ST BARNABAS' C.E. PRIMARY SCHOOL

Minutes of the meeting of the Full Governing Body

Held at the school on Thursday 10th July 2014 at 6.30pm

Present:	Karen Boardman (Headteacher)	Richard Lavell
	Michael Backhouse (Chair)	Brian Lennon
	Joyanne Ball	Keith Myers
	Graham Bruce	Kate Roberts
	Martin Cumming	Rev. Ursula Simpson
	Mike Grant	Amanda Wilson
	Mark Jenner	
In Attendance:	Brenda Elliott (Deputy Headteacher)	
	Amy White (Clerk)	

		Actio
	Welcome Prayer The meeting opened with a prayer led by Rev. Ursula Simpson.	
1.	**Apologies for absence, consents and declarations of interest** The Chair welcomed everyone to the meeting and noted apologies for absence from Anne Williamson and Andrea Mann. There were no declarations of interest.	
2.	**Minutes of the meeting held on 1st May 2014** *(previously distributed)* ▪ The minutes were agreed as a true and accurate record of the meeting and were signed by the Chair.	
3.	**Matters Arising and Action Plan** With reference to the Action Plan:	

Scan signed minutes and upload onto governor section of website – from 13th March meeting	Carry Forward
Arrange a Safeguarding meeting to review new paperwork	Completed: Mike Grant reported that he had looked at all safeguarding documents and confirmed that they were up to date. He had no concerns. The Headteacher reported that the issue with the playground gate would be addressed in September.
Amend Safeguarding guidelines/documents as discussed	Completed
Provide feedback on the Safeguarding action plan	Completed
Inform Headteacher if able to attend Data Meeting at Poppleton Road	Completed

A governor highlighted that the Safeguarding Policy would not open from the school's website. The Headteacher said she would look into this. — Actio

Matters Arising:
Governors were informed that the school had received a letter from the LA regarding the PFI funding and it had been confirmed that the school would not be charged interest on the overdraft caused by the changes.

4.	**Headteacher's Report** *(previously circulated)* Further to the written report, the Headteacher informed governors that the school's new York Challenge Partner was Doug Lowes. The Headteacher said that Doug was an Ofsted inspector and she had heard a lot of positive comments regarding his work. The school was only entitled to one free visit per year but there was budget available to purchase additional support from external consultants. The Headteacher tabled the End of Key Stage Assessments for Summer 2014 and explained that there was currently no national or local data available for 2014. All comparisons were against the school and national	

data from 2013. Governors were invited to ask questions at any stage during the following report:

Early Years Foundation Stage (EYFS)
The Headteacher explained the scoring against the Foundation Stage Curriculum and highlighted that a score of 2 in all the prime areas such as reading, writing, maths and personal development was the equivalent to achieving a Good Level of Development (GLD). From the data provided, governors noted that the results were significantly above the school and national for 2013. The Headteacher said that Writing had previously impacted the number of pupils achieving a GLD. However, there had been a focus on Writing in 2013/14 and more pupils had achieved a GLD in Writing and overall.

Phonics
Year 1
Governors received the data and were informed that the cohort was smaller than the previous year. Though the data was below the national and school data for 2013, the Headteacher said that the difference was approximately one pupil. The Headteacher also highlighted that the pupils who had not met the phonics standard had been very close.

Year 2
The 2014 results were below the national results and phonics would continue to be a priority. The Headteacher reported that the Y2 pupils who had not met standard had still made significant progress and many had doubled their Y1 score.

Key Stage 1
Governors noted that the expected level was 2b+.

Reading – Levels 2, 2b+ and 3 were in-line with the national 2013. Similarly, Levels 2 and 2b+ were in-line with the school's previous data and Level 3 was significantly above.

Writing – 2014 data was slightly below the national but there had been a significant improvement compared to the school's previous data. Governors acknowledged that the school was closing the gap on the national.

Maths – Though data was below the national it was above the school's 2013 data, thereby showing an improvement.

Key Stage 2

Reading – Level 4 results were in-line with the national but slightly below the school's previous results. However, Level 5 results were above both the school and national 2013 results. Governors noted that expected progress was two levels between the end of KS1 and the end of KS2. Pupils had achieved above the national for both expected and more than expected progress.

Writing – Expected progress was slightly above the national but all other results were in-line with both the school and national 2013 data.

Maths – Level 4 was down on the national but still within one pupil. Level 5 was below the school's 2013 data but remained in-line with the national for 2013. The Headteacher reported that three pupils had achieved a Level 6 in Maths.
Governors were informed that three pupils had not made expected progress but these pupils had additional needs. The Headteacher also highlighted that two of these pupils had only missed expected progress by one mark. Better than expected progress was above the national.

Spelling, Grammar and Punctuation – Level 4 was in-line with school and national results from 2013 but Level 5 results exceeded previous school and national data.

Governors agreed that the 2014 results were positive.

A governor asked if there was data available for English and Maths combined. The Headteacher said that she had not yet calculated this data but would make it available for September.

Action

With reference to the Headteacher's written report, questions and comments were invited.

In response to a question regarding assessing without levels, the Headteacher clarified that Year 2 and Year 6 would continue with the current level assessments. The school would consider ways forward for the remaining year group and use a mixture of levels and other assessments during 2014/15. There would continue to be end of key stage benchmarks so any new assessment systems needed to be compatible with the benchmarks.

A governor highlighted that some of the secondary schools were deferring the implementation of changes as they felt the Government would be introducing a new system. The Headteacher said that she had heard similar information.

Governors reviewed the quality of teaching information within the report and agreed that it was very positive. With reference to the Summer 2014 grades, the Headteacher corrected the grade 2 data from 66% to 56%.

With reference to the curriculum, governors noted the range of activities and were informed that the Year 6 enterprise programme had raised nearly £1,000.
A parent governor reported that the Phonics sessions for parents had been very good and she would recommend that they continue. However, it would be positive if the sessions could also be held earlier in the year.

Extension Update
Further to the information within the Headteacher's written report, the Headteacher said that she had attended a brief meeting with the LA on 9th July. The complications with the PFI agreement had been discussed and the necessary legal checks were taking place. The extension plan had been returned to Sewells for modification as it was too expensive. There would be slightly reduction in the size of the cloakroom, the lobby would be removed and the work to the Main Office was unlikely to go ahead. The updated plans needed to go to the Council for approval before a request was made for planning permission.

A governor asked when the LA expected to have the new classroom. The Headteacher answered that it had originally been September 2015 but could be deferred until September 2016. In response to the answer provided, a governor asked if there was an expected increase of intake in 2015. The headteacher answered that due to the rise in birth-rate and the housing demands, the LA was projecting an increase in future years.

Considering the Main Office and the lobby area, governors asked if the school could find these upgrades from the school budget. It was highlighted that there would be some legal complications. Governors considered the developments further and it was discussed that the Main Office could become a necessity if the school grows in size. It was felt that when the pupil numbers increase, the governing body may need to consider if it was realistic to expect the school to manage administration from the reception desk.

5. **Chair's Report**

5.1) LA Briefing Papers

a) Readiness for Children and Families Act (previously circulated)
Governors were informed that Mark Jenner, Martin Cumming and the Headteacher had attended a briefing session outlining the new SEND Reform changes. Governors needed to be aware of these changes and the necessary documentation that was required, including the publication of a School SEN Local Offer.

Martin Cumming reported that he had been working on the School's SEN Offer and a copy was tabled for information. Governors were asked to read the Offer and sent any feedback to the Headteacher. Martin highlighted the following information:

- It is a legal requirement for all schools to publish an offer linked to the SEND Code of Practice and the Local SEND Offer. The Offer must be available on the school website by 1st September 2014.
- There were a lot of changes being implemented under the new reforms, including to the categories of SEND. School Action and School Action Plus would be replaced by SEN Support and all Statements of Need would be replaced by an Education, Health and Care Plan (EHCP). A lot of agencies would be involved in the EHCP.
- There was more emphasis in the Code of Practice on long term aims and visions as an EHCP could run from birth to 25 years.
- There was more emphasis on the views of the children / young people and their families.

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A governor expressed a concern that there was a lot of information within the Offer and expressed that this could be overwhelming for some parents. Martin acknowledged the concern and explained that he had reviewed a number of models and had tailored the successful elements to the school. Another governor expressed that families with children who had a SEN would be more familiar with the terminology and might not be so overwhelmed. The Headteacher highlighted that the school would also speak to families and answer any questions.

A governor highlighted that some parents might not have access to the document via the website. Martin explained that on such occasions the parents are invited to contact the school to discuss the documents available.

The Chair acknowledged the amount of time and work that had been put into developing the Offer and

	governors noted their thanks to Martin and the staff involved. *b) Financial Inclusion, Including York 300* Governors received the LA Briefing Paper for information. ***5.2) Extension Update*** This item had been discussed under Item 4. ***5.3) Cluster update – partnership agreement*** *(previously circulated)* The Chair reported that there were interesting discussions taking place within the cluster, including the need to formalise a structure and cluster arrangements. The previously circulated proposal suggested a continuation of co-operation but with no formal structure or financial links. The Chair said that he felt this would be a positive way forward as the current system was working well and there was a lot of sharing of good practice. Governors agreed with the proposal. The Headteacher reported that a joint appointment for the cluster would be taking place. The position was for an administrator who would minute the cluster meeting and maintain cluster documentation. All clusters received funding from the LA that they were accountable for and all clusters must produce an improvement plan. The Headteacher was taking a lead in the development of the improvement plan as she was the Cluster Chair. It was noted that the cluster was moving to a new level of working and was creating strong links.	
6.	**Safeguarding Update** An update had been provided under Item 3 and there was no further information to report.	
7.	**Governance Matters:** ***7.1) Governor Action Plan including Strengths and Weaknesses*** Richard Lavell reported that he had taken an analysis of the Questionnaires completed by governors and recommended that governors complete the questionnaire at the end of every academic year to regularly review the skills gaps. The action plan could then be updated annually and training for the coming year could be considered. It was noted that the Monitoring Group could collate the questionnaire responses and keep an overview. A governor highlighted that the Governor Support and Development Service were recommended an NGA skills matrix for completion before reconstituting the governing body. The Clerk briefly explained reconstitution, highlighted that the aim was to ensure that governing bodies had the necessary skills to support the school. It was noted that more information would be provided in September. ***7.2) Governor Data Meetings – feedback*** *(previously circulated)* With reference to the report from Anne Williamson, governors noted that the 'jigsaw puzzle of key objective for each subject' was a positive, visual idea. Governors were asked for their feedback: A governor highlighted that being able to look at data in a smaller group would allow deeper scrutiny than was possible during a committee meeting. This would help governors to develop their understanding. It was noted that the data meetings had a cross over with the Monitoring Group. Further considering the Monitoring Group, the Chair reported that it had initially been a temporary group to prepare for Ofsted, however, he felt it was a useful group to maintain. The Chair then suggested producing Terms of Reference for the group to consider how it would fit in the wider governance structure. It was agreed that the terms of reference would be considered at the Monitoring Group meeting in the autumn term with consideration to the introduction of data meetings. ***7.3) Strategic Governor Training*** The Chair reported that the current governor training was largely voluntary and he felt the governor body should be more prescriptive in future; especially when considering governor accountability. The Chair then highlighted that the LA governor training had an increased focus on Cluster Training needs, which included – for example – training on Pay Committee. A governor highlighted that it would be beneficial for governors to complete the NGA skills matrix to identify skills gaps to be addressed through training. The Headteacher offered to circulate the skills matrix to all governors, to be completed and returned by 1st September.	Agenda Action

	7.4) Link Governor Visits There were no link governor visit reports. ***7.5) Reconstitution and Skills Matrix (Governor Bulletin)*** *(previously circulated)* This item had been discussed under items 7.1 and 7.3. ***7.6) New Governor Handbook*** *(previously circulated)* The Headteacher highlighted that there were new expectations and she encouraged governors to read the new handbook. A suggestion was made for committees to look in detail at relevant sections.	Agend
8.	**Committee Matters:** ***8.1) Teaching and Learning Committee*** Brian Lennon reported that the Committee had reviewed and discussed the changes to the National Curriculum, with particular consideration of the changes to SEN, Maths and English. It was further note that the curriculum aims had also been discussed with staff. A governor highlighted that the working of the new curriculum was very positive regarding children and learning. ***8.2) Monitoring Group Report*** The work of the Monitoring Group had been considered under Item 7.2 and there were no further reports. ***8.3) Committee Membership 2014/15*** *(previously circulated)* Governors reviewed the Committee Membership and the Chair asked if governors wished to remain on their current committees or if they would like to experience a different committee. It was agreed that Kate Roberts would join the Resources Committee and Amanda Wilson would move from the Teaching and Learning Committee to the Resources Committee. Brian Lennon would join the Headteacher's Appraisal Committee.	Amen
9.	**Policy Review** ***9.1) Safeguarding Guidance*** *(previously circulated)* The Headteacher reported that a number of headteachers were asking the LA for support with a Safeguarding Policy and a model was being produced. The Headteacher asked governors to read Section 1 of the 'Keeping Children Safe in Education' guidance as they needed to be aware of the information. It was noted that the guidance would be an annex to the policy.	
10.	**Correspondence** None.	
11.	**Any Other Business** The Chair reminded governors of a document discussed at a previous meeting regarding a sub-lease between the LA and the school. During the meeting it had been agreed that the Chair would sign the relevant paperwork and return it. The Chair confirmed that he had requested that a copy of the finalised lease documents be sent to the school. Governors noted that Richard Lavell was stepping down as a parent governor at the end of the summer term. Governors thanked Richard for his hard work and commitment to the school and governing body and for his leadership of the Resources Committee. The Chair thanked all governors and staff for their work and said it had been a very successful year.	
12.	**Confidentiality** There were no items recorded as a separate, confidential minute.	
13.	**Date and time of next meeting** The proposed meeting dates were reviewed and some changes were made. The dates were agreed as follows: *Full Governing Body – all at 6.30pm* Monday 22nd September 2014 Wednesday 3rd December 2014	

Thursday 29th January 2015 Thursday 26th March 2015 Thursday 21st May 2015 Tuesday 9th July 2015 *Resources Committee (clerked meetings) – all at 6.30pm* Wednesday 19th November 2014 Thursday 12th February 2015 Tuesday 21st April 2015	

The meeting closed at 8.00pm

Michael Backhouse – Chair

22/9/2014
Date

ST BARNABAS' C.E. PRIMARY SCHOOL

Action Plan following the Meeting of the Full Governing Body held on 10th July 2014

	Action	Item Reference	Person	Date
1	Check the Safeguarding Policy on the school website – issue with not opening	3	Headteacher	1st September 2014
2	Make English and Maths combined data available	4	Headteacher	September 2014
3	Read and provide feedback on the SEND Offer	5.1	All governors	Asap
4	Circulate the Skills Matrix to all governors	7.3	Headteacher / Clerk	Asap
5	Complete and return the skills matrix	7.3	All governors	1st September 2014

Items for future agendas:

Monitoring Group: Terms of Reference/Data Meetings
All Committees: Relevant sections of the New Governor Handbook