



ST BARNABAS' C.E. PRIMARY SCHOOL

Minutes of the meeting of the Full Governing Body

Held at the school on Thursday 14th July 2016 at 6.30pm

Present: Karen Boardman (Headteacher) Brian Lennon
 Robert Adamson Kate Mackay-Roberts
 Michael Backhouse Ann Rawlinson
 Joyanne Ball Anne Williamson
 Helen de Saram Amanda Wilson
 Mike Grant (Chair)

In Attendance: Eileen Connolly (Deputy Headteacher from September 2016)
 Salli Radford (Clerk)
 Sarah Jackson (Observer) [from 8.10pm]

		Action																								
	Welcome Prayer The meeting was opened with a prayer led by Joyanne Ball.																									
1.	Apologies for absence, consents and declarations of interest The Chair led the meeting. Apologies for absence were received from Martin Cumming, Andrea Mann and Ursula Simpson. There were no declarations of interest.																									
2.	Minutes of the previous meeting held on 25th May 2016 (previously distributed) The minutes of ordinary and confidential business of the meeting were agreed as a true and accurate record and were signed by the Chair.																									
3.	<p>Matters Arising and Action Plan</p> <p>With reference to the Action Plan from the ordinary business of the meeting held on 25th May 2016:</p> <table border="1"> <tr> <td>From the Annual Health Check consider: introducing a buddy mentoring system for new Governors; an annual assessment of the GB's progress; a fuller annual end of year report to parents (with data).</td> <td>Mike Grant offered to support Helen de Saram, with additional support from Anne Williamson. Ursula Simpson would be asked to support Robert Adamson.</td> <td align="right">Action</td> </tr> <tr> <td>Governors to keep probing about KS1 progress and attainment</td> <td>Ongoing.</td> <td align="right">Action</td> </tr> <tr> <td>Governors to keep asking about Maths and Phonics outcomes in line with School Improvement Priorities</td> <td>Ongoing.</td> <td align="right">Action</td> </tr> <tr> <td>Governors to complete reports on their Link Governor visits</td> <td>Ongoing.</td> <td align="right">Action</td> </tr> <tr> <td>Safeguarding self-assessment tool to be used and reported back to governors</td> <td>To be carried forward.</td> <td align="right">Action</td> </tr> <tr> <td>Letter to LA re finances to be written and submitted</td> <td>The Headteacher advised that the letter had not yet been sent as the restructure information had not yet been taken into account. It was noted that Adrian Fletcher had spoken to Paul Shepherd at the LA to provide an update.</td> <td align="right">Action</td> </tr> <tr> <td>Find out more about the implications of land ownership should the school join a MAT</td> <td>The Headteacher advised that she had met with representatives of the Diocese of York and DfE and had learnt that PFI schools converted to academy status in the same way as other school, though the process could take longer.</td> <td></td> </tr> <tr> <td>Clerk to agree meeting dates for next year with the HT and Chair prior to the final FGB</td> <td>Completed.</td> <td></td> </tr> </table>	From the Annual Health Check consider: introducing a buddy mentoring system for new Governors; an annual assessment of the GB's progress; a fuller annual end of year report to parents (with data).	Mike Grant offered to support Helen de Saram, with additional support from Anne Williamson. Ursula Simpson would be asked to support Robert Adamson.	Action	Governors to keep probing about KS1 progress and attainment	Ongoing.	Action	Governors to keep asking about Maths and Phonics outcomes in line with School Improvement Priorities	Ongoing.	Action	Governors to complete reports on their Link Governor visits	Ongoing.	Action	Safeguarding self-assessment tool to be used and reported back to governors	To be carried forward.	Action	Letter to LA re finances to be written and submitted	The Headteacher advised that the letter had not yet been sent as the restructure information had not yet been taken into account. It was noted that Adrian Fletcher had spoken to Paul Shepherd at the LA to provide an update.	Action	Find out more about the implications of land ownership should the school join a MAT	The Headteacher advised that she had met with representatives of the Diocese of York and DfE and had learnt that PFI schools converted to academy status in the same way as other school, though the process could take longer.		Clerk to agree meeting dates for next year with the HT and Chair prior to the final FGB	Completed.		
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The two action points recorded under confidential business would be reported under item 7.

Matters Arising: None.

4. **Headteacher's Report** (previously distributed)

Staffing

The Headteacher presented her report, advising that staffing had changed slightly since the report had been written. It was noted that the proposed restructure had been implemented, with the number of School Support Assistants being reduced from five to three and the hours of four TAs also being reduced. It was noted that two additional Schools Support Assistants were leaving the school for other roles and that it would therefore be necessary to recruit. The Headteacher advised that TAs were in place to cover the essential duties of the posts removed by the restructure and that one School Support Assistant had been recruited to start in September. One further post would need to be filled in the longer term.

The Headteacher advised that TA hours had been reduced, with time allocated from September. The Headteacher expressed her confidence in the sustainability of the new structure which would deliver value.

It was noted that Eileen Connolly would take up her post as Deputy Headteacher in September and had visited the school to meet her class. It was noted that transition to new classes had been completed.

Staff development

Governors noted the staff CPD completed during the year, including whole school, cluster and external training. It was noted that training on safeguarding and health and safety had been refreshed. The Headteacher agreed to circulate the link for safeguarding training which included the Prevent duty.

It was noted that Mrs Woolgar had completed the Archbishop of York's Leadership Award and that Mr Cumming had now gained his SENCO qualification.

The Headteacher advised that Andrea Mann would begin her maternity leave at October half term.

Context

The Headteacher provided some contextual background for information, with governors noting that six pupils had joined and three left the school over the last half of the summer term. It was noted that attendance had improved but remained below national average.

In response to a question regarding the profile of EAL pupils and whether the languages spoken were differing from those of past pupils, the Headteacher advised that the majority of EAL pupils joined the school in Reception and that language was not a significant issue as English was picked up very quickly. It was noted that some EAL pupils were at the school for a short time.

Governors noted that there were no significant changes to the child protection profile of the school.

4.1) KS1 & KS2 initial results

EYFS and Phonics screening – It was noted that these initial results were the only data sets with comparable data from previous years. The initial results were noted:

EYFS Good Level of Development	Year	School	National
	2016	87%	
	2015	80%	66%
	2014	62%	

It was noted that the school data was significantly above 2015 national, with an increase in the number of pupils exceeding the GLD standard and making accelerated progress. Governors noted the very positive EYFS results.

Y1 Phonics	Year	School	National
	2016	86%	
	2015	52%	77%
	2014	63%	74%

It was noted that the results were very positive and were expected to be above national.

The Headteacher outlined the new KS1 assessment criteria, advising that scaled scores were given, with 100 being the expected outcome. It was noted that the teacher assessment element was being continued.

Governors noted the standards being applied at KS1:

Action

- Greater Depth – GDS (higher than expected)
- Expected standard – EXP
- Working towards the expected standard – WTS
- Pre-Key Stage – PKF
- Below pre key stage – BLW

The Headteacher outlined the need for pupils to meet all aspects of the standard in order to attain the higher markers. It was noted that this had impacted on overall data.

KS1	Expected Standard or higher (EXP / GDS)	Greater Depth (GDS)	Working Towards Expected Standard (WTS)
Reading	61%	22%	22%
Writing	48%	13%	26%
Maths	65%	22%	17%

It was noted that no national or local comparisons were available at this stage.

In response to a question regarding the level of pupils within WTS, the Headteacher advised that she would need to look at the individual statements and that some pupils might have narrowly missed EXP.

In response to a question regarding reporting to parents, the Headteacher advised that this had been sent home on 15th July.

In response to a question regarding pupils working at PKF, the Headteacher advised that some SEN pupils had not achieved WTS.

In response to a question regarding the difference between reading and writing scores, the Headteacher advised that writing often scored below reading as reading needed to be secure for writing to be developed as a skill. It was noted that spelling had been a significant barrier to attainment of the standard in writing, though handwriting was also an issue for higher attainers, it was noted that GDS would only be awarded if handwriting was consistent, though it was not taken into account during the assessment at other levels.

In response to a question regarding any gender gap in attainment, the Headteacher advised that she had not yet looked at the variance between groups but further data would be available in the autumn term.

In response to a question regarding the impact of Phonics work on data, the Headteacher advised that Y1 was showing an improvement and that the Y2 group, who had performed less well in Phonics screening at the end of Y1, were showing some persistent issues.

It was noted that pupils were generally making expected progress.

The Headteacher advised that scaled scores for reading, maths and grammar had been provided for KS2 pupils. It was noted that a separate scaled score was provided in addition to teacher assessment.

Governors noted the test outcomes, which were expected given the c50% SEN cohort and number of low ability pupils included in the data. It was noted that outcomes were below national in all areas.

KS2	School	York	National
Reading / Writing / Maths combined	37%	51%	53%

It was noted that the progress measure had not yet been calculated. The Headteacher advised that low attainment by the cohort at KS1 may result in positive progress data. The Headteacher advised that the data did not illustrate the successes within the cohort, though the progress measure would be available in September and would reflect this. It was noted that the school was in vulnerable position due to the results but that data tracking showed that this was in line with expectation and was a cohort-driven "blip". It was noted that a three-year trend of declining results would be a cause for concern.

Teaching, Learning & Assessment

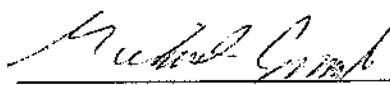
In response to a question regarding added value, the Headteacher advised that this data would be available with the progress measure in the autumn term. The Headteacher advised that pupils needed to develop key skills around checking, editing and redrafting their work.

	<p><i>Leadership including Curriculum and SMSC</i> it was noted that fundraising had been undertaken for Christian Aid Week. British Values work was noted, with the Headteacher outlining for governors the impact of referendum publicity on the community and the understanding of different cultures within school.</p> <p><i>PE and sport</i> It was noted that the Bronze School Games Award had been earned.</p> <p><i>Being Healthy and Safe (incl. food education)</i> Assemblies on safety were noted.</p> <p>The Headteacher's report was noted. It was further noted that a leaflet to parents regarding KS2 SATS had been circulated to governors for information.</p> <p>4.2) Progress on key development priorities Taken under item 4.1.</p> <p>4.3) Initial School Improvement Priorities (previously distributed) The priorities were noted.</p> <p>In response to a question regarding the App, the Headteacher advised that this was available but had not been populated yet. It was noted that a calendar for parents would be available, with reminders of events. It was noted that this would reduce costs when compared to text alerts and that it was hoped the App would improve communications with parents and enable the sharing of information.</p> <p>In response to a question regarding pupil mental health and wellbeing, it was noted that York Clinical Commissioning Group (CCG) had arranged funding for a project to improve access to support for a growing number of pupils with mental health concerns. It was noted that a Wellbeing Worker would provide half a day of support each week to develop a programme with school staff.</p> <p>In response to a question regarding the sustainability of the project, it was noted that the funding was secure to 2020 at the earliest.</p> <p>In response to a question regarding parental involvement, the Headteacher advised that parents would be contacted to ensure that they were involved in solutions and were supportive.</p> <p>In response to a question regarding preparations for Ofsted inspection and the quality of teaching in school, The Headteacher advised that the York Challenge Partner had provided time to moderate teacher assessments and that the school was also considering peer challenge during which members of SLT reviewed another setting and the quality of teaching. Governors discussed this option, with the Headteacher outlining the rounded assessment of the quality of teaching used in place of lesson observations as the only assessment criteria.</p>	
5.	<p>Governance Matters</p> <p>5.1) Strategic Governor Training It was noted that the LA's governor training programme would be circulated shortly. The Chair asked for governors attending training to update him. It was noted that the Governance Support and Development Service could provide a training report on request via the Clerk.</p> <p>5.2) FGB Strategy Review Michael Backhouse advised that the Steering Group had met and wanted all governors to have involvement in the school. It was noted that subject links could be continued but that governors could also be attached to a class to allow development to be followed either as a cohort or as a teaching group year-by-year.</p> <p>5.3) Committee membership 2016/17 – including Steering Group (Previously distributed) Michael advised that the Steering Group of four governors met to consider data and other issues in detail, allowing deeper knowledge of the school to develop. Membership of the group for 2016/17 was agreed and would be circulated.</p> <p>Michael advised that the group had considered how to develop its remit and to arrange succession planning to ensure sustainability. It was noted that the group had met less frequently of late but that it would lead on preparations for inspection.</p> <p>It was agreed that the Headteacher would allocate governors to a cohort to allow groups to be tracked through school. This would remove the need for phase link meetings. It was agreed that governors would be expected to visit school no more than once per term. The Headteacher would circulate guidance for newly appointed governors.</p>	<p>Action</p> <p>Action</p> <p>Action</p>

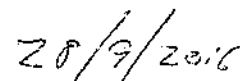
	<p>Committee membership for 2016/17 was agreed and would be circulated.</p> <p>Link roles were agreed for the core subject areas.</p> <p>5.4) Meeting dates for the next year (Previously distributed) The dates were noted. It was agreed that the Headteacher would set dates for the Teaching and Learning Committee. The Headteacher would also set Steering Group meeting dates for the autumn term.</p> <p>5.5) Governor monitoring No report taken.</p>	<p>Action</p> <p>Action</p>
<p>6.</p>	<p>Chair's Report</p> <p>6.1 Academy Working Party The Headteacher reported that the working party had met and that she and Michael Backhouse had also met with representatives of other schools to explore partnership options. Following this a meeting had taken place with DfE representatives and four other headteachers on 8th July.</p> <p>The Headteacher advised that the DfE had given a presentation (previously distributed to governors) at the meeting and had advised that a primary MAT was a viable option. Possible structures had been outlined. It was noted that the DfE had suggested that a small MAT be established initially, with other primary schools to join over time.</p> <p>The Headteacher outlined the role of Members within a MAT structure, advising that a Church of England MAT would require three of the proposed five Members to be Diocesan appointments, although the DfE had indicated that it was possible to build in some flexibility on this point. It was noted that the headteacher group had asked questions regarding the appointment of Members, Trustees and a Chief Executive.</p> <p>It was noted that the schools involved in the discussion continued to meet with potential partners and to explore options. The Headteacher advised that the next step would be to arrange for the existing York-based MATs to speak to either the working part of FGB.</p> <p>Governors discussed the update, noting the permanence of future structures and the need to look beyond current personal working relationships.</p> <p>It was noted that there was no timeframe for academy conversion but that the school had benefitted from partnership working which it did not wish to lose. It was noted that the school would need to retain and protect its Christian ethos in any future partnership.</p> <p>Governors further discussed the information, asking the working party to bring further information to the next FGB meeting. The Headteacher would arrange a working party meeting.</p> <p>6.2 Steering Group report – 29th June 2016 Taken earlier in the meeting.</p> <p>6.3 Staff restructure The Headteacher advised that support staff time allocations would be reduced from September and that Andrea Mann's maternity leave would provide the opportunity to achieve a small saving against teaching staff costs.</p> <p>The revised budget was tabled.</p> <p>The Headteacher advised that the cumulative carry-forward balance at the 2016/17 year end had improved from a predicted deficit of £16,127 to a surplus of £3,437, removing the risk of deficit until 2019/20. It was noted that the proposed staffing changes had enabled the school to produce a balanced budget.</p> <p>It was noted that the Headteacher was utilising fixed-term contracts to manage the budget and build-in flexibility. It was noted that non-staff resources had been trimmed further and that the PTA was fundraising for non-core activities.</p> <p><i>Sarah Jackson joined the meeting at 8.10pm.</i></p>	<p>Action</p>
<p>7.</p>	<p>Policies (previously distributed)</p> <p>7.1) Intimate Care Policy The Headteacher advised that guidance had been sought from the LA on intimate care procedures and that it was acceptable for one member of staff to change a child whilst another remained on call to assist. It was</p>	

	<p>noted that the position of the shower room was not helpful as both privacy and safeguarding requirements needed to be met. It was noted that the policy was acceptable but that implementation and procedures would need to be clarified to ensure that staff understood that one adult would be actively involved in changing whilst another remained outside the room. The Headteacher advised that the TAs would be advised of the guidance and would then manage implementation using their judgement.</p> <p><i>The policy was considered and approved on the understanding that procedures would need to be put in place to address the needs of individual pupils.</i></p>	
8.	<p><u>Committees</u> 8.1 Teaching and Learning – 14th June 2016 (Previously distributed) Brian Lennon summarised the meeting for information. The minutes of the meeting were noted.</p> <p>The Headteacher outlined class arrangements for 2016/17: Reception Y1 Y2 Y3 Y4/5 mixed-age class Y5/6 mixed-age class</p> <p>It was noted that no issues had been raised by parents regarding the teaching groups.</p>	
9.	<p><u>Correspondence</u> None.</p>	
10.	<p><u>Any Other Business</u> It was noted that Amanda Wilson had attended the 'Working Together Safeguarding training session provided by the LA.</p>	
11.	<p><u>Confidentiality</u> All that had been discussed was confidential to the meeting.</p>	
12.	<p><u>Date and time of next meeting</u> Dates of meetings during the 2016/17 academic year were noted.</p> <p>Mike Grant thanked Sarah Jackson for her help and support and wished her well for the future. This was warmly applauded by governors.</p>	

The meeting closed at 8.35pm



 Michael Grant – Chair



 Date

ST BARNABAS' C.E. PRIMARY SCHOOL

**Action Plan following the Meeting of the Full Governing Body
held on Thursday 14th July 2016**

	Action	Item Reference	Person	Date
1.	From the Annual Health Check consider: introducing a buddy mentoring system for new Governors; an annual assessment of the GB's progress; a fuller annual end of year report to parents (with data). CARRIED FORWARD.	3	Chair Headteacher	Ongoing
2.	Governors to keep probing about KS1 progress and attainment. CARRIED FORWARD.	3	Governors	Ongoing
3.	Governors to keep asking about Maths and Phonics outcomes in line with School Improvement Priorities. CARRIED FORWARD	3	Governors	Ongoing
4.	Governors to complete reports on their Link Governor visits. CARRIED FORWARD.	3	Link Govs	Ongoing
5.	Safeguarding self-assessment tool to be used and reported back to governors. CARRIED FORWARD	3	Headteacher	Autumn 2016
6.	Letter to LA re finances to be written and submitted reflecting the improved year-end forecast.	3	Headteacher / Adrian Fletcher	Autumn 2016
7.	Link to be circulated for online safeguarding training which includes the Prevent duty.	4	Headteacher	Autumn 2016
8.	Governors to be allocated to a cohort to allow groups to be tracked through school.	5.2	Headteacher	Autumn 2016
9.	Guidance on link governors visits to be circulated.	5.2	Headteacher	Autumn 2016
10.	Committee membership for 2016/17 to be circulated.	5.3	Clerk	With minutes
11.	Dates for Teaching and Learning Committee and the Steering Group to be set.	5.4	Headteacher	Autumn 2016
12.	Academy and Partnership Working Party meeting to be arranged.	6.1	Headteacher	Autumn 2016 prior to FGB

Items for future agendas:

- Working Party feedback on academy and partnership options

