

ST BARNABAS' C.E. PRIMARY SCHOOL



Minutes of the meeting of the Full Governing Body
held on Wednesday, 25th January 2017 at 6.30pm

Present:

Karen Boardman (Headteacher)	Robert Adamson
Mike Grant (Chair)	Anne Williamson
Martin Cumming	Amanda Wilson
Kathryn Mackay-Roberts	Michael Backhouse
Brian Lennon	Helen De Saram

In Attendance:

Eileen Connolly (Deputy Headteacher)
Liz Andrews-Wilson (Clerk)

		Action
	Welcome Prayer The meeting opened with a prayer.	
1.	Apologies for absence, consents and declarations of interest The Chair welcomed everyone to the meeting. Apologies were received from Ann Rawlinson, with consent. Helen De Saram had asked to leave the meeting early. Andrea Mann was on maternity leave. There were no declarations of interest.	
2.	Minutes of the meeting held on 7th December 2016 Previously distributed. The minutes and the confidential item were agreed to be a true and accurate record and were signed by the Chair. With reference to the confidential minute a governor asked if the Diocese would be informed of discussions at the same time as the DfE. The Headteacher advised that they would be informed at the same time.	
3.	Action Plan and Matters Arising With reference to the action plan: Action 1: Update schedule of business with additional dates and re-circulate. Carried forward. Action 2: Mrs Williamson reported that the Ex-Officio vacancy was not a Foundation post so she had not been able to action this. It was agreed that the Headteacher would chase the Diocese on this. There were no matters arising.	Head Head
4.	Headteacher's Report The Head's report to Governors 29.11.16 – 17.01.17 was previously distributed for governors to scrutinise. The Headteacher highlighted some of the key points: <ul style="list-style-type: none"> • The Kitchen Manager was to leave at the end of January for a new job elsewhere. Chartwells (school meal provider) were yet to communicate who would be replacing her. • Training – the Deputy Head had done Working Together to Safeguard Children training and the Head, Deputy Head and two other members of staff had attended Therapeutic Skills for Schools training, which they all found to be very interesting and useful. • Census – the census had been taken and the number of SEN and Free School Meals pupils had increased from the last census. • Worship – Worship had been focusing on perseverance. 4.1 School Improvement Plan 2016-17 The Headteacher talked through progress towards school improvement priorities as detailed in her	

report.

4.2 Data collection report January 2017

Outcomes for pupils

The Headteacher drew governors' attention to the Outcomes for pupil's data (from Autumn Term). She described the trends listed on the table and the governors scrutinised the data. It was noted that there was a spread of attainment of Pupil Premium pupils across each year group. It was also noted that in the autumn term some pupils are still consolidating their learning from the previous year as well as beginning to secure the current year group's curriculum.

The Headteacher explained that the results on the table show where the children were on 'expected' outcomes, compared to the previous summer. She advised that Year 2 and 3 were being measured on a different system and that all data should be viewed cautiously, as a guide. **A governor queried how the numbers relate to each other.** The Headteacher advised that the expectation was that the proportion of pupils attaining expected outcomes at the end of the Autumn term should be in line or above this figure for the end 2015, indicating progress. She added that most children were working at their expected stage, but the results helped to highlight where more SENCO help or intervention work was needed. Once identified these pupils can be targeted.

The Headteacher advised that the school was still working on the data set to reflect the full picture of the pupil's actual performance. The Chair advised that the Government are yet to finalise the way they want the data to be recorded and presented. He added that if the school use this system going forward they would be in a better position as there would be a data set which could be used for comparison.

The Headteacher reported that the SLT had seen some positive outcomes as a direct result of the Talk for Writing course that several of the teachers had attended last term. It was noted that it was good to see the evidence coming through so soon. The Headteacher referred to the **EYFS Mapping Attainment and Progress** report (previously circulated). She advised that EYFS pupils were making good progress, with most working at the expected stage. Comparison work had been done to see where the pupils were at on entry, compared to progress after a full term. She advised that each child in EYFS was assessed over a series of criteria which assigns their capability to an age bracket, for instance they could be working at 24-36 months on an area but actually be 52 months old.

Teaching, Learning and Assessment- The Headteacher advised that the school was developing a Growth Mindset Approach and further training would be taking place in due course.

Improved marking and feedback - The Headteacher reported that a new policy had been implemented, whereby children receive instant feedback (instead of having to wait to the following day). The policy was being well received and the children were responding positively to the new approach. She advised that she had spoken with many of the children and seen that the new system was becoming well embedded. The Deputy Head was working with TAs to show them how to use the new marking system.

Improving Progress in Writing - A governor queried what 'no nonsense spelling' was. The Deputy Head advised that it was an additional resource to help pupils to progress; it helps with dictionary skills and getting the children to spell check as they go.

Introducing whole class reading - The Headteacher advised that the school was moving away from Guided Reading, as it was not seen as effective. She explained that whole class reading allowed less able pupils to take part in discussions and more in-depth questioning. **A governor queried if the Reading volunteers ask the same type of directed questions.** She was advised that they do as they have been given training from her and have suggested questions to ask children on a bookmark.

Summary of Formal Monitoring - The Headteacher advised that she was trialling a new piece of monitoring software, where different criteria can be judged. She drew governors' attention to the

previously distributed *Quality of Teaching and Learning – Summary of Formal Monitoring by SLT 2015-16* report. Governors scrutinised the data, while the Headteacher guided them through it. The software included: spaces to write comments, identify strengths and identify gaps.

The Headteacher advised that she had conducted learning walks and lesson observations, spending a lesson in each class. She had evaluated the lessons against the different criteria and graded each criteria, 1 = needs development to 5 = major strength. The software allowed an analysis of the lesson observations based on the following criteria: pupil progress/teaching/assessment of learning/ differentiation/independent learning/ resources and behaviour. She explained that this was also a new data set. She highlighted that the third table in the report contains two sets of data collection, so the comparable data showed a positive picture for work scrutiny. **A governor queried the SLT timetable and system for scrutiny.** The Headteacher advised that teachers are informed a day before and asked for the work books from a specified top, middle and lower ability pupil, to include a pupil premium and SEN pupil.

The Headteacher stated that her report was giving a very positive picture of the school at the time of writing and she did not want to introduce any other big initiatives at the moment, as it was important to let the new areas that had been introduced this year become embedded with staff and pupils. Under the title of **Leadership, including curriculum and SMSC** (Spiritual, Moral, Social and Cultural Development) - the Headteacher thanked governors who supported the Christmas events. No reports were received on PE and Sport or Being Healthy and Safe as no specific activities had taken place since the last report.

The Headteacher highlighted some additional activities that pupils had been engaged with. The University of York had run a free music workshop. The new School Wellbeing Worker had continued to work with pupils, one afternoon per fortnight. One class had invited parents in to help build shelters as part of their work on history. She also reported that extra curricular clubs were running, but fewer than last term. Changes to TAs hours had lead to some difficulties in finding time for TAs and teachers to communicate. Time for TAs and teachers to meet to discuss planning and assessment after school had been made a priority which meant that teachers had less time to run clubs. **A governor queried if external people/companies could run the clubs.** The Headteacher reported that the school already pays for sports coaches to run clubs on three evening each week. The committee explored options including: help from the PTA, University students or parents who were prepared to give their time for free. It was agreed that the St John's University students should be asked if they'd like to run a project as part of their course, such as drama or music sessions. The Headteacher commented that it would be likely that these students would still need to be supervised, therefore taking staff time.

The Headteacher advised that the **Settling in Survey** (previously circulated) had gone out to the whole school. The responses were positive but few had been returned. The Headteacher stated that she was pleased that the survey had revealed that 73% of parents were 'pleased with' the communication between home and school. It was agreed that another parent survey would be beneficial, with Ofsted type question, so that Ofsted can see parent's views/feedback. This will be sent out later this term.

4.3 Pupil Premium Report

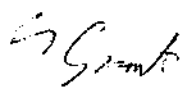
The Headteacher advised that the **Pupil Premium Grant Expenditure Report 2015-16** (previously circulated) related to the last academic years progress. **A governor asked if the school had captured all eligible pupils this academic year.** The Headteacher advised that another form had gone out to parents to double check and a further three PP pupils had been identified. She advised that the majority of the money was spent on staffing and interventions, trying to improve learning and progress for these pupils. She added that the impact of the spending can be seen on RAISEonline. She highlighted that there was still a gap in KS2 between PP and non PP, which had widen since 2015, due to the specific nature of the cohort. It was noted that the EYFS gap had narrowed significantly. She further advised that it was not possible to compare attainment across the school, as the approach to assessment had changed.

Head

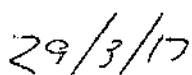
6.	<p>Chair's Report, including:</p> <p>6.1 Partnering/Academies discussion The Headteacher advised that schools in the cluster continued to explore a range of options regarding academisation. She added that an open letter had gone out to all primary schools to see who might be interested in forming a Primary MAT. She advised that a meeting was due to be taking place at Carr Juniors week commencing 30.01.17. This meeting had been scheduled to establish who was unattached and interested in pursuing the formation of a Primary MAT. She listed a number of primary schools who had stated an interest at this stage.</p> <p><i>8pm – Helen De Saram left the meeting</i></p> <p>The Headteacher advised that she had attended a meeting on school improvement in an academy trust, looking at local working and shared expertises. Governors raised concerns about the administration and management fees with a top heavy MAT Board structure. Governors agreed to explore all available avenues and to keep discussing the various options.</p> <p>6.2 Steering Group report No report was given, as there had not been a Steering Group since before the last FGB meeting.</p>	
7.	<p>Services to Schools Governors were informed that the Services to Schools brochure had not been sent out from CYC.</p>	
8.	<p>Committees (not met) No reports were given, as there had not been any committee meetings since before the last FGB meeting.</p>	
9.	<p>Policy Review</p> <p>9.1 Safeguarding Audit Please see item 5.2 above. The Headteacher advised that many Safeguarding measures were in place. The Headteacher stated she would circulate the link for the PREVENT training to all governors.</p> <p>9.2a E-Safety Policy Governors reviewed the E-Safety Policy (previously distributed). The Headteacher advised that the policy was very detailed and contained the latest safeguarding requirements. She advised that staff would be receiving training on the content of the policy and there was to be a focus week on E-Safety. She added that the IT leader would be running a weekly drop in on E-Safety workshop and E-Safety would be featured in the newsletter going out to parents. The policy was approved with minor amendment, which the Headteacher took note of.</p> <p>9.2b Acceptable Use Policy Governors reviewed the Acceptable Use Policy (previously distributed). The policy was approved with minor amendment, which the Headteacher took note of.</p> <p>All staff would be asked to read and sign both policies.</p>	<p>Head/ Clerk</p> <p>All Staff</p>
10.	<p>Term Dates The Headteacher tabled the CYC's School Term and Holiday Dates for 2017/18. Governors reviewed the dates and noted the inclusion of five INSET dates specific to the school: Monday 4th September 2017 Friday 27th October 2017 Monday 8th January 2018 Monday 9th April 2018 Monday 23rd July 2018</p>	
11.	<p>Correspondence No correspondence had been received.</p>	

12.	Any Other Business Skills Audit – The Clerk reminded the governors to forward her their completed Skills Audit forms. The Clerk agreed to re-circulate the Skill Audit forms.	
13.	Confidentiality No confidential items were discussed at the meeting. All discussions and papers derived from this and all governor meetings are to be kept confidential.	
14.	Dates of next meetings, all at 6.30pm: * Wednesday 29 th March 2017 * Wednesday 24 th May 2017 * Wednesday 12 th July 2017	

The meeting closed at 8.15pm



Michael Grant – Chair



Date

ST BARNABAS' C.E. PRIMARY SCHOOL

**Action Plan following the Meeting of the Full Governing Body
held on Wednesday 25th January 2017**

	Action	Item Reference	Person	Date
1.	Update schedule of business with additional dates and re-circulate	3	Headteacher/ Clerk	Feb 2017
2.	Headteacher to chase Ex-Officio vacancy with the Diocese	3	Headteacher	Feb 2017
3.	Headteacher to ask St John's University students if they'd like to run an after school club, as part of their course	4	Headteacher	29.03.16
4.	Circulate PE Grant report once completed by the PE subject leader	4.4	Headteacher/ Clerk	Feb 2017
5.	Clerk to re-circulate 2016-17 training brochure	5.1	Clerk	Jan 2017
6.	PREVENT training to be completed by all governors	5.2	All governors	2017
7.	Mrs Wilson to speak to a potential parent governor	5.3	Amanda Wilson	29.03.16
8.	The Headteacher to circulate the link for the PREVENT training to all governors	9.1	Headteacher /Clerk	29.03.16
9.	The Headteacher to ensure that all staff read and sign the E-Safety and Acceptable Use Policies	9.2	Headteacher	29.03.16
10.	Clerk to re-circulate Skill Audit forms	12	Clerk	Jan 2017