

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

Minutes and Actions

Date	19 July 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, Sofia Mushtaq (SM) – Parent Governor, Diane Smith (DS) - Head teacher,
Others in attendance	Paula Fernandez (PF) – Deputy Head teacher – observer, Ben Lewis (BL) - BCL
Chair	Ian Grant
Clerk to Governors	Mandy Simmons (MS)

Meeting started at 4:40 pm

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

Agenda item	Minutes including agreements, actions and challenges	Action
01/22	<p>Election of Chair and Vice Chair</p> <p>The clerk confirmed there had been no nominations from governors regarding election to Chair. MA proposed that IG be re-elected and JA seconded the proposal. All governors unanimously voted to re-elect IG as Chair of the Governing Body for a 2-year term.</p> <p>IG accepted this but advised the meeting that this is only for 1 year and then he is stepping down from the role of Chair having done this for approximately 9 years.</p>	
02/22	<p>Apologies for absence and acceptance</p> <p>SM gave word she would be late to the meeting and will have to leave early due to child care.</p> <p>SM did not attend the meeting and her apologies were accepted by the Governing Body.</p>	
03/22	<p>Notification of any urgent other business and order variation</p>	

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DS requested that the presentation by Ben Lewis (BCL) was heard first so he could leave the meeting.

BL talked to the governors about the role BCL has in supporting schools with the issue of attendance.

- BCL attendance officers support schools and are available for home visits through Mon – Friday (early morning to evening) and Saturday mornings.
- He acknowledged that the process of Fines and Prosecution does not solve the issue of non-attendance and can take a long period to initiate. For example, parents receiving a notification about a fine in September would not be actioned until at least January.
- BCL has a robust process for challenging parents and work with every primary and secondary school in the district.
- BL acknowledged that HSTB would prefer their attendance to be higher but assured the governors that 94.2% is higher than the national average of 91.5%.
- Extended leave is the main problem in schools with 0.6% of attendance lost with families going abroad. Schools can only do so much and many families will pay the £60 fine as they are saving much more by holidaying in school time.
- BCL have Attendance Officers (AO's) in every postcode in Bradford and their response time is approximately 20 minutes from receiving a call from the school.
- BCL AO's have a wide variety of previous work backgrounds i.e. police; prison officers; social care workers.
- BL is meeting with DS to look at last year's data and then compile targets to be set and monitored leading to interventions where necessary.

DS explained that the school has started how it means to go on but there is already a significant amount of applications for extended leave.

Attendance days run by school do help. There are a number of viruses going around which hinders attendance but the school needs to ensure the children are attending school else the gaps in knowledge cannot be addressed.

DS confirmed that HSTB staff do not have the capacity to make home visits which is where BCL comes in to the equation.

BL commented that, as an external agency from the school, the AO's can have a different conversation with parents, using different

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	<p>strategies i.e. early morning visits. AO's will also give positive praise to the parents.</p> <p>CC commented that 9/10 times the absence is due to the parents.</p> <p>QUESTION: MA asked if BCL has a large enough staffing capacity to deal with all the requests. BL confirmed that the staff base is significant which ensures a 20-minute response time to requests for visits.</p> <p>QUESTION: IG asked if BCL had access to deeper support resources? BL confirmed that they have direct links to other agencies and informed the governors that all AO's are DSL trained.</p> <p>IG commented that he was incredibly impressed with this, especially the response time and the fact that BCL do follow up calls to get the children into school.</p> <p>DS advised that BCL send in reports on events that have happened or a photograph to prove they have visited if access was not gained. All the information can be uploaded to CPOMS.</p> <p>IG asked if there were any further questions. There were no questions at this time. IG commented that the school is reaping the benefit of BCL's experience. BL commented that HSTB would like attendance figures of 98% but he can give anonymous data from other schools to show that HSTB is doing well.</p> <p>BL requested that an Attendance link governor was appointed so he could liaise with them. EW volunteered for this role. ACTION: EW to provide BL with contact details.</p> <p>JA commented that if illness and extended leave were removed from the attendance figures – HSTB attendance was quite good.</p> <p>IG thanked BL for attending the meeting.</p>	EW
04/22	<p>Declarations:</p> <ul style="list-style-type: none"> • Declarations of interest in items on the agenda – there were no declarations given. • Declarations of Pecuniary Interest document – ACTION: Clerk will chase outstanding Dec Pec documents. • Agree NGA Code of Conduct - This has been uploaded to TEAMS and just needs agreeing. IG confirmed that all the governors had read this and are willing to agree to abide by it. All governors unanimously agreed to accept the NGA Code of Conduct and abide by it. 	Clerk

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	<ul style="list-style-type: none"> • Agree to confirm KCSiE (September 2022) Part 1 has been read and understood – All the Governors confirmed this has been read and understood. 	
05/22	<p>Governing Body Business</p> <ul style="list-style-type: none"> • List of Safer Recruitment Trained (new Ofsted good practice): <ul style="list-style-type: none"> ○ DS, WS IG are safer recruitment trained. If a member of staff is needed it is usually DS or WS. Paula is going to do this training and also EW. DS advised that this training can be accessed via National College or the Skills4Bradford website. • List DSL & DDSL's: <ul style="list-style-type: none"> ○ PF; DS; WS; Mr Clark; JA • Review and update statutory information to be published online including Governor attendance at meetings in 2021-22 updated on website. This has been completed. • Appoint/Agree Committee membership and Named Governors for 2022-23 – The committee membership and named governors has remained the same as last year. • Agreed 2022-23 Terms of Reference for Committees – The TOR for Committees was agreed and accepted. • Review governing body objectives for 2019-22/Update governor action plan: <ul style="list-style-type: none"> ○ DS advised the meeting that the governor action plan has been updated from 2021 and is on the shared drive in Teams. ○ The Governing Body objectives are the same i.e. reviewing policies and procedures; Single central record; fulfilling statutory responsibilities; overview of budgets and SFVS; Health & Safety protocols in school. ○ CC has agreed to be the new Health & Safety link Governor having asked about the responsibilities i.e. meeting with site manager <p>MA suggested it would be useful if someone could come to a FGB meeting to help governors to be Ofsted-ready.</p>	
06/22	<p>Minutes and matters arising from 19 July 2022</p> <p>Actions:</p> <p>73/21: DS will send data to Ben Lewis and invite him to the September meeting. This action has been completed</p> <p>73/21: WS to look at purchasing a roving doorbell for the next</p>	

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	<p>academic year. Ongoing</p> <p>74/21: DS all references to OSCB to be removed from the Safeguarding document. This action has been completed.</p> <p>74/21: DS and AW will remove items that are not needed in the Safeguarding document. This action has been completed.</p> <p>75/21: DS will review the registers to confirm the exact amount of attendees. This action has been completed.</p> <p>79/21: DS will add details to the newsletter. This action has been completed.</p> <p>79/21: WS to supply lanyards and Governor visitor badges to the Governing Body. This action has been completed.</p> <p>82/21: The clerk will email all Governors to see if the meeting times can move to 4:30 pm. This action has been completed.</p> <p>All governors voted unanimously for the minutes to be agreed and accepted as a true reflection of the meeting.</p> <p>ACTION: IG will sign the ratified minutes.</p>	<p>IG</p>
<p>07/22</p>	<p>Head teachers' report</p> <p>This report was uploaded to Teams prior to the meeting and DS gave the following headlines:</p> <ul style="list-style-type: none"> • Number of children on roll = 417 (2 more joined after the report was collated) and there are still children on the waiting list. <p>QUESTION: CC asked for clarification on the data columns stating July for pupil numbers, but October for Key Pastoral factors. DS confirmed that the July figure was the end figure for the last academic year. October is the key month with the census data being made available. Importantly the school funding is based on the census data.</p> <ul style="list-style-type: none"> • There is a fall in FSM numbers due to the children on FSM that left from Year 6 in July. • Pupil Premium numbers have increased to 94. • Ethnic minority numbers have increased to 403. • Children with medical conditions have decreased to 70 but there are some intimate care children that need 2 members of staff e.g. to change catheters. • SEN numbers have decreased to 69 but it is expected this number will increase throughout the year. • Attendance to 10 October 2022 stands at 94.87%. • Persistent absence is at 17.6% and is being targeted to 	

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decrease the number.

- Behaviour across school shows no major incidents with the most challenging/difficulties being in Reception.
- There have been no exclusions to date.
- Pupil mobility – Starters = 63; Leavers = 3.
- The school has welcomed 5 new staff members who have settled in well. Moderation with Alison Philips has taken place and she was surprised at the consistency of the new staff members.
- Small number of staff have tested positive for COVID.
- There is a round of Chicken Pox and sickness bugs amongst the children and staff are working hard with families to manage this.
- Staff/pupil wellbeing – generally all seems calm since the start of term.
- The School Improvement Partner (SIP) has visited the school and had a large amount of positives to report i.e. how calm and engaged the children are. The SIP did suggest that new books were purchased for the library.
- The new Phonics teacher (Mrs Bakal) is very proactive and has set up data assessment trackers for phonics and Fresh Start across the school. This has enabled teachers to identify where the needs and which children need additional intervention. Mrs Bakal has had a meeting with Gaenor Kirkby (RWI mentor) and was shown how to add KS1 data to the portal system. This will enable the school to predict whether good results on phonics screen checks will be achieved.
- PF gave a brief overview of Reading and Writing:
 - Establishing regular reading habits by:
 - Regular use of the library; the Autumn book fair; parent's meetings and a weekly class book to share with class readers.
 - A visit was made by Janet Tringham to establish links and opportunities for reading with RE reading – this had a very positive outcome.
 - Alison Philips (Literacy consultant) has visited and discussed consistency of approach across the school. She was impressed to see that her advice in previous visits had been taken on i.e. quality of writing with evidence of what the children are reading and writing.
 - There is a reading focus on Phonics and the first round of assessments is due. Fresh Start is being used for Year-5 and Year-6 who need intervention and their progress is being monitored.
 - PF confirmed that there had been better participation

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from the children in the Summer reading challenge and were supported by the teachers who also were involved in a Teacher's reading challenge. This is visible evidence of moving towards a reading culture for adults as well as children.

- Maths (Miss White):
 - A coaching cycle has been given to the new members of staff to familiarise them with the White Rose Maths system plus the materials and resources that are used. Also ensuring they have clear guidance on the expectations of HSTB.
 - Miss White has taken part in a session of leadership and a webinar on the National College website (Primary Mathematics; Effective Subject Leadership).
- The SLT have had a full day on Leadership.
- DS informed the governors that the school is currently involved in a light touch school-to-school support with Trinity and All Saints in Bingley involving mentoring the Headteacher and SLT members supporting the staff. HSTB has received a one-off funding from the LA of £2k.
- 3 members of HSTB staff have shown an interest in being LA moderators.
- DS advised that the school is looking to do collaborative work with a number of mainstream schools in Shipley.
- EYFS (Miss Marshall):
 - The transition within EYFS has been difficult this year due to the number of children coming in with additional needs.
 - Miss Marshall has coached new staff on the RBA and Tapestry observation tools.
- 69 children are currently on the SEND register.
- An assess, plan, do and review cycle has begun and some children are being monitored.
- 5 children have an EHCP with 1 child having significant needs and referrals have been made to specialists to observe the child and support the class teachers and the SENCO.
- Across the school the breakdown of children on the SEND register is as follows:
 - Reception - 7
 - Year-1 - 8
 - Year-2 - 11
 - Year-3 - 8
 - Year-4 - 9
 - Year-5 - 12
 - Year-6 - 14
- Safeguarding (PF):

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	<ul style="list-style-type: none"> ○ A quiet start to the year with only a couple of social care/safeguarding meetings for open cases from last year. ○ There is 1 new case with ongoing investigations. ○ Safeguarding training has taken place with another session booked for November for those who missed the first session. ○ Joanne Belgrave (West Hub lead) visited HSTB discussing updates and resources to support families at an Early Help level. ○ PF agreed that BCL has a very quick response time to requests for welfare checks or attendance visits. ○ The PCSO has visited school to attend a parent's workshop discussing online safety and the dangers of Netflix/YouTube for the younger children. <ul style="list-style-type: none"> ● There have been significant changes in the staff structure within the school and it is now less top-heavy and more balanced than before. giving more balance. These reductions have had an impact on the budget. ● 2 members of staff are currently on maternity leave. ● The School Improvement Priorities (SIP) will have a focus on Reading/Writing. ● No data has been received yet for Pupil Premium children. ● Any children with no KS1 data will be included in the school statistics. <p>DS explained that the SDP and SEF information shared with the governing body is for information and encompasses the chosen objectives.</p> <p>Every subject lead will deliver a presentation to a staff meeting and also to governors at a Curriculum meeting.</p> <p>TA commented that the report shows the amount of work that has been done so far and what needs to be done in the future.</p> <p>DS confirmed that the school, due to staff changes, has had to re-assess where the school is at. Richard Lakes (SIP) will look at this and may suggest changes if he feels the school has scored itself harsher than necessary.</p> <p>IG thanked DS for the report.</p>	
08/22	<p>Report from committees</p> <ul style="list-style-type: none"> ● Finance, Staffing and Premises – the first meeting of this committee is on Friday. 	

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	<ul style="list-style-type: none"> ○ MA observed that the increase in salaries will be looked at in the meeting alongside the increase in fuel costs ○ IG commented he has had a remote meeting looking at putting a 3-year plan together. He stated that this is going to be very difficult in the current climate. ● Curriculum – The committee agreed some policies. Reports from subject leads were deferred to the next meeting. 	
09/22	<p>Chairs Actions and Correspondence</p> <p>There were no Chairs Actions or correspondence to bring to the meeting.</p>	
10/22	<p>Finance update:</p> <p>The financial reports have been uploaded to Teams prior to the meeting and will be discussed at the Finance, Premises and Staffing meeting this coming Friday.</p> <p>DS gave the following headlines:</p> <ul style="list-style-type: none"> ● There are no major changes in Q2. ● The Government have offered a 5% teachers' pay rise but it will have to be found within the school budget as no funding is coming from the Government. <p>DS commented that the pay rise was budgeted for but, at the time, the school thought the Government would part fund this.</p> <ul style="list-style-type: none"> ● DS noted that some teaching staff unions are pushing for a 12% pay rise which puts the process on hold. ● Fuel provision was increased in the budget but prices are rising dramatically so there is less heating on in school at present. Staff and pupils are wearing fleeces where necessary. ● DS has received a letter stating that the union GMB is coming into school to discuss support staff only getting paid during term time. A case was won elsewhere which has set a precedent and the union is promoting all support staff get full salaries and back pay. DS commented that this decision could put some vulnerable schools in crisis. ● Some changing rooms in school have been changed as they are no longer needed for children to get changed for PE. Since COVID pupils come into school in PE kit on days where PE is on the timetable. 1 room has screens and is to be used 	

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	<p>as an intervention room and the other room is to be a reflective area for staff.</p> <ul style="list-style-type: none"> The wall bordering onto the school – the developer reported it was in disrepair and offered to buy the space. HSTB informed the developer that the land belongs to the Diocese so the request was denied. Members of the Diocese came out and inspected the wall to find that the builders have dug underneath it and so they will have to fix it themselves. DS assured the governors that the wall poses no risk to the children. <p>IG thanked DS for the update.</p>	
11/22	<p>Safeguarding</p> <p>This item has been covered in the Headteacher’s report.</p>	
12/22	<p>Policies reviewed:</p> <p>DS reported that a number of policies had been reviewed and accepted in the Curriculum meeting:</p> <ul style="list-style-type: none"> Admin of medicines 2022 – IG requested Miss Mason be removed from the policy as she is no longer at HSTB. <p>ACTION:</p> <ul style="list-style-type: none"> Child Protection & Safeguarding SEND and Inclusion Local Offer 	DS
13/22	<p>Role of Governing Body in Teaching & Learning</p> <p>The following governors are assigned to the Year groups as follows:</p> <ul style="list-style-type: none"> Reception - EW Year 1 – TA Year 2 - JA Year 3 - SM Year 4 - MA Year 5 - CC Year 6 - IG <p>QUESTION: TA asked what the role entailed. DS confirmed that the governors will be invited to visit the school for yearly events/assemblies and can visit the school either weekly or monthly. There will also be a Meet and Great with the new Council and worship group.</p>	

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	ACTION: DS will email out contact details to the governing body and relay their details to the relevant teaching staff.	DS
14/22	<p>Governor Matters:</p> <ul style="list-style-type: none"> • Governor Vacancies – There is currently a vacancy for a Foundation governor. ACTION: DS/IG will contact Ben Lewis to see if either himself or colleagues would be interested in becoming a governor at HSTB. • Governor Visits: <ul style="list-style-type: none"> ○ IG visited Year-6 ○ CC: <ul style="list-style-type: none"> ▪ Attended a school assembly. ▪ Attended Safeguarding training in school. ○ MA attended Safeguarding training in school. • Governor Training: <ul style="list-style-type: none"> ○ IG attended a virtual briefing session which encompassed: <ul style="list-style-type: none"> ▪ 90K projection for budgets. ▪ There is no pressure or urgency to move into academies as, at present, there is not enough money to pay legal staff for school conversions. ▪ 3-year projecting budget expected <p>ACTION: DS to look on Skills4Bradford for appropriate courses for the governing body.</p>	<p>DS/IG</p> <p>DS</p>
15/22	<p>Any Other Business</p> <p>There were no requests for Any Other Business.</p> <p>The clerk asked the governing body to complete and send in their skills audit forms to her Bradford.go.uk address.</p> <p>DS mentioned that the next term will be very busy with Bonfire Night and various events for the Christmas season.</p> <p>CC will be advertising a Christmas Bonfire event later this term.</p>	
	IG thanked everyone for attending and brought the meeting to a close.	

CC closed the meeting with a prayer.

Meeting ended at 18:20 pm

Summary of Actions

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Agenda Item	Description	Action for
03/22	EW to provide BL with contact details.	EW
04/22	Clerk will chase outstanding Dec Pec documents	Clerk
06/22	IG will sign the ratified minutes.	IG
13/22	DS will email out contact details to the governing body and relay their details to the relevant teaching staff.	DS
14/22	DS/IG will contact Ben Lewis to see if either himself or colleagues would be interested in becoming a governor at HSTB.	DS/IG
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