



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

### Minutes and Actions

<b>Date</b>	19 October 2021
<b>Type of meeting</b>	Full Governing Body
<b>Venue</b>	Heaton St Barnabas' CE Primary School
<b>Governors Present (alphabetical)</b>	Mohammed Ali (MA), Jasmin Arif (JA), Christopher Chorlton (CC), Ian Grant (IG), Diane Smith (DS), Emma Walters (EW),
<b>Others in attendance</b>	Wasiq Suleman (WS) – Business Manager, Anne Mason (AM) – Deputy Head teacher
<b>Chair</b>	Ian Grant
<b>Clerk to Governors</b>	Mandy Simmons (MS)

**Meeting started at 5:30 pm**

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

<b>Agenda item</b>	<b>Minutes including agreements, actions and challenges</b>	<b>Action</b>
<b>01/21</b>	<p><b>Election of Chair and Vice Chair</b></p> <p>The clerk confirmed that no nominations had been received for the roles of Chair or Vice Chair for the full governing body. The governors were asked for any nominations in the meeting.</p> <p>MA proposed Ian Grant be re-elected as Chair for a term of 2-years. DS seconded the proposal. <b>All governors unanimously agreed for Ian Grant to be Chair for the governing body for a 2-year term of office.</b></p> <p>IG proposed that MA be re-elected as Vice Chair for a term of 2-years. JA seconded this proposal. <b>All governors unanimously agreed for Mohammed Ali to be Vice Chair for the governing body for a 2-year term of office.</b></p>	
<b>02/21</b>	<p><b>Apologies for absence and acceptance</b></p> <p>Apologies were received and accepted from Sofia Mushtaq (SM).</p>	

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03/21	<p><b>Notification of any urgent other business and order variation</b></p> <p>There were no notifications of Any Other Business or agenda order variation.</p>	
04/21	<p><b>Declarations:</b></p> <ul style="list-style-type: none"> <li>• <b>Declarations of interest in items on the agenda</b> – There were no declarations of interest on items on the agenda.</li> <li>• <b>Declarations of Pecuniary Interest document – ACTION: The clerk will check for forms received and resend if necessary.</b></li> <li>• <b>Agree NGA Code of Conduct</b> – this document was distributed at the meeting – all governors have signed confirming they have read and agree to the code of conduct.</li> <li>• <b>Agree to confirm KCSiE (September 2021) Part 1 has been read and understood</b> – all governors confirmed they have read and understood the document.</li> </ul> <p>IG stated how nice it was to be in a face-to-face meeting. He invited all governors to re-introduce themselves.</p>	Clerk
05/21	<p><b>Governing Body Business:</b></p> <ul style="list-style-type: none"> <li>• <b>List of Safer Recruitment Trained (new Ofsted good practice)</b> – DS, AM and WS have completed the training and are booked to do the refresher course. MA and IG would like to do the training also. There is free online training available via the local college. School have subscribed to this with 50 places available. <b>ACTION: IG/MA to book onto the Safer Recruitment Training.</b></li> <li>• <b>List DSL &amp; DDSL's</b> – The current DSL is Alison Wild and the DDSL is Anne Mason.</li> </ul> <p>Alison Wild has completed safeguarding training with the Local Authority and Skills4Bradford. The training documentation has been passed on to ensure governors are trained in safeguarding. The dates/times lend themselves well for virtual training.</p> <ul style="list-style-type: none"> <li>• <b>Review and update statutory information to be published online including Governor attendance at meetings in 2020-22</b> - All statutory information including governor attendance is on the school website.</li> <li>• <b>Appoint/Agree Committee membership and Named Governors for 2021-22:</b></li> </ul>	IG/MA

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	<ul style="list-style-type: none"><li>○ The governing body need another parent governor and is out for ballot at present. <b>ACTION: DS to be informed of the ballot result.</b></li><li>○ There is a shortage of numbers for Foundation governors with a Christian background. One option would be to reduce the number of foundation governors in the governing body but other governor types would also reduce which is not ideal. EW asked whether we have contacted the other school in the area to see if there was a potential governor there.</li><li>○ The current governor list is as follows:<ul style="list-style-type: none"><li>▪ IG – Chair of Governors</li><li>▪ MA – Vice Chair</li><li>▪ IG is the named governor for Maths</li><li>▪ MA is the named safeguarding governor</li><li>▪ SM is the named governor for Pastoral and PHSC</li><li>▪ JA is the named governor for Special Educational Needs and Disability (SEND) and Looked After Children (LAC)</li><li>▪ EW is named governor for Religious Education (RE) and English</li><li>▪ CC is named governor for Pupil Premium and Sports Premium</li><li>▪ There is no named governor for Science at present – IG hoped a new parent governor may take on the role</li><li>▪ No year groups have been assigned as yet. Governors are welcome to visit the school on a pre-arranged basis.</li></ul></li><li>○ <b>Committee membership:</b><ul style="list-style-type: none"><li>▪ Finance, Staffing and Premises – MA (Chair), SM, IG and DS</li><li>▪ Curriculum – IG (Chair), DS and JA</li></ul></li></ul> <p><b>ACTION: DS to update the school website with the above information.</b></p> <ul style="list-style-type: none"><li>• <b>Agreed 2021-22 Terms of Reference for Committees</b> – Governors discussed the various Terms of Reference for the committees and agreed that they were no amendments/additions needed. <b>All governors agreed to keep the current Terms of Reference.</b></li><li>• <b>Review governing body objectives for 2021-22/Update governor action plan</b> – This document was distributed to the governors prior to the meeting. The headlines are as follows:<ul style="list-style-type: none"><li>○ Governors to undertake a skills audit to identify learning opportunities.</li><li>○ The Finance committee will meet regularly to monitor and update the school's SFVS document and keep the budget on track.</li></ul></li></ul>	<p><b>IG</b></p> <p><b>DS</b></p>
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	<ul style="list-style-type: none"> <li>○ Curriculum and Finance committees to approve statutory policies and ensure compliance.</li> <li>○ The governors will monitor 'catch up' funding to ensure it is spent appropriately.</li> <li>○ To ensure that the school is a safe place for staff and pupils and has appropriate risk assessments in place.</li> <li>○ To be involved in the Safeguarding audit in January 2022.</li> <li><b>ACTION: DS and MA will look at the audit before Christmas.</b></li> <li>○ To monitor the School Development Plan in the Curriculum committee.</li> <li>○ To assess the rapid progress data in December 2021.</li> <li>○ Governors to monitor the school evaluation form.</li> <li>○ Governors will also monitor the quality of the school's online learning resources. DS advised governors that parents are wanting paper packs or online plans. Children ill with COVID-19 find it hard to join in with class lessons online.</li> </ul> <p>IG commented that it was a very comprehensive document.</p> <p>WS demonstrated the governing body the new shared drive on Microsoft TEAMS and asked all governors to check their email and passwords to ensure they can gain access to the area.</p> <p><b>QUESTION: CC asked if he could have emails forwarded out of any outlook Heaton St Barnabas account?</b> WS replied that a forward could be set up so emails go to a specific account.</p> <p>This shared area will be used for the Full Governing Body, Finance/Premises and Staffing and the Curriculum committee documentation from now on.</p> <p>WS advised the governors that virtual meetings can be held via TEAMS and conversations. The area has several files already set up and confirmed that the documentation for the next meetings will be available online.</p> <p><b>QUESTION: A governor asked if this would involve a cost to the school.</b> WS advised governors that the original set up of TEAMS was paid for by the local authority due to the disruption of COVID-19.</p> <p>WS commented that the Governor Hub is also available which is a front face to the TEAMS application.</p> <p>No other questions were asked.</p>	<b>DS/MA</b>
06/21	<p><b>Minutes and matters arising from 22 July 2021</b></p> <p><b>All governors accepted and approved the minutes as a true reflection of the meeting.</b></p>	

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There were no matters arising from these minutes.

07/21

**Head teacher report**

This report was distributed to the governing body prior to the meeting, DS gave the following headlines:

- The number of children on roll at school is 415 with 2 more children being accepted into school this week.
- Free School Meals (FSM) pupil numbers have increased to 91 from 81 in July, which reflects the change in the economic climate.
- English as an Additional Language (EAL) – pupil numbers are down to 126 from 131 in July.
- Pupil Premium numbers have increased to 94 from 86 in July.
- Medical Conditions – pupil numbers have decreased to 88 from 98 in July. There are, however, some with significant conditions and care plans.
- Special Educational Needs (SEN) pupil numbers have decreased to 72 from 83 in July.
- The report regarding First Aid and the Administration of Medicine will be presented at the Curriculum committee meeting.
- The attendance figure for the school was at 94.33% on 08 October 2021. This week's attendance is at 94.9%. There are a number of significantly vulnerable children that staff are having to visit at home. A sickness bug plus throat and ear infections are going around in school. It was noted that the average national attendance figure was 92% so we are doing better than that.

DS talked to governors about the school focus on persistent absenteeism. A record is being kept and school are targeting the lowest 20% with letters to parents and a reminder on the weekly newsletter. There are numerous activities to entice them back into school i.e. the merit shop and house points.

DS advised governors that there are still some children in Pakistan. Some went before lockdown and some went last January. There are still 3 families absent. School cannot class them as Children Missing in Education as school know where they are and the families have made contact which means they cannot be removed from the school roll.

Some children, when they return to school, can be transferred out to another school. This is costing the school in staff hours. Also the other school will not receive funding as they were not placed before the Census. Unfortunately, these children are affecting the attendance statistics.

DS is devising a case study on these children to present to Ofsted to show the work that the school has done to try and resolve the situation.

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DS also commented that the Head's Briefing and the Local Authority Admissions team need to address this problem.

- Behaviour is sporadic with some children in Reception and Y1 finding it hard to settle. There are a lot of Reception children who are not toilet trained. A couple will need SEN support.

EW commented that some children do not know how to interact as they have not been around other children.

- There have been a few incidents of scratching and pulling hair. David Chadwick (Social Emotional and Mental Health SEMH) who works for the Bradford Nurture Group is being approached to work with these children.
- DS advised the governors that most children are happy to be back at school. 1 child had severe anxiety attacks before getting into school. Staff have worked with him and he is doing really well now.

AM left the meeting at 6:15 pm.

- School are keeping the barriers up in the playground so children are not mixing between phases and classes but they do now all worship together as a school.
- Teachers are still taking temperatures and isolating children in the First Aid room if they show signs of COVID-19. The sanitisation stations are still used throughout school. There have only been 4 positive COVID-19 case since school reopened in September 2021.
- Staff and Pupil Wellbeing – DS reported there is an exhaustive list of pupils and families needing support from the Pastoral team.
- The main staff room has now reopened and staff appreciate this.
- There is a new member of staff, Emily Murray who had settled well – she is lead on Modern Foreign Language.
- School have shared the updated Absence policy with staff and will record and monitor to pick up any staff absence concerns.
- The 2021 risk assessment is now on the school website.
- School are to receive £9,000 funding as part of the National Tutoring Programme which will be used to fund an external tutor from last year. She will work with 12 pupils across Y5 and Y6 who have been identified as making less progress than expected. There will be 36 sessions between now and Easter.

**QUESTION: IG asked how tailored is this support?** DS advised it was very specific, focussing on Maths and English. The focus will be around a small group in Y4, Y5 and Y6. After the Christmas break school will focus on Y2 and Y3 children. This scheme will have vulnerable children as a priority.

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	<ul style="list-style-type: none"> <li>• Safeguarding - Jenny Fox from the Bradford Education Safeguarding Team has been in to school to give the annual Safeguarding training to all school staff with a focus on the updates for the Keeping Children Safe in Education (KCSiE) and school policies and procedures.</li> <li>• In September school had 7 families with Children’s Social Care (CSC) involvement and will soon increase to 9.</li> <li>• The Safeguarding team meet every 2/3 weeks and discuss children CSC involvement but also those who staff have identified as qualifying for Early Help.</li> <li>• Pupil Premium – there are currently 91 children on roll who are eligible for Pupil Premium funding which is 22% of the total number of children on roll. The Pupil Premium strategy as been added to the National Tutoring programme and Catch up.</li> </ul> <p>DS asked if there were any governor questions, No questions were asked.</p> <ul style="list-style-type: none"> <li>• English, Reading and Maths were discussed at the Curriculum committee meeting and Laura Marshall presented the new Early Years Foundation Stage (EYFS) framework. By 2023 there will be no KS1 SATS. The EYFS baseline assessments were completed in the first 6 weeks of the Autumn term.</li> </ul>	
<p><b>08/21</b></p>	<p><b>Report from committees</b></p> <p>The Curriculum committee met on 12 October 2021. IG reported how impressed governors were with the work already done in school.</p> <p>The Finance &amp; General Purpose committee will be meeting on 22 October 2021.</p> <p><b>ACTION: Clerk to add EW to the email list.</b></p>	<p><b>Clerk</b></p>
<p><b>09/21</b></p>	<p><b>Chairs Actions and Correspondence</b></p> <p>There were no Chairs Actions to discuss or any correspondence.</p>	
<p><b>10/21</b></p>	<p><b>Policies to review</b></p> <p>DS confirmed that policies are dealt with in the sub-committees of the governing body.</p> <p>IG informed the governors that he had attended a Diocese Academy Strategy meeting. He reported that the focus was on schools joining an academy trust.</p> <p>IG reminded governors that academisation nearly happened in the past but the school and governors agreed to decline to academise as all were happy with the school as it was.</p>	

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	<p>The Diocese briefing highlights were:</p> <ul style="list-style-type: none"> <li>• Schools are welcome, at present, to stay as they are.</li> <li>• If a school wishes to join an academy it has to be one in their area.</li> <li>• Another Multi Academy Trust (MAT) is to be set up in Leeds.</li> </ul> <p>IG was concerned that although the option for not joining an academy was on the table at present, the Diocese are counselling schools to academise.</p> <p><b>QUESTION: IG asked the governors if there was interest in joining an academy.</b></p> <p>MA commented he was happy as we are with a school of excellent senior management and good staff involvement.</p> <p>EW queried how long the school could hold out before academisation was inevitable.</p> <p><b>All governors present stated they wished the school to not academise.</b></p> <p>CC advised that there are a lot of positives with the Bradford Diocesan Academy Trust (BDAT) but some downfalls too.</p> <p>IG asked for this discussion to be minuted. The clerk confirmed it was in the minutes.</p> <p>DS advised that this issue needs to be on the agenda. <b>ACTION: The clerk will add this as a standing agenda item.</b></p>	Clerk
11/21	<p><b>Governor Matters</b></p> <p><b>Governor Vacancies</b></p> <ul style="list-style-type: none"> <li>• There is a vacancy for a parent governor but parents are being balloted so, hopefully, it will be filled shortly.</li> <li>• There are 4 Foundation governor vacancies at present. Work is ongoing to recruit.</li> </ul> <p>DS asked CC if he objected to parents coming to the children’s services. CC was happy for this to happen.</p> <p><b>Governor Visits</b></p> <p>IG attended school before the children were back to attend a safeguarding meeting.</p> <p>IG has also attended a governor briefing session.</p>	

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	<p>EW queried whether school were happy for governors to resume their visits to school. DS advised that with the current low risk with infection rates governors were welcome back into school with the caveat that if there is an increase in infection rates it will be reviewed.</p> <p>DS informed governors of a school trip to the Bradford Media Museum and said any governors who wish to attend can do so. IG and EW wished to attend.  <b>ACTION: IG and EW to confirm this with Ann.</b></p> <p>DS advised governors that a skills audit will be done after Christmas.</p>	<b>IG/EW</b>
<b>12/21</b>	<p><b>Any Other Business</b></p> <p>A list of diary dates had been distributed to the governors.</p> <p>IG informed the governors that future meetings will have an option for attendance via TEAMS. He hopes full governing body meetings can be face to face.</p> <p><b>QUESTION: IG asked if the Christmas concert was to take place this year.</b>          DS confirmed it would be taking place unless circumstances change.</p> <p>IG thanked everyone for attending the meeting.</p>	
<b>13/21</b>	<p><b>Dates of meetings for 2021-22:</b></p> <ul style="list-style-type: none"> <li>• <b>08 December 2021</b></li> <li>• <b>22 March 2022</b></li> <li>• <b>10 May 2022</b></li> <li>• <b>19 July 2022</b></li> </ul>	

CC closed the meeting with a prayer.

**Meeting ended at 19:00 pm**

**Signed:** .....

**Date:** .....