

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	Wasiq Suleman (WS) – Business Manager, Alison Wild (AW) – Deputy Headteacher, Paula Fernandez (PF) – Deputy Head teacher from September.
Chair	Ian Grant
Clerk to Governors	Mandy Simmons (MS)

Meeting started at 4:30 pm

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

Agenda item	Minutes including agreements, actions and challenges	Action
66/21	Apologies were received from Taeba Ahmed and Emma Walters. They were accepted. Sofia Mushtaq attended virtually. The meeting was quorate.	
67/21	Notification of any urgent other business and order variation Ben Lewis to visit the meeting regarding attendance. There were no notifications of any urgent other business or requests for agenda variation.	
68/21	Declarations of interest in items on the agenda There were no declarations of interest in items on the agenda.	
69/21	Minutes and matters arising from 10 May 2022 Actions from previous meeting:	

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	<p>56/21 AW will put an item regarding Early Help into the newsletter. DS yes. Summer flyer sent through for parents.</p> <p>56/21 DS will reach out to the Headteacher of St James' primary school and investigate the process. DS and WS are to meet with the head teacher in the autumn term regarding how St James's academisation route is going.</p> <p>The Diocese has asked independent schools to investigate the various routes to academisation. IG commented it would serve the school well to investigate the various options in case the request becomes mandatory to academise.</p> <p>DS and WS attended a Diocese meeting and it is clear they want schools to be mindful about academisation. This needs to stay on the agenda.</p> <p>DS stated that, currently, the 2 options open are the new Leeds Academy Trust in Otley and also BDAT.</p> <p>IG stated that the Secretary of State seems keen for schools to academise. IH academisation is still around. Secretary of state is keen for schools to academise.</p> <p>IG informed the meeting that he is attending the Governors Briefing.</p> <p>IG proposed to accept the minutes. Seconded by CC.</p> <p>All Governors unanimously agreed to accept the minutes as a true reflection of the meeting.</p>	
70/21	<p>Head teachers' report Including PP Plan & Sports Premium Plan 2022-23</p> <p>The document was uploaded to Teams prior to the meeting and DS gave the following headlines:</p> <p>Admissions</p> <ul style="list-style-type: none"> • 422 children will be on roll from September and there is a waiting list for children wanting admission higher up the school. Year 3 and Year 5 will not be accepting any further children. • Reception is secured with a full waiting list. All have been accepted and are visiting next week. <p>SM joined the meeting virtually at 4:42 pm.</p>	

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Attendance

- Ben Lewis should be joining the meeting to discuss Attendance Data.

Staff & Pupil Wellbeing

- The school has had a difficult staffing situation this year with long-term illness plus illness due to COVID.
- The school have had a recruitment drive and will start in September with a full team.
- Paula Fernandez is taking over as Deputy Headteacher from AW in September.
- With the influx of new leaders and other staff there is training booked in September.
- This is a new phase in school with some fantastic teachers joining the team. Induction is already completed and some are already planning for next year.
- A Year 1 teacher has been recruited and is visiting the school next Monday.
- 2 members of staff are due to go on maternity leave in the Autumn term.
- The school received 39 applications in the 1st round of recruitment and 18/19 in the second round. IG commented that it proves how many people want to work at this school.

DS commented that there will be a good range of staff within various pay scales with experience.

Data headlines

- EYFS have had really positive outcomes and according to the LA, they outperformed locally by approximately 10%.
- There is a slight dip on Phonics screen but overall, phonics is a real strength in school.
- **KS1** have worked hard to narrow the gaps. Writing was the toughest challenge as the children missed the last term of Reception and the first term in Year 1. The LA external moderator visited the school to moderate the outcomes.

IG commented with regards to Mrs Cawood leaving the school and Mrs Bacall taking over the role. It was good to see that over the last couple of weeks there have been several handover sessions. IG really appreciates all the hard work done by the teachers over the years.

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- Maths – 71% are working between 19 – 25.
- **KS2** – the children and staff have worked very hard through a tough journey e.g. this cohort was the first to follow the new KS1 curriculum. They have made the most progress from the starting point after COVID.
- Some papers have been sent back to be re-marked as there were errors.

PM commented how the school should celebrate how hard the staff and children have worked. 24 children are classes as vulnerable which is over a third of the total numbers. 2 children scored decent marks whom teachers did not think would be able to sit the test.

DS explained that each year group cohort is different with different needs.

DS discussed the data from in-year assessments. The graphs show the progress the children have made i.e. more children attaining Expected.

DS confirmed that some children still need targeting in the new academic year and the school will use the National Tutoring money to ensure their journey is secure.

IG stated that showing the statistics visually makes it easier to see.

DS commented that the school is in line with National figures.

DS then gave headlines from the Governor Ofsted briefing (led by Richard Lait (Education Advisor) and Julie Ionna (School Governor Services) she had attended:

- There is a document uploaded with regards to Governors and RAG ratings.
- Top tips for preparation for Ofsted.
- For Governors to ensure the school balances being ready for Ofsted and giving the best opportunities to the children.
- Governor responsibilities.
- Prevent strategy i.e. rolling out of training including Safeguarding.
- The Ofsted mindset – strategic direction will be given to Governors in October for the school.
- Monitoring progress – this to be addressed at Curriculum Committee meetings and brought to the Full Governing Body meetings. DS suggested that Governors from the Curriculum committee come into school to sit in on book scrutiny's and

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also lesson observations.

- Governors need to have good knowledge of the school and the staff plus the community being served. Also to ensure that the school is being transparent in its dealings.
- For Governors to be positive and confident about what is being provided.
- For Governors to encourage the school to do better. DS suggested the Curriculum committee could have presentations from subject leaders. The Finance, Premises and Staffing committee will focus on staffing and budgets.
- The briefing suggested that Governors ask themselves the question 'Is this school good enough for my child/grandchild'
- To ensure up-to-date versions of key documents are available on the website.
- To understand the Inspection process:
 - Section 5 is a full inspection (3 Inspectors).
 - Section 8 is a short inspection (1 inspector). This is the inspection that the school is expecting.
- To be aware of the possible date for the next Ofsted visit. It has been 5 years since the last inspection so the next Ofsted visit could be in Autumn, Spring or Summer term 2023.
- Inspection statements remain the same i.e. Outstanding, Good etc. DS commented that Early Years are included in the inspection.
- The emphasis is on the new wider curriculum encompassing Intent, Implementation and Impact. Quality of Education (QED) is a big focus followed by Behaviour and Attitudes. QED is focused on all pupils including the disadvantaged and SEND.
- There are 2 new judgements - Personal development and Behaviour & Attitudes.
- Cultural Capital – This looks at how the school prepares children for the wider world.
- Off-rolling and gaming is mainly for secondary schools. Our school uses flexi-schooling.
- Safeguarding and the culture of safeguarding. We have a good strong team, CPOMs and regular meetings.
- Effective Governance – proving Governors have a good understanding of the curriculum.
- Prior to meeting there is an initial phone call followed by a 90-minute call from an inspector during which a timetable for visits will be discussed.
- Ofsted will discuss COVID and the impact on the school and how the school has narrowed the educational gaps caused.
- Parental views; School performance tables; analysis of the

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school performance will go into an inspection data summary report. The school buy in to DINT so the reports will be received quite quickly.

- Social media will be scrutinized to ensure the school is compliant. An audit will be done – DS commented that the curriculum area is strong.
- Inspectors will not look at internal data, only at published data
- Staff workload will be scrutinized to ensure the wellbeing of staff via questionnaires/ Hand to mouth/Wellbeing breakfast.
- Music within classes and whether it is monitored
- To ensure the curriculum intent is embedding learning throughout the journey through school.
- Look at expert knowledge i.e. subject leaders will have discussions with the inspector.
- There is always a deep dive in phonics in early learning. Senior leaders need to be very knowledgeable
- The Governing body needs to ensure they are up-to-date on website with regards to Governor information e.g. roles, interest and attendance records.
- Minutes of meetings; monitoring records, action plans, training records will be reviewed.
- Governor interviews will take place with as many Governors to attend as possible (omitting staff Governors).
- The Inspectors will look for evidence of the overall effectiveness in school over a large amount of areas.
- There will be a focus on Self Evaluation I.e. Issue, Action, Impact.
- Governors should think of the impact they have as their role as governor.

JA commented that she was at the last Governor meeting with Ofsted and one of the questions asked was 'Do you hold the SLT accountable'.

IG stated that Ofsted will be challenging the school and looking for data that is not readily available.

DS asked that Governors come in to the school and talk to leaders when they are doing the book review and ask questions.

IG commented that it would be good for Governors to pair up with their linked year group.

DS explained that the Year 3 cohort have had an unsettled year and did not do their SATS when they should have. They were affected

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	<p>by their teacher being on long-term sickness. They did not engage well during COVID. DS stated that Governors need to ask why?</p> <p>DS explained that when the National data is released she will give the Governors a crib sheet on the figures and what the school has done to narrow the gaps.</p> <p>Governors have been given the Ofsted training</p>	
71/21	<p>Reports from committees</p> <ul style="list-style-type: none"> • Finance, Staffing & Premises (29 April 2022) – MA <ul style="list-style-type: none"> ○ The roof going well and is ahead of schedule. It should be finished before September. ○ WS confirmed this Quarter 1 return – the surplus went up £10K – nothing much else to report. ○ The Pupil Premium figures are higher than estimated. ○ The school have had a push with the lower years which has paid dividends for parents to apply for FSM. ○ WS commented that Quarter 2 will have an update on staffing costs. • Curriculum (17 May 2022) – IG <ul style="list-style-type: none"> ○ Most policies are up-to-date with 2 outstanding. 	Chairs of committees
72/21	<p>Finance: WS</p> <ul style="list-style-type: none"> • This has been dealt with in a previous item. 	
73/21	<p>Attendance Data</p> <p>Unfortunately, Ben Lewis could not gain access to the school this evening. ACTION: DS will send data to him and invite him to the September meeting.</p> <p>ACTION: WS to look at purchasing a roving doorbell for the next academic year.</p>	<p>DS</p> <p>WS</p>
74/21	<p>Safeguarding Report – AW</p> <p>This document was uploaded to the shared drive prior to the meeting and AW gave the following headlines:</p> <ul style="list-style-type: none"> • The Safeguarding policy will be reviewed in September – AW noted that it is not explicit that everything has to be mentioned with full information – she suggested that a paragraph around 	DS

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	<p>each time would suffice. The school just needs to reference these items in the school Safeguarding policy.</p> <p>SEND has to be in there and there is a large emphasis on Early Help and that it should be part of the whole Safeguarding team and not just one person. Julie Belgrave (Early Help Co-coordinator) has been contacted and due a visit to school.</p> <ul style="list-style-type: none"> • JA is mentioned as a Safeguarding lead. • Referrals are minuted and tracked to show support given to families. <p>ACTION: DS and AW will remove items that are not needed in the Safeguarding document.</p> <ul style="list-style-type: none"> • All this information can also be found in KCSiE. <p>IG gave thanks to AW for the report.</p>	
75/21	<p>SEND Review</p> <p>DS uploaded the document to the shared drive, prior to the meeting and gave the following headlines:</p> <ul style="list-style-type: none"> • EHCP: <ul style="list-style-type: none"> ○ Year 3 = 1 ○ Year 4 = 2 ○ Year 5 = 1 ○ Year 6 = 2 • The area of needs was displayed as a pie chart and IG commented that it was easier to read and understand more clearly. • There is a larger percentage of children with physical needs than in past years including children who need medical attendance. • SEND: <ul style="list-style-type: none"> ○ There are 31 children throughout the school on the SEND register with 11 in Year 4 which is the most vulnerable group in school. • FINANCE: <ul style="list-style-type: none"> ○ Currently the school has a high needs block of funding of £20,565 although some SEND children will be leaving in July. ○ There are some children due into Reception in September with SEND needs but some do not have the relevant paperwork so that will need further investigation. 	DS/AW

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	<ul style="list-style-type: none"> ○ The school provides Teaching & Learning Hub sessions for teachers and 1:1 support. Staff can also contact the SEND services around specific situations. ○ Pupil passports are being monitored and have smarter, smaller targets, some of which are long-term. ○ The school has a flowchart (Early Identification of Need) which aids early identification of SEND needs and provision required. ● Assessments: <ul style="list-style-type: none"> ○ At present there some children are 2 years below where they should be – they will have different, smaller progression stages. ○ Consultations with parents are held twice a year however parents are given regular opportunities to meet with the SENCO and class teachers throughout the year. ○ The school is involving children to review their own learning. ● There is support for children transitioning i.e. meeting with high schools. ● Admissions: <ul style="list-style-type: none"> ○ Staff are working hard going out to Nurseries, preparing for Reception intake and listening to Pupil Voice. The school focus is on a full range of parliament including SEND pupils. <p>QUESTION: IG asked if there had been monitoring of hub sessions and could DS give a number of staff that have attended? DS advised that most teachers have attended a session and 1:1 – she estimated at least 25 members of staff had attended the sessions. All are added to CPOMS.</p> <p>ACTION: DS will review the registers to confirm the exact amount of attendees.</p>	DS
76/21	<p>Annual SEND Report</p> <p>This was covered in the previous item.</p>	
77/21	<p>Chairs Actions and Correspondence</p> <p>There were no Chairs Actions or Correspondence to report.</p>	
78/21	<p>Policies for review:</p> <p>No policies were brought to the meeting. This is done in a</p>	

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	committee.	
79/21	<p>Role of Governing Body in Teaching & Learning</p> <p>IG spoke about the possibility of the school achieving the grade of 'Outstanding'. If this occurs, then he advised the Governors that this will mean upping their game i.e. attending Learning Walks; Parents meets etc. IG asked for Governors to consider this.</p> <p>JA gave an invite for any Governors to come along to the coffee mornings held in the school.</p> <p>SM commented that she is always at the coffee mornings. IG asked for her to make the parents aware that she is a Governor and they can discuss any issues they may have.</p> <p>ACTION: DS will add details to the newsletter.</p> <p>WS suggested that the Governors could rotate attendance at the coffee mornings.</p> <p>ACTION: WS to supply lanyards and Governor visitor badges to the Governing Body. Action: WS to supply lanyards and badges to governors</p> <p>IG commented that at a previous meeting there was the suggestion that Governors attend lunches occasionally and report on the meal for the newsletter. IG explained this helps to raise the Governing Body profile.</p>	<p>DS</p> <p>WS</p>
80/21	<p>Governor Matters</p> <ul style="list-style-type: none"> • Governor Vacancies <ul style="list-style-type: none"> ○ There are still vacancies within the Governing Body. ○ CC has a person in mind who may be interested in being a Governor next year. ○ Ofsted may pick up on the vacancies but DS commented the situation shows that the present Governors are effective. • Governor Visits <ul style="list-style-type: none"> ○ IG has made regular visits to the school on Tuesdays. ○ SM attended the Ugly Bug Party on 27 May 2022 plus the Jubilee Party. ○ CC visited the school on 23 May 2022 and was involved in various activities including gardening. • Governor Training <ul style="list-style-type: none"> ○ IG has remotely attended a couple of Governor 	

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	briefings.	
81/21	<p>Any Other Business</p> <ul style="list-style-type: none"> Accept term dates for 2023-24 – All Governors agreed and accepted the dates. These are now on the school website. Ofsted Briefing - this was addressed earlier in the meeting. <p>IG asked for the following to be minuted that the Governing Body gives their thanks for the exception work the staff have done throughout this year.</p> <p>AW is leaving the school and IG thanked her for the work she has done.</p> <p>IG ended the meeting thanking everyone for their commitment throughout this year.</p>	
82/21	<p>Dates of meetings for 2022-2023 at 5:30pm.</p> <ul style="list-style-type: none"> 18 October 2022 06 December 2022 21 March 2023 09 May 2023 18 July 2023 <p>ACTION: The clerk will email all Governors to see if the meeting times can move to 4:30 pm.</p>	Clerk

CC closed the meeting with a prayer.

Meeting ended at 18:10 pm
Summary of Actions

Agenda Item	Description	Action for
73/21	DS will send data to him and invite him to the September meeting.	DS
73/21	WS to look at purchasing a roving doorbell for the next academic year	WS
74/21	DS and AW will remove items that are not needed in the Safeguarding document.	DS/AW
75/21	DS will review the registers to confirm the exact amount of attendees.	DS
79/21	DS will add details to the newsletter.	DS
79/21	WS to supply lanyards and Governor visitor badges to the Governing Body.	WS
82/21	The clerk will email all Governors to see if the meeting times can move to 4:30 pm.	Clerk

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