

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

Minutes and Actions

Date	22 March 2022
Type of meeting	Full Governing Body
Venue	Heaton St Barnabas' CE Primary School
Governors Present (alphabetical)	Mohammed Ali (MA) – LA Governor (Virtual), Jasmin Arif (JA) – Staff Governor, Christopher Chorlton (CC) - Incumbent, Ian Grant (IG) – Foundation Governor, Diane Smith (DS) - Head teacher,
Others in attendance	Wasiq Suleman (WS) – Business Manager,
Chair	Ian Grant
Clerk to Governors	Mandy Simmons (MS)

Meeting started at 5:30 pm

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

Agenda item	Minutes including agreements, actions and challenges	Action
37/21	<p>Apologies for absence and acceptance</p> <p>There were no apologies for absence received. Taeba Ahmed, Sofia Mushtaq and Emma Walters were not present for the meeting and this was accepted by the Governing Body.</p> <p>Action: To send a reminder email to Governors 3 days before the meeting.</p> <p>The meeting was quorate.</p>	Clerk
38/21	<p>Notification of any urgent other business and order variation</p> <p>There were no notifications of any urgent other business or requests for agenda variation.</p>	
39/21	<p>Declarations of interest in items on the agenda</p> <p>There were no declarations of interest in items on the agenda.</p>	
40/21	<p>Minutes and matters arising from 08 December 2021 + 04 February 2022</p>	

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	<p>08 December 2021 17/21 – Clerk to remove BDAT as a standing item on the FGB agenda. 18/21 - A to audit the situation before Christmas. 18/21 - DS will email the audit to MA and arrange a remote meeting. 19/21 - IG will come into school tomorrow to sign the audit. 19/21 - clerk to add EW’s email to the Curriculum Committee email list. 23/21 - EW will check her inbox for the email 24/21 - DS to ensure the documentation is sent out to the Panel.</p> <p>All the above actions were completed.</p> <p>Proposed by IG Seconded by JA. All Governors agreed and accepted the minutes as a true reflection of the meeting.</p> <p>04 February 2022</p> <p>01/21 - IG to send a copy of these minutes to the LA contact as proof of the Governor vote. This action was completed.</p> <p>Proposed by IG Seconded by CC. All Governors agreed and accepted the minutes as a true reflection of the meeting.</p>	
41/21	<p>Head teachers’ report</p> <p>This report was also taken to the last Curriculum Committee meeting and discussed in greater depth.</p> <p>This report was uploaded to the Governor shared drive prior to the meeting and DS gave the following headlines:</p> <p>School Data</p> <p>EYFS</p> <ul style="list-style-type: none"> • There is a positive shift of children moving to Reception Emerging (RE) and Reception Developing (RD). • In Reading there are 2 children who have moved to Mastered. • Phonics is proceeding well across the school with a significant amount of work being done by Mrs Cawood. • 3-4 Emerging/Developing need to progress to RE. • 3-4 D – 1 child is a SEND pupil. 2 SEND pupils are in 3-4S. These children get individual targets due to their special needs. 	

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DS commented that the first half-term for Reception revolves around enabling positive relations with their peers etc. IG commented that the data is look very good.

Year 1

- There is a move from Working Towards (TW) to At Expected.
- DS would like to see 45% of the children in Expected by the end of term.
- Reading is very good.
- The Phonics leader is in Year 1 which helps the children.

Year 2

- Children in RI is not significantly below 45% and staff are wanting to ensure they make good progress.
- The National Tutoring Programme has been focussed around Year 2 writing.
- Mr Ahmed has been secured as a HLTA and is providing interventions and boosters.
- Attendance and Persistent Absences: There are some children on extended leave i.e. some are out of school for 4-5 weeks.
- Maths – RI is based around end of year SATS papers. Pupil Progress meetings help balance this with teacher assessments. There is no great concern at present but staff are providing additional support, teaching and learning and maths observations.
- DS and Tracy White will observe maths in Year 2 to ensure there is consistency in teaching.
- 8 children are scoring 2.7 so are very close to Expected. They will receive additional support to get them to Expected.
- The Teaching & Learning has been fine tuned for Year 2.

Year 3

- Good progress right across the board in the 3 main areas.
- There are no longer any children in Pre-Key Stage they have moved to Working Below which is a big step up. The children received individual plans. Some are SEND pupils or children who lost learning due to COVID-19 or extended leave. This has had an impact on their learning.

Year 4

- DS is looking carefully at the data with key leaders and is mindful of the groups of children that need to make progress.

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- 39 children were still on Phonics in September which has reduced to 12 now. The children need to be on the Literacy Programme for Year 4 and staff are confident they will succeed. They need fluency and comprehension.
- 4 children are reading at Greater Depth. The school will provide extended provision for them.

Year 5

- The data shows good improvement across the board.
- There is a significant reduction in Pre-Key Stage.
- A lot of work has been done with Phonics and Language leaders, assessing the children every 12 weeks on the Fresh Start programme.
- 2 children with ECHP's are at Pre-Key Stage.

Year 6

- The data shows good improvement across the board.
- Year 6 have less time to be educated as they have SATS in May so do not get the full year as they have to complete the curriculum by Easter for the Core subjects.
- There has been a good reduction on Pre-Key Stage (down from 5 to 1 child).
- A large number are at Expected (EXS) and are currently undertaking mock SATS papers.
- Working Toward (WT) – the school has submitted primary predictions to the local authority which looks like 70% will make the end of stage. There are no national figures to compare at present.

DS advised the meeting that the Key Stage 1 papers have been received in school and, hopefully the Key Stage 2 papers will arrive shortly.

DS explained that after 2 years of no tests it has proved hard to getting the Year 6 pupils used to reading in test type conditions. There is an after school club to ensure they become more timely in their reading.

IG commented that quick fire questions are needed to get them up to speed.

QUESTION: JA asked if this report was the first time of using the graphs for data? DS advised that they had been used in the last data report.

JA confirmed she liked the graphical representation of data.

- Since January the school has struggled with staffing. Some is down to COVID-19 and some to general illnesses.
- Mr Ahmed started after February half-term in Year 2 covering Mrs Bakal's PPA time. He is employed as a HLTA as, due to lockdown, he has not finished his QTS. He needs 12 weeks to do this and the school is helping with his placement which is secured at Trinity All Saints. Between March and summer the school will have gained a qualified teacher. IG hoped that the school can retain him. DS confirmed that there is maternity cover coming up in the future.
- Only 3 returns for COVID-19 this term but other staff absences are causing a problem. DS, JA and WS have been covering the Admin Office. DS commented that staff have been very good at stepping up and helping out.
- The school has gone back to face-to-face with parents and the coffee mornings have started up again. JA commented that the parents are using the coffee mornings like a therapy session and sharing how they are feeling. Everyone knows that what is said in the meeting is kept there. Last week they made buns for Red Nose Day.
- School are now organising more visits and visitors into the school. Swimming is going well although there is a pupil in a wheelchair which, due to the lack of a hoist at St Bede's school, is a big task.

IG commented that St Bede's has a duty of care to provide for wheelchair users.

WS confirmed that St Bede's has a lift but the changing facilities are a challenge. There is also no wheelchair access at the front of the school. He added that at least the girl is getting to join in the swimming which is very good.

IG advised that as the child gets older the difficulties will be a bigger issue.

- DS advised the meeting that the behaviour of the children has improved since lockdown due to the support from the Pastoral team and better engagement with parents. She added that some Year 6 children attended the Leeds City museum recently and she received a letter from the museum complimenting the behaviour of the children and saying that this is the first school trip that hasn't caused issues for the museum staff.
- There are visits to Cliffe Castle and workshops at Cartwright Hall. DS commented that it is good to see the school getting back to normal.
- The school is engaged in a significant amount of phonics work with many interventions of small groups and 1:1's. All support staff are being utilised from Reception up to Year 6.

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- Staff are re-establishing reading habits and the love of books. Sofia Mushtaq comes in to read with Year 3 and there is also another volunteer who comes into school.
- The school celebrated World Book Day with the children and staff dressing up as their favourite characters. The children were asked to bring in their favourite book and 1 other book to donate to the library.
- The new library is well appreciated.
- There was a Reading team meeting last week with Paula, Roz, DS, Alison and Laura to discuss EYFS focus on reading. The school is aware that there will be a Deep Dive when Ofsted visits in both Reading and Maths. The meeting also identified the bottom 20% and all actions are on the Pupil Progress paperwork.

The school has good provision for these children and also has engaged the National Tutoring Programme to give maximum support, especially to the vulnerable children.

- DS reported that for Key Stage 1 – book bags are given out every week with a reader. The children read in class and give feedback which is added to the Working wall.
- Key Stage 2 is a class novel which is not changed weekly.
- The school is ensuring that there is planning for 4 reading sessions plus phonics.
- There is a staff meeting next week to feedback to teachers, raising questions and looking to see where coaching is needed.
- The school is engaged in cross-curriculum writing with the children now settled and writing with a purpose. The focus is on handwriting and certificates are given out where the handwriting has improved. DS can see improvement across the school.
- In Maths a consultant met with Tracy White to look at how a Maths Deep Dive will look like. The focus is on maths agility and times tables i.e. how to apply it quickly. The use of TT Rock Stars and Battle of the Bands focusses the children to want to win.
- The National Tutoring Programme was focussed on Maths in the Autumn term and the impact report shows which children were involved and what they worked on.

IG advised that he has been into school to talk to Tracy White and he was very impressed.

- Observations will be booked in with teaching staff.
- The White Rose Maths is very good value at £99 per annum.

DS explained that with the White Rose Maths the school is fine tuning planning sessions and online lessons as teachers felt they were running out of time. One suggestion is to have problem solving at the start of a

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lesson not at the end. DS will be observing these lessons to see how this is working.

- There are currently 103 Pupil Premium children in school which is a quarter of the total children on roll. This includes 8 children who are Looked After, Adopted or have special guardianship. These children are known as Pupil Premium Plus and receive additional funding for support within school.
- 54 children received Maths tutoring last term and 84 are involved with writing this term.
- SEND – this term all class teachers can access Hub sessions online from Bradford SEND Services. These are individualised to the teachers’ needs.
- SEMH referrals are still being made and some sessions have been held online. One of the teams will set a time with a class teacher for a one-hour session. This has worked very well and it gives individualised support.
- The SEND team have received Dyslexia training as well as a general SEND training session looking at how to support children showing signs of dyslexic needs and how to use the Bradford Matrix of Needs to identify this. They were shown how and where to get support, which teams were available and how to fill in My Support plans.

Staffing

- Mr Ahmed has joined the staff.
- Mrs Starkey is covering outdoor learning i.e. den building in Heaton Woods.

Summary of Progress for School Improvement Plan

- There are improvements in middle leadership and support for Professional Development. There is a strategic plan in place for when Senior Leaders move on from the school.
- School to school support is continuing with Idle Primary and collaborating with Mrs Mason. Her SLT will attend joint observations with our school and observe our provision in EYFS until Easter break.
- The school is still engaging and supporting other schools. DS is currently mentoring 2 heads at Fagley Primary School. This shows Ofsted that we are developing as a school.
- The School Improvement Partner looks at what the school can do to assist others. DS is looking to get more understanding from Idle Primary staff regarding integration and diversity. Their curriculum is currently very rigid and RE was not encompassing other religions as it is a predominantly white school.

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	<p>IG added that this is good as long as staff ensure that the school is mindful of our own progress. DS agreed and stated that ensuring we maintain a Good rating is a focus.</p> <ul style="list-style-type: none"> • Richard is coming into school for the Keeping in Touch day to look at where we stand and what preparations are in place. ACTION: DS will bring a summary of the Keeping in Touch day to the next FGB meeting in April. • A close eye is being kept on Teaching & Learning and critically analysing the data and how the class teaching is progressing. Senior Leaders will monitor and evaluate to see where the RI flag is being raised and give support for improvement. <p>Attendance</p> <ul style="list-style-type: none"> • The data has shown areas of the school where the attendance is less for example Year 1 numbers drop on Mondays and Fridays and Year 3 drops on a Friday. DS explained that some of this absence is due to extended leave. There are 4 families who have family in London and go down for the weekend. They are a monitoring family. • 2 families in Year 1 and Year 3 tend to disappear occasionally. The school has identified those children with medical needs but their attendance needs to be above 90%. It is noted that the Mobility team has their appointments on a Friday but this is recorded as a medical absence not unauthorised. • 28 monitoring letters were sent out from school before half-term. Next will be 20 warning letters and then Panel meeting letters. <p>DS explained to the Governors that with Ofsted inspections they do subtract the granted leave from the absence figures i.e. 4% would take the school up to 97%. We are currently at 93.5% and the national average is currently at 92%. DS is hoping the figures do not decrease.</p> <p>JA commented that absences could get worse as we move towards summer.</p> <p>QUESTION: IG asked if there were sanctions. DS explained that the school are not authorising sanctions at present due to the local authority not having enough staff to follow up fines. This causes a problem as families realise there is no sanction so carry on with the absences.</p> <p>DS informed the meeting that the local authority has now formed a new team that will start to fine persistent absences and those who take extended leave.</p>	<p>DS</p>
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	<p>Safeguarding</p> <ul style="list-style-type: none"> • The numbers of concerns have decreased slightly. • The number of families in Child Protection or Children in need is 4. • All the team are now trained up with WS joining as a Deputy Designated Safeguarding Lead (DDSL). He is focussing on educational visits and preparing the necessary risk assessments. • DS is working with external agencies to give support to families. • The school also offers Pastoral support to the families. <p>JA commented that are some families who have a large number of interventions. They see Social Care referrals as a stigma and do not want this type of action.</p> <ul style="list-style-type: none"> • JA is working with some parents around parenting skills. These sessions are tailored to the specific family. • DS advised that there have been a significant number of online issues that the school has had to address. • Mr Shapeshifter visited school today to talk about the impact of chat rooms etc. and to highlight the possible dangers they pose. • Another team is due to visit the school to prepare the children for safety issues as they move into Secondary school. 	
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42/21	<p>Reports from committees</p> <ul style="list-style-type: none"> • Finance, Staffing and Premises (21/01/2022): <ul style="list-style-type: none"> ○ WS asked the Governing Body to approve the SVFS report before it is submitted to the local authority by the end of March. <p>All Governors present agreed to approve the SVFS document. ACTION: WS to submit the SVFS to the local authority.</p> <ul style="list-style-type: none"> ○ The national pay rise has been approved for 2021-2022 in the middle of the year end accounts. WS will add in an accrual for £15K in readiness. ○ There is a proposed pay rise not yet ratified by the Unions for support staff. This could potentially be approved between April and September ○ The teachers' pay rise will be next and WS advised the Governing Body that they need to be mindful with respect to the budget. ○ At the end of April 2022 WS will provide a 3-year budget and this will be distributed 3 weeks before the next FGB meeting on 10 May 2022. This will need approval and be ready for submission on 15 May 2022. 	WS
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	<ul style="list-style-type: none"> ○ Year-end finances are currently going through ready for April/May submission. WS confirmed that the school is where we thought it would be with regards to budget spends. The school has made savings but the pay rise will use this up. ○ Next year a Capital Spend of £20K is earmarked for the roof repair. WS informed the Governors that building materials have doubled in price. <p>ACTION: IG to sign the Council bid so WS can send it in to the Council.</p> <ul style="list-style-type: none"> ● Curriculum (11/01/2022 + 15/03/2022) <ul style="list-style-type: none"> ○ There were presentations from the Phonics and RE Leads. ○ The following policies have been approved and accepted: <ul style="list-style-type: none"> ▪ Global ▪ Governors ▪ Homework ▪ Collective Worship 	IG
43/21	<p>Spring Term Attendance Data</p> <p>This document was shared on Teams prior to the meeting and was also covered in a previous item on the agenda.</p>	
44/21	<p>Competency Framework for Governors</p> <p>The updated competency framework for governors has been distributed and was received with thanks.</p>	
45/21	<p>Safeguarding Report</p> <p>This item has been covered in a previous item.</p>	
46/21	<p>Chairs Actions and Correspondence</p> <p>No Chairs Actions or correspondence to bring to the meeting.</p> <p>IG confirmed that the recent Disciplinary Hearing has been finished and completed.</p>	
47/21	<p>Policies for review:</p> <p>Policies are reviewed in the 2 committees:</p> <p>Finance, Staffing and Premises and Curriculum Committee.</p>	

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48/21	<p>Role of governing body teaching & learning</p> <p>IG has been in to school to meet with Tracy White.</p>	
49/21	<p>Governor Matters</p> <ul style="list-style-type: none"> • Governor Vacancies – <ul style="list-style-type: none"> ○ The Governing Body still has vacancies to fill. DS has contacted Hand to Mouth and external visitors to the school to see if there is any interest. This will also go on the newsletter with information on what being a Foundation Governor entails i.e. must have a Christian background. <p>WS asked if the school could advertise in the Church. CC advised that a large number of parishioners have not got English Language as their first language and those that do are already Governors in other schools.</p> • Governor Visits – <ul style="list-style-type: none"> ○ DS has invited the Governors to participate in a Learning walk around the school. Each Year group will invite a Governor who is linked to that year and subject Link Governors can also be invited to meet with the subject leaders. ○ ACTION: DS will send an email to Governors requesting appropriate times/dates. • Governor Training – <ul style="list-style-type: none"> ○ IG has been involved in some briefing sessions. ○ WS suggested the new Governor needs to go on some training i.e. Introduction to Governance. ACTION: DS to email Taeba Ahmed regarding training. 	<p>DS</p> <p>DS</p>
50/21	<p>Any Other Business</p> <p>There were items of Any Other Business.</p> <p>IG thanked everyone for attending.</p>	
51/21	<p>Dates of meetings for 2021-2022</p> <ul style="list-style-type: none"> • 10 May 2022 • 19 July 2022 	

CC closed the meeting with a prayer.

Meeting ended at 18:50 pm

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Summary of Actions

Agenda Item	Description	Action for:
41/21	DS will bring a summary of the Keeping in Touch day to the next FGB meeting in April.	DS
42/21	WS to submit the SVFS to the local authority.	WS
42/21	IG to sign the Council bid so WS can send it in to the Council.	IG
49/21	DS will send an email to Governors requesting appropriate times/dates.	DS
49/21	DS to email Taeba Ahmed regarding training.	DS

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