

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

Minutes and Actions

Date	06 December 2022
Type of meeting	Full Governing Body
Venue	Heaton St Barnabas' CE Primary School
Governors Present (alphabetical)	Mohammed Ali (MA) – LA Governor, Jasmin Arif (JA) – Staff Governor, Christopher Chorlton (CC) - Incumbent, Ian Grant (IG) – Foundation Governor, Sofia Mushtaq (SM) – Parent Governor (Virtual), Diane Smith (DS) - Head teacher, Taeba Ahmed (TA) – Parent Governor (virtual)
Others in attendance	Paula Fernandez (PF) – Deputy Head teacher (observer)
Chair	Ian Grant
Clerk to Governors	Mandy Simmons (MS)

Meeting started at 4:35 pm

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

Agenda item	Minutes including agreements, actions and challenges	Action
17/22	<p>Apologies for absence and acceptance</p> <p>Apologies were received from Emma Walters due to illness. These were accepted.</p> <p>The meeting was quorate.</p>	
18/22	<p>Notification of any urgent other business and order variation</p> <p>JA informed the meeting that she had to leave at 5:45 pm.</p>	
19/22	<p>Declarations of interest in items on the agenda</p> <p>There were no declarations of interest in the agenda items.</p>	
20/22	<p>Governing Body Business</p> <p>ACTION: The clerk will remove Governing Body Business from future agendas.</p>	Clerk
21/22	Minutes and matters arising from 18 October 2022	

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	<p>MA stated he attended the previous meeting in person and asked for the term virtual to be removed. He also requested that his election to Vice-Chair be added.</p> <p>IG proposed acceptance of the previous minutes with the above amendments as a true reflection of the meeting. CC seconded the motion. All governors unanimously agreed to accept the minutes as a true reflection of the meeting.</p> <p>Actions: 03/22 EW to provide BL with contact details. 04/22 Clerk will chase outstanding Dec Pec documents 06/22 IG will sign the ratified minutes. 12/22 DS will remove Miss Mason’s name from the Admin of medicines 2022 policy. 13/22 DS will email out contact details to the governing body and relay their details to the relevant teaching staff. 14/22 DS/IG will contact Ben Lewis to see if either himself or colleagues would be interested in becoming a governor at HSTB. 14/22 DS to look on Skills4Bradford for appropriate courses for the governing body.</p> <p>All the above actions are complete.</p>	
<p>22/22</p>	<p>Head teachers’ report</p> <p>This report was uploaded to the shared drive prior to the meeting.</p> <p>DS had produced her report in a new format of a PowerPoint presentation and asked if the governors approved this way or did they want it in the normal written report.</p> <p>Highlights:</p> <ul style="list-style-type: none"> • It has been a very busy first term with the induction of 5 new teachers and the coaching and mentoring that has taken place. • Claire Holt visited for 2 days to work with the Leads in History, Science, DT and ICT with a view of developing a STEM week project and review the curriculum areas. There are plans for these Leads to work with other teaching staff and look at end of unit assessments. • Alison Philipson has been into school working alongside the English Lead and all class teachers to moderate writing and a shared moderation session with Year 3 & 4 teachers from 	

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Trinity and All Saints Primary School.

- After a Development day with the Read/Write consultant the school has developed new phonics groupings for children across Year 1-3. Phonic assessments will take place after Christmas break for these children.
- After Christmas HSTB will be working with the Shipley cluster group which consists of Frizinghall, Shipley and Saltaire primary schools (non-academy) sharing information regarding moderation.
- With funding received from the Bradford City of Culture Projects we are going to work with our Calligraphy Artist Razwan with regards to networking and art projects in the Spring term with a focus on calligraphy with poetry.

Progress towards SIP Priorities:

- **Priority One – Quality of Education.** Improving standards across school with the emphasis on Reading and Writing. Teachers using effective marking and feedback to impact on progress.
 - **Progress** has been made with re-organisation of pupil groups across Y1, 2 and 3 to accelerate progress.
 - Alison Philipson moderated across all classes to ensure consistent approaches regarding feedback and impact on writing. Book checks and lesson observations.
 - **Next steps** – assessments in week 1 of Spring term to monitor and evaluate progress made and re-group the children.
 - Staff meeting to look at short burst quality writing pieces and focus on oracy and modelled spoken language to impact on written English.
 - Book scrutiny Spring term 1 – writing. IG asked for dates when this will happen. **ACTION: DS will send out dates after Christmas for governors to pop in.**
- **Priority Two – Behaviour & Attitudes.** Maintaining the application of behaviour and safeguarding policies; Improving attendance and building links/communications with parents.
 - **Progress:** All staff have completed Safeguarding training with any missed sessions followed up with PF.
 - Approved key safeguarding policies in the Curriculum meeting: Safeguarding, First Aid, Medicines, Admissions and Whistleblowing.
 - The Attendance Officer and BCL are communicating around follow up visits and monitoring letters.
 - Attendance codes have changed but the training has been cancelled twice. The B codes for flexi-schooling

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now involve monitoring visits. Ben Lewis will do the welfare visits for the 2 children who have flexi-schooling.

IG commented that is it the change of codes is a national issue and the government are tightening up on home schooling and flexi-schooling.

- DS and JA have completed Prevent training for teachers and cover staff. Next Monday the session will run for the support staff. Also, at the next FGB meeting there will be a Prevent presentation for the governors.
- **Next steps** – the completion of Prevent training for all staff.
- Update of Anti-Bullying and Site safety.
- Safeguarding team meeting to identify children/families who need a meeting with regards to attendance.
- **Priority Three – Personal Development:** To improve pupil voice activities and experiences. Ensure that pupils understand how to keep themselves and others safe and healthy through a strong PSHE and E-Safety curriculum.
 - **Progress** – School parliament is up and running with groups meeting regularly and participation in assemblies and fund raising events.
 - The Eco group participated in the Switch Off fortnight
 - Pupil Voice questionnaires completed by Maths and English Leaders and the pastoral team.
 - PHSE curriculum set to provide information and support on healthy living and online safety.
 - PCSO's have visited and talked to the children.
 - BIB workshops for children and parents.
 - It has been a while since the children have been presenting due to COVID.
 - Further workshops booked – Yorkshire Band of Hope; Mr Shapeshifter; Road Safety; Online safety show for KS1.
- **Priority 4 – Leadership & Management:** Ensuring effective and engaging performance management; Actively promote equality & diversity; narrowing gaps in achievement between different groups of learners and ensuring governors are ambitious and holding the school to account.
 - **Progress** – targets have been set for this year and performance management meetings held with staff to ensure clarity of expectations.
 - Pupil Progress meetings held in November to review progress and monitor vulnerable groups – FSM, EAL,

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SEND, PA.

- Governors raising questions at meetings challenging leadership, visits to school.
- It was noted that a large number of children are off sick at present.
- **Next steps** – HT performance management to be completed. DS confirmed that a replacement was needed to run her performance management as the lady who used to do this has retired. DS may need to look at the Diocese for help in finding a replacement.
- Monitoring of actions by phase leaders and report back at regular SLT meetings.
- Further opportunities for governors to attend whole staff meetings where monitoring of books takes place.
- **Priority 5 – EYFS and Leadership & Management:**
continue to embed Revised EYFS Curriculum and develop quality interactions of EYFS staff to improve pupil outcomes.
 - **Progress** – All staff have had CPD training or meeting time for updates and information via PF or the EYFS leader.
 - EYFS leader attended Early Years leader training on new curriculum and Ofsted expectations which was shared with all staff.
 - EYP's attended quality first interaction training with Rachel Jacobs who is based in Frizinghall and does Early Year training on behalf of the local authority.
 - **Next steps** – CPD staff meeting times added to staff meeting schedule to ensure availability to meet with the EYFS leader.
 - Oracy meeting on 30 November to share with all teachers. Oracy is a key part of Phonics. Some children in Reception have limited spoken language skills.
 - Further training available for the part-time EYP who did not attend the session.

- **Pupil Update**

- There is a total of 416 on roll with 4 places likely to be filled in the new year (Y2 + Y3).

Pupil update = 416 on roll. 4 places likely to be filled by new year especially in Y2&3.

QUESTION: IG asked if there were any projections for next years' intake? DS advised that the closing date was 15 January 2023 and the school should receive the figures by April 2023.

- **Attendance** has dropped across school to 93.3% which is

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just above the local figure of 92.3% and national figure of 92.5% for October.

DS informed the governors that the school has struggled since COVID getting attendance numbers back up. DS confirmed that the biggest issue is unauthorised absence which currently stands at 1.2%.

Persistent absences come from 70 children which is 16.8%. This is still under the national figure of 22.3%. The school is arranging home visits and sending out texts reminding parents of the starting time for school.

- **Mobility** – HSTB has significantly lower mobility figures than other local schools with only 5 children joining mid-year and 1 child leaving mid-year.
- **SEND and Vulnerable groups** – our groups of these children are below both local and national figures:
 - SEND Register = 70 (19.8%).
 - EHCP = 5 (1.1%).
 - Pupil Premium = 94 (22.5%). This number spiked during COVID with our biggest cohort of PP in Y1.
 - FSM = 93 (22%) – although school has seen a rise in FSM pupils HSTB are still below local and national levels of deprivation.
 - Looked After Children = 5 (1.1%).
 - English with an additional language = 17%.
- **Pupil Outcomes** – This was discussed at the Curriculum meeting.
 - There are more children WTS than last year and a smaller number EXS. 2 children with EHCP's are working 2 years below at Pre Key Stage.
 - There is a positive picture across school in Maths. The focus on arithmetic and fluency is impacting on pupil's application of basic skills to calculations.

IG commented that teachers seem to have embraced White Rose Maths.

QUESTION: MA queried the high percentage of children in Y5 at EXS. DS mentioned White Rose Maths concentrating on place value and basic skills; implementing calculations etc. this shift will make Maths harder which could impact the next set of outcomes.

- **Reading** –
- There is an increase in pupils working within WTS and EXC in most classes except Y3. DS confirmed that

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there is a shift in reading expectations from KS1 to KS2 which impacts Y3. The children are in phonics groups and some are already moving to reading groups.

- Y5 figures stand out so there will be more moderation to ensure it is secure.
- There was CPD on speaking and listening opportunities within sessions.
- **Writing** – Reception are just starting writing.
 - Y1 & 3 there are more children BLW but these are transition years and is expected at this time.
 - Generally, most children are in WTS.
 - All year groups are further on than this time last year.
 - Teaching staff are concentrating on shorter burst writing and basic skills.

PF commented that the focus on shorter pieces of writing is a big shift from how it was taught previously. This has come about due to the local authority reporting that there were not enough pieces of writing to make a judgment. The focus is on accuracy which is a challenge for KS2 due to a drift from accuracy due to COVID.

- **Staffing Update** – recruitment and retention:

Reason	Number
Resignations	0
Maternity/Other leave	2
New Appointments	5
Change in hours	0
Vacancies	0
Sickness (long-term)	2

This is a different picture to last year as the first time recruitment was need in approximately 8 years:

Reason	Number
Retired	2
Maternity/Other leave	2
New appointments	2

The school has developed succession planning to ensure leadership positions can be filled in the absence of interest and applications for class teachers has a very healthy pool to select from.

QUESTION: IG asked if the new members of staff are fitting in

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well at the school? DS confirmed that they are eager to join in and they have received a significant amount of CPD and mentoring.

- An updated record of staff distribution was shared with the governing body.

QUESTION: IG asked for an update on the site manager who has just had an operation. DS replied that he is doing well and his duties are being covered by the assistant site manager Mr Bashir.

- **Roles and responsibilities** – A list was provided showing the Area and staff member.
 - There has been a great amount of CPD training for staff (English, Maths, Geography, History, ICT and DT) plus some online training.
 - DS has received the action plans from subject leaders and the CDP plans.
- **Safeguarding:**
 - Referrals to Social Care = 5
 - CIN plans = 10
 - CP Plans = 0
 - Conferences/Core Group/CIN meetings attended = 5
 - Allegations made against staff = 1
 - External agency involvement = 3

PF reported that there was a significant amount of involvement with Social Care but not a large number of cases as some have been stepped down.

- School has pastoral interventions and are moving back to face-to-face meetings.
- Conversations with children, adults and other agencies are taking place.
- There is a move away from MARFS (multi agency referral forms) and Social Care are encouraging schools to telephone in to speed up the process. The MARF forms were extremely time consuming and some ended up with no action. The telephone conversations can help pinpoint what action is needed.
- 20 safeguarding incidents have been logged on CPOMS with 37 cause for concern incidents around possible neglect/domestic abuse/unexplained injuries. Some of these are resolved in school.
- The pastoral team have been busy with 66 pastoral sessions since September to fulfill CIN plans/children with emotional mental health/support with social skills/

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school concerns and dealing with grief. There has been a large amount of demand for these sessions.

- School has been encouraged to refer some cases on to other agencies which means a change in how the school works internally to collect information on a form at the most convenient point of contact with the family and gaining their consent. DS confirmed that families are more reluctant to be referred on and would rather talk to staff in the school.
- PF advised that the school is fast reaching full capacity and will need to refer to outside pastoral help.

- **Behaviour – Exclusions update**

- Number of different children excluded = 0
- Total days of exclusion = 0
- Children at risk have received pastoral support plans and been on fixed days of internal exclusion.
- Hub sessions have also helped.

QUESTION: CC asked for clarification on Y5 having highest number of behaviour issues. DS confirmed that although there are some bright pupils in Y5, the figures are not reflecting the progress that has been made. Moderation will need to be done to show the improvement.

- **Behaviour – Bullying**

- 1 incident this year involving a group of Y6 boys. It is being supported by SLT and Alistair.

- **Behaviour – Racism**

- 1 incident referring to skin colour and faith. Circle is complete and follow up work within class took place with regards to respect, kindness and worship.

- **Safeguarding – GDPR**

- No Data breaches report this term.
- School need to amend our GDPR documents to note all the changes from our representative company called DPO.

- **Health and Safety**

- School will be closed on 08 December for a new boiler to be fitted.
- Site risk assessment was carried out at the start of the year and will be repeated at half-term to assess areas of improvement.
- Road Safety Awareness week has been completed and the Road Safety team will come in to do workshops after Christmas for Y1 and 3 with assemblies for the rest of the school.

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QUESTION: IG asked whether the school has arranged catch up for the year groups who missed out due to COVID? DS confirmed that these have taken place.

CC with complete a Health and Safety visit in the new year to look at risk assessments.

- **Site and Premises update**
 - School closed 08 December for new boiler to be fitted and there will be no heating or water.
 - Site risk assessments have been carried out.
 - Rodent control visits and checks have been completed.
 - The premises are generally in good repair and once the roof is complete the school can look at prioritising aesthetic work i.e. decorating. Also art work which was damaged when the roof was leaking.
 - Some furnishings will be replaced in classrooms and more furnishings for the intervention rooms.
- **Leadership and Management** – Leaders have high expectations of pupils to ensure consistency and better outcomes. Continuing CPD. Seek engagement with parents for positive impact on pupil progress. Workloads and staff wellbeing. Leaders and governance to understand their roles and to perform effectively.
 - **Strengths** – Pupils making good progress from starting points.
 - Staff showing good engagement with CPD.
 - Parent questionnaires; consultations; workshops; meetings and parent Zumba classes.
 - Support for staff wellbeing is ongoing.
 - Open door policy to SLT.
 - Reflection room.
 - **Next steps** – Monitoring and work scrutiny; lesson observations and book checks.
 - Teacher feedback on CPD.
 - Feedback to staff from parent questionnaire.
 - Parent support classes and parent/pupil workshops.
 - Governor engagement with whole school monitoring.

DS confirmed that the parental questionnaire results will go out on this week's newsletter.

- **Resources and Budget update (WS):**
 - It is the last month of Quarter 3 with the budget review for Quarter 4 taking place in January 2023.

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- Pay awards at FPS have now been approved by the DfE and unions.
- Pay rise for support staff backdated to April 22 with term time adjustments, they all receive £1,925 (pro-rata).
- 5% pay rise for teaching staff backdated to September 22.
- National Insurance rates decreased by 1.255 from 06 November 2022 and is not backdated.
- Employer NI rate has decreased in November 2022 from 15.05% to 13.8%.
- The budget is relatively accurate with no major adjustments.
- There should be enough surplus (£30-40K) to finish the roof.
- Any further surplus carried forward will be used for sprucing up the school.

QUESTION: MA asked about whether next year's pay award would be a similar figure? WS believes that the figure will be lower and also the gap between M1 and M6 is decreasing.

IG commented that this could result in retention issues in the future. WS advised that recruitment is now attracting more applications.

DS commented that the school may struggle to recruit for leadership posts.

- **Early Years**

- There is a decreased number of children in 3-4 emerging with most moving towards reception readiness.
- There has been an increase in 3-4 secure and reception readiness.
- The Reception Baseline Assessment(RBA) differs from Ages to Stages but it is clearly visible by November that children are moving up.

JA left the meeting at 17:45 pm.

- Many children had low levels of PSED and CLL:
 - 5 children came to nursery with little or zero referrals regarding their SEND needs. These needs have been a priority with gaining parental consent and liaising with the SENco.
 - 2 children are on half days due to the severity of their behaviour/SEMH needs.

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- Numbers and Skills comprehension is high.
- The cohort is boy heavy which has been reflected in the books chosen.
- The school is moving away from frequent iPad observations to prepare for Ofsted and the whole team are getting to know the children and engaging in high quality interactions.
- The online Tapestry tool is still used to capture WOW moments to share with parents.
- **Quality of Teaching and Learning**
 - **Curriculum update** - rooted in developing skills and knowledge.
 - Building on skills and knowledge.
 - Consideration of local context.
 - Narrowing gaps in learning.
 - Ensuring a rich and wider exposure to content.
 - There is a high vocational ambition from pupils to do well including SEND and Pupil Premium children.
 - **Long term plans** – monitoring subject areas.
 - Cross curriculum swimming to 2 year groups.
 - Residential visits; Hero week.

QUESTION: IG asked for an explanation of the term ‘high vocational ambition’? DS explained the school is looking to ensure the children do well including SEND and Pupil Premium. In hero’s week visits are made by Police Officers/Nurses and other professional workers, giving talks to inspire the children to have their own aspirations for the future.

- Consistency of teaching approaches across the school.
- Monitoring and evaluation school-wide.
- **Teaching** – Senior and middle leaders supporting and coaching staff.
- Wider curriculum opportunities with some specialist teacher support.
- **Next steps** – embedding of teaching year group expectations.
- Match activities to the needs of SEND pupils and ensure challenge where necessary.
- Provide timely interventions.
- **CPD** – a table was provided showing the training available, which dates and who was delivering the training.

QUESTION: IG queried the comparison figures on the year groups. DS confirmed that the next Head report there will be a comparison with November and data from last year.

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	<p>There were no further questions from the governing body.</p> <p>IG thanked DS for the report and commented it was a refreshing new format. DS asked the governors if they wanted this format to continue and the governors agreed they wanted this.</p>	
23/22	<p>Report from committees</p> <ul style="list-style-type: none"> • Finance, Staffing and Premises – this has been covered in a previous item. • Curriculum – IG advised that the committee looked at a number of policies and approved them. There was nothing major just some amendments and tweaking of names. <p>QUESTION: MA asked about pay for support staff and the impact on the budget. WS advised that this would be sorted out at the end of the financial year. There will be an adjustment made. WS assured the governors that the impact is not a massive one for the budget.</p>	
24/22	<p>Chairs Actions and Correspondence</p> <p>IG confirmed he had had an informal leave request which was not taken any further.</p> <p>He mentioned a recent appeal. MA confirmed that it was now complete.</p>	
25/22	<p>Finance update:</p> <p>This item was covered previously in the meeting.</p>	
26/22	<p>Safeguarding</p> <p>This item was covered earlier in the meeting.</p>	
27/22	<p>Policies reviewed:</p> <p>Policies were reviewed in the Curriculum meeting:</p> <ul style="list-style-type: none"> ○ First Aid ○ Admissions ○ Calculation ○ Maths ○ Parent Partnership ○ Presentation of work 	

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28/22	<p>Role of Governing Body in Teaching & Learning</p> <p>There are some outstanding skill audits from governors.</p> <p>ACTION: IG asked the clerk to send the current skills matrix as is to him and he will chase outstanding forms.</p>	Clerk
29/22	<p>Governor Matters:</p> <ul style="list-style-type: none"> • Governor Vacancies – no foundation gov. DS meeting with Ben to see if anyone is interested. • Governor Visits: <ul style="list-style-type: none"> ○ IG has: <ul style="list-style-type: none"> ▪ Visited school to see Y6 pupils. ▪ Had conversations with children from the Eco team, Fairtrade, Sports, Worship team and peer mediators. He was very impressed by them all. ▪ Has walked around school to see the new rooms. ○ Some governors attended the parents meeting on 28 November 2022. ○ MA audited the central records today. ○ I. MA did audit on central records today. ○ The clerk visited school and was read to by children in Y5. • Governor Training – No governor training has taken place. 	
30/22	<p>Any Other Business</p> <p>There was no AOB.</p> <p>IG thanked staff for all their work through this tough Autumn term.</p> <p>DS gave thanks to all the governors who have worked on staffing/finance/hearings and confirmed that school could not manage without the governing body support.</p>	
31/22	<p>Dates of meetings for 2022-2023 at 4:30 pm</p> <ul style="list-style-type: none"> • 21 March 2023 • 09 May 2023 • 18 July 2023 	

CC closed the meeting with a prayer.
Meeting ended at 18:05 pm

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Summary of Actions

Agenda Item	Description	Action for
20/22	The clerk will remove Governing Body Business from future agendas.	Clerk
22/22	DS will send out dates after Christmas for governors to pop in.	DS
28/22	IG asked the clerk to send the current skills matrix as is to him and he will chase outstanding forms.	Clerk

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