

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

## Minutes and Actions

<b>Date</b>	10 May 2022
<b>Type of meeting</b>	Full Governing Body
<b>Venue</b>	Heaton St Barnabas' CE Primary School
<b>Governors Present (alphabetical)</b>	Taeba Ahmed (TA) – Parent Governor, Mohammed Ali (MA) – LA Governor (Virtual), Jasmin Arif (JA) – Staff Governor, Christopher Chorlton (CC) - Incumbent, Ian Grant (IG) – Foundation Governor, Sofia Mushtaq (SM) – Parent Governor, Diane Smith (DS) - Head teacher,
<b>Others in attendance</b>	Wasiq Suleman (WS) – Business Manager, Alison Wild (AW) – Deputy Headteacher
<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>52/21</b>	There were no apologies for absence received.  SM contacted DS and the clerk prior to the meeting to inform that she needed to leave at 6:20 pm. TA also informed the meeting that she may have to leave early.  The meeting was quorate.	
<b>53/21</b>	<b>Notification of any urgent other business and order variation</b>  There were no notifications of any urgent other business or requests for agenda variation.	
<b>54/21</b>	<b>Declarations of interest in items on the agenda</b>  There were no declarations of interest in items on the agenda.	
<b>55/21</b>	<b>Minutes and matters arising from 22 March 2022</b>  <b>Actions from previous meeting:</b>	

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	<p><b>41/21 DS will bring a summary of the Keeping in Touch day to the next FGB meeting in April.</b> This action is ongoing – DS advised the Governing Body that the summary is on teams but not has not been approved as yet.</p> <p><b>42/21 WS to submit the SVFS to the local authority.</b> This action was completed.</p> <p><b>42/21 IG to sign the Council bid so WS can send it in to the Council.</b> This action was completed.</p> <p><b>49/21 DS will send an email to Governors requesting appropriate times/dates.</b> This action was completed.</p> <p><b>49/21 DS to email Taeba Ahmed regarding training.</b> This action was completed.</p> <p>Proposed by IG    Seconded by MA.</p> <p><b>All Governors unanimously agreed to accept the minutes as a true reflection of the meeting.</b></p>	
56/21	<p><b>Head teachers’ report Including PP Plan &amp; Sports Premium Plan 2022-23</b></p> <p>The document was uploaded to Teams prior to the meeting and DS gave the following headlines:</p> <ul style="list-style-type: none"> <li>• There is no pupil assessment data at present as the children are in the middle of taking their SATS.</li> <li>• Pupil numbers on roll are looking health. The school is full and there are waiting lists for years 3 and 5. These years are oversubscribed at present. An appeal was made for a child to be accepted but it was denied. The schools’ reason to decline was safety for children already in school and oversubscribing could be detrimental to the other children.</li> <li>• Free School Meals (FSM) is up at approximately 103. DS advised the Governing Body that pre-Covid the numbers were at 55.</li> <li>• Pupil Premium (PP) – currently there are 103 PP children in school.</li> <li>• Students with medical conditions have decreased but some staff still need to be trained on i.e. catheter use as it needs 2 members of staff at a time.</li> </ul>	

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- SEN numbers have decreased by 2 as 1 child has secured EHCA and the other is in the process for securing the same.
- Within the new September 2022 intake there are several parents who have elected to have home schooling but have not yet notified the local authority.
- Letters of invite have been distributed to new parents alongside meeting packs. The school have collated 60 packs in case there are more to come.
- DS mentioned attending a Shine meeting (school group) where she discovered some schools are having to drop to 1.5 form entry etc. whereas Heaton St Barnabas numbers are quite healthy. Brexit has had an impact with numbers across the region. Heaton does not have a nursery but with 2Plus, Sure Start and Wraparound care this has been beneficial.

**QUESTION: MA queried the persistent absence figures especially in Year 1, Year 3 and Year 5.** DS advised that 4.1% of the absence in Year 1 is due to illness i.e. chicken pox, flu-like bug and sickness which has also resulted in some staff absence.

DS commented that there have been 70 applications for absence in school term time and only a few have been approved on compassionate reasons.

DS explained that monitoring letters are being sent out and then it will escalate to Panel meetings.

The school is also challenging 'lates' at present with text messages, phone calls, home visits etc.

Ben Lewis from BCL will attend a FGB meet to speak to Governors at end of the year focusing on national data compared to the school data for attendance.

DS commented that there were more children in school last Thursday due to Eid parties.

### **Staffing**

- There is a current advert out for the recruitment of 4 members of staff – 2 for maternity cover plus 1 teacher is retiring and 1 has relocated and now got another post elsewhere which equals 2 permanent posts available.
- The restructure that took place when Mrs Mason left – moving to 1 Deputy Headteacher has gone smoothly. DS was happy to

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share that some middle leaders are stepping up and taking on extra responsibilities.

- Mrs Bakal is on a phased return at present but in the long term would like to come back full-time.
- The new Year 4 teacher (Mrs Iqbal) is settling in well.

AW gave the headlines on the following:

**Attendance report**

- Year 1 have the worst persistent absentees especially on Mondays and Fridays. This year group were also hit with a sickness bug.
- Reception have strong attendance numbers.
- Year 2 and Year 3 were struck with chicken pox.
- Absence coded to Illness is at 4.7%.
- Family holidays not granted leave is 1.0%.
- BCL Consultancy is working with the school to monitor 'lates'.

**QUESTION: SM asked how late were these children in getting into school.** DS informed the Governors that it is after 8:45 – 9:00am, but commented that some children are coming in at 10:00am. School are working with these families.

CC commented that it is hard to deal with late children as it is not always the child's fault. DS agreed that this is usually the case.

SM commented that the children in school know who are regularly late and perhaps peer pressure will come into force when they are not high on the attendance league table.

**QUESTION: MA queried whether the absences in Year 1 on Fridays and Mondays were the result of extended weekends away.** Both DS and JA confirmed this was so with a number of families going to London for a long weekend. DS commented that some Year 3 children are starting to be absent on a Friday.

**QUESTION: CC asked for clarification on Ben Lewis.** DS confirmed he and his colleagues at BCL Consultancy Limited support the school by visiting families and getting the children into school.

**Safeguarding - AW**

- Things have been stable since last half term.
- There are a number of families on Child Protection plans or Children in Need plans. There are meetings every 4-6 weeks plus termly PEP meetings for Looked After Children.

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- There are currently 5 families in CP/CIN so meetings can happen every week.
- 1 child is in LAC (Local Authority care) and there are 4-weekly care planning meetings with foster parents and a termly Personal Education Plan. This case is ongoing but has suffered numerous social worker changes which delays progress.

DS commented that there are less resources/professional support for younger children.

- Joanne Belgrave (Early Help Co-coordinator) and BCL continue to support the families in difficult situations. The school would like to advertise this support to reach out to more of the families.

AW commented that using newsletters and word of mouth will be beneficial and reassure them that they can come into school to talk if necessary. Some parents believe that Early Help is linked to Social Care and do not want to risk having a social worker assigned. The school wishes to debunk this idea and confirm that it is about support and advice.

SM wondered if a drop-in session would be worth looking into. JA advised that parents know they can contact the school and JA will signpost parents to Early Help. **ACTION: AW will put an item regarding Early Help into the newsletter.**

AW

DS advised the Governors that items of school uniforms are sent out to certain families which can help a great deal.

AW confirmed that the parents understand that the staff at school are approachable to talk to.

- Mr Shapeshifter (online safety) visited Year 6 pupils recently.
- The Worry Wizards workshop have been in to school targeting Years 1 – 6 to work on mental health and wellbeing.
- The Yorkshire Band of Hope are visiting school soon to work with Year 5 pupils on vapes and cigarettes. They are also going to work with Year 6 pupils regarding County Lines.
- These visits will re-enforce the lessons taught in PSHCE and Computing to increase pupil's confidence to keep themselves safe.

**QUESTION: MA asked what was the school policy regarding vaping in school grounds.** WS explained that the school grounds were smoke free which includes cigarettes and vapes (adults).

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DS informed the Governing Body that some pupils have picked up vapes on the way to school and have had them on the premises. 2 children received fixed term exclusions due to bringing vapes to school.

**Keeping Touch visit – DS**

Richard Lait (RL) came into school last week and met with DS. The form that is on Teams is not the final report as DS is awaiting approval from Richard so that any actions can be reviewed and addressed.

DS commented that this was a self-evaluation for the school showing next steps to be taken.

RL raised the following issues:

- Staffing levels
- The new SEND guidance from Ofsted. The school has requested a SEND review on 26 May 2022 which involves an Educational Psychologist to look at the provision the school provides for SEND pupils and give guidance where necessary.

There is an increase in the number of SEND pupils and the school has ensured that all teaching staff and 1:1 support staff have had the opportunity to access a virtual online hub session from Bradford SEND Services. The staff have been able to do the session focused on the children in their classroom.

A group of support staff have had 20/20 reading training.

- Academies were mentioned in the visit. The Diocese held a meeting after the white paper. DS confirmed that the school would need to go to a church-led academy if the decision to academise took place.
- St James primary school has joined an academy in Otley.
- DS advised that academisation needs to be kept on the agenda and the Governing Body needs to keep re-visiting this.

**ACTION: DS will reach out to the Headteacher of St James' primary school and investigate the process.**

**QUESTION: JA queried how many relevant academies were available.** DS confirmed there were 2 with 1 being a Leeds church-led academy. She will do some fact finding as the Governing Body need to look to the future. We are collaborating with other schools at present which is in our favour and we have a good school rating.

DS

18:22 SM left the meeting.

Ofsted are concentrating on outstanding schools at present but a visit will happen, possibly next academic year.

### **Headteacher's report continued**

#### **Pupil Premium**

- PP children have been involved in the National Tutoring programme for Years 1-5. The focus from Autumn to March was on Maths but has now switched to Writing with Years 2 and 3 involved this time around.
- Catch up club has started on a Monday 3:15 – 4:00 pm targeting specific children. There are 2/3 staff members for each group with a maximum of 8 children. There has been positive feedback.

The school have provided resources and time for the support staff to attend. The club will carry on until it is no longer needed.

- Covid – The management plan for this was discussed at the Finance, Staffing and Premises committee meeting. The report distributed is shorter and more concise. The only restrictions in school are the barriers at lunchtimes; no full assemblies if parents are attending (to reduce risk of Covid infection); sanitisers are still available in classrooms and temperature taking is still ongoing if a child is unwell.
- CPD for next year – the school is still securing staff training for next year.
- SDP has been amended to the 5 key areas of the new Ofsted criteria.

**MA queried the CPD figures which showed 1 hour but 2 hours were listed in the report.** DS confirmed she will update this and also advised there will be more twilight sessions around EID etc. Teachers will be completing training throughout the year.

- Safeguarding training – AW commented that these were afternoon sessions that the Governing Body were welcome to attend. After school sessions are for teaching staff.

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	<p><b>QUESTION: CC is currently the link Governor for Year 4 and asked if that would stay the same for the next academic year. DS advised that he would move to Year 5 next year.</b></p>	
<p>57/21</p>	<p><b>Reports from committees</b></p> <ul style="list-style-type: none"> <li>• <b>Finance, Staffing and Premises (29/04/2022): WS</b> <ul style="list-style-type: none"> <li>○ The committee reviewed the draft budget which consisted of 2 documents projecting a 3-year budget with budgetary assumptions.</li> <li>○ Funding – there should be a slight increase of the next few years i.e. Pupil Premium rates have had a slight increase.</li> <li>○ Supplementary funding has been received and the school is allowed to retain this. There is separate funding this year i.e. COVID funding and non-ring-fenced funding which will be amalgamated in future years.</li> <li>○ There has been a support staff pay increase related to last April. An accrual was put into the budget in March 2022 – c/f £79K which is £12K less cost of the accrual.</li> <li>○ Teacher pay increase is a 2-year pay deal in September 2022 due to a lack of increase last year e.g. M1 scale staff with an increase to £30K per annum.</li> <li>○ Energy has had a 50% increase this year and another 50% projected for next year.</li> <li>○ At the end of Year 1 there is an in-year deficit of £33K including a £20K contribution towards the roof.</li> <li>○ Good news WS informed the Governing Body that the school has been successful in a bid and awarded £218K.</li> <li>○ In Year 2 there is another £20K put aside to finish the roof.</li> <li>○ WS confirmed that the school has good learning IT resources and training so the children are getting what they deserve and need.</li> <li>○ The Council will hopefully accept the budget due to the work that has been done on the document.</li> <li>○ Cleaning and material costs have reduced significantly.</li> <li>○ The cost for supply teachers has improved from the start of the year and is becoming more stable.</li> </ul> </li> </ul> <p>DS commented that there has been natural movement due to reducing to 1 Deputy Headteacher and replacing staff at lower pay scales.</p> <p><b>QUESTION: IG asked how the recruitment was going. DS confirmed that there has been a large number of potential applicants</b></p>	

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	<p>coming to look around the school. The process has only just started but there is already 1 application received in school.</p> <p>IG queried how the new office staff were getting along. WS confirmed that it is going well and they are quickly learning the jobs to be done.</p> <p>WS request that the Governing Body approve the budget.</p> <p>IG proposed. MA seconded. <b>The Governing Body unanimously agreed to approve the budget.</b></p> <p><b>QUESTION: IG asked if there has been discussion with other schools regarding numbers on roll.</b> WS advised the school has healthy numbers which does not compare to some other schools.</p> <ul style="list-style-type: none"> <li>• <b>Curriculum (15/03/22 - dealt with at last FGB meeting)</b> <ul style="list-style-type: none"> <li>○ IG advised that the next Curriculum meeting is on 17 May 2022.</li> <li>○ He confirmed that the following policies had been approved: <ul style="list-style-type: none"> <li>▪ Global</li> <li>▪ Homework</li> <li>▪ Collective Worship</li> </ul> </li> </ul> </li> </ul>	
58/21	<p><b>Attendance Data</b></p> <p>This was dealt with early in this meeting.in a previous agenda item.</p>	
59/21	<p><b>Safeguarding Report</b></p> <p>This was dealt with early in this meeting in a previous agenda item.</p>	
60/21	<p><b>Chairs Actions and Correspondence</b></p> <p>There were no Chairs Actions or Correspondence to report.</p>	
61/21	<p><b>Policies for review:</b></p> <p>There were no policies to review.</p>	
62/21	<p><b>Role of Governing Body in Teaching &amp; Learning</b></p> <p>IG spoke with Miss White regarding Maths and will report to the curriculum meeting to be held next week.</p>	

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63/21	<p><b>Governor Matters</b></p> <ul style="list-style-type: none"> <li>• <b>Governor Vacancies</b> – There are still 4 vacancies and recruitment is still ongoing.</li> <li>•</li> <li>• <b>Governor Visits</b> – IG has visited Year 5 pupils a several times.</li> <li>• <b>Governor Training</b> – There is a Governor Briefing on 26 June 2022 which IG will attend.</li> </ul> <p>There are several school visits in the near future that any Governor can participate.</p>	
64/21	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• <b>Meeting dates for next academic year 2022-23</b> - These dates have been accepted and diarized.</li> </ul>	
65/21	<p><b>Dates of meetings for 2021-2022</b></p> <ul style="list-style-type: none"> <li>• 19 July 2022</li> </ul>	

CC closed the meeting with a prayer.

Meeting ended at 19:00 pm

**Summary of Actions**

Agenda Item	Description	Action for:
56/21	AW will put an item regarding Early Help into the newsletter.	AW
56/21	DS will reach out to the Headteacher of St James' primary school and investigate the process.	DS

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