. DS advised that an advert has now gone out to a wider area than just Bradford. WS commented that a large number of schools are reporting the same problems in recruiting staff. School are hoping to have secured some funding to recruit a TA who could be trained up to be an administrator. <p>Staff CPD</p> <ul style="list-style-type: none"> • School are working to upskill subject leaders to enable training with teachers and report updates. • Subject leads are becoming more pro-active in finding resources and receive time out to assist in looking at the learning environment and enabling planning and feedback in staff meetings. • Next term the subject focus will be Science and ICT – there are significant expectations for delivery and to ensure the correct resources are available. • School Improvement Plan is to be updated regarding targets set. • Work is ongoing with the Governors review and Finance meetings. • Staff are on task across all areas. • A warm welcome to Taeba who has joined the Governing Body. <p>QUESTION: IG asked what impact the high absence levels are having on staff morale. DS confirmed that staff morale is not always constant with frequent government updates and changes to systems and to the risk assessment. Having visitors into the school is now more difficult and with a resurgence of a new COVID variant guidance is changing rapidly and also the normal winter bugs are having more effect on staff and pupils. Staff are being offered support and school held a Wellbeing breakfast for them to just have some time together. Also the staff panto is on next week which is always fun.</p>	
19/21	<p>Report from committees</p> <ul style="list-style-type: none"> • Finance, Staffing and Premises 22/10/21 – items from this meeting has been covered earlier in the agenda. WS will be preparing the next Quarter budget in January. <p>WS had uploaded the external School Fund audit by SEFM, prior to the meeting. There were no issues raised within the report. DS has already signed this and is only awaiting the Chair’s signature. ACTION: IG will</p>	

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	<p>come into school tomorrow to sign the audit.</p> <p>DS advised the governors that the school has received the Winter Warming funding for vulnerable children. £40 vouchers per child will be distributed for Christmas.</p> <ul style="list-style-type: none"> • Curriculum (23/11/21) – ACTION – clerk to add EW’s email to the Curriculum Committee email list. 	<p>IG</p> <p>EW</p>
20/21	<p>Bradford Diocesan Academy Trust updates (standing item) – this item is in error – it is an annual standing item</p>	
21/21	<p>Chairs Actions and Correspondence</p> <p>No Chairs Actions or correspondence to bring to the meeting.</p>	
22/21	<p>Policies for review:</p> <p>The following policies were accepted at the Curriculum meeting:</p> <ul style="list-style-type: none"> • Behaviour • Child Protection and Safeguarding • Social Media • Online Safety • Mental Health and Wellbeing • Homework 	
23/21	<p>Governor Matters</p> <p>Governor Vacancies -</p> <ul style="list-style-type: none"> • There are vacancies for Foundation governors. CC queried whether there were any applicants putting themselves forward. There is a shortage across the Diocese. • EW’s term of office runs out early next year. IG has received an email asking if EW wished to be re-elected for another term of office. IG has emailed EW with the documentation to complete. ACTION: EW will check her inbox for the email. <p>Governor Visits –</p> <ul style="list-style-type: none"> • IG has visited Y5 pupils; has made several school visits and also attended some school trips via train/bus. <p>Governor Training -</p> <ul style="list-style-type: none"> • IG has attended several briefings. 	<p>EW</p>

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	<ul style="list-style-type: none"> MA has signed up for some training. I did not catch the name of the training 	
24/21	<p>Any Other Business</p> <p>QUESTION: MA asked what progress had been made regarding the upcoming Disciplinary Hearing. DS advised it was being held on Thursday 16 December at 9:00 am and it will be a virtual meeting. School are awaiting confirmation of attendance from the member of staff and their Union representative.</p> <p>The Panel will be MA (Chair), IG and EW. ACTION: DS to ensure the documentation is sent out to the Panel.</p> <p>IG thanked everyone for attending the meeting and a big thank you to all staff in school for all the hard work they are doing.</p> <p>DS gave well wishes to AM for her new headship role. She also thanked the Governors for all the work and support they do.</p> <p>IG finished the meeting wishing everyone a good Christmas break and will see everyone in the New Year.</p>	DS
25/21	<p>Dates of meetings for 2021-2022</p> <ul style="list-style-type: none"> 22 March 2022 10 May 2022 19 July 2022 	

CC closed the meeting with a prayer.

Meeting ended at 19:10 pm

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