

ST BARNABAS' C.E. PRIMARY SCHOOL



Minutes of the meeting of the Full Governing Body held on Wednesday, 24th January 2018 at 6.30pm

Present: Karen Boardman (Headteacher) Jo Patton
Mike Grant (Chair) Kathryn Mackay-Roberts
Jessica Gilmour Anne Williamson
Ann Rawlinson Lorna Longman

In Attendance: Liz Andrews-Wilson (Governance Support Officer, Clerk)
Helen Groot (Governance Support Officer, in-training)

		Action																												
	Welcome Prayer The meeting opened with a prayer. The Chair welcomed everyone to the meeting.																													
1.	Apologies for absence/consents and declarations of interest Apologies were received, with consent from Robert Adamson, Martin Cumming, Brian Lennon, Andrea Mann and Helen De Saram. There were no declarations of interest.																													
2.	Minutes of the meeting held on 13th December 2017 Previously distributed. The minutes were agreed to be a true and accurate record and were signed by the Chair.																													
3.	Action Plan and Matters Arising																													
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	There were no matters arising.																													
6.	Appointment of Michael Backhouse as an Associate Governor Proposed by: Mike Grant (Chair) Seconded by: Ann Rawlinson All in favour																													
4.	Headteacher's Report including: Improving Performance Review																													

School Improvement Plan 2017/18 (Progress) and Autumn performance report and test outcomes & teaching assessment methods

Governors acknowledged receipt of the Headteacher's report and had scrutinised the papers prior to the meeting. The Headteacher reported that the school had changed over to Target Tracker to help to monitor progress; she described how Target Tracker works and explained some of the columns and the percentages to the governors. She advised that the assessment tool was much quicker to fill in and that she had found it easier to drill down into the dataset, especially during pupil progress meetings.

With specific reference to the End of Autumn Term 2017 data analysis the Headteacher highlighted the usefulness of the new system and explained how to read the data. She explained that the tracker is cumulative and it indicates where the children are at, at any given point in the year. She noted that the children labelled as 'risk' were working just below the 'working at' standard.

The Headteacher explained that the tracker had proven useful when looking at the transition between year groups, as the staff were able to compare the children to where they were in the summer term. Then the SLT are able to ask questions - if the pupils progress percentages have stayed the same, and if so why, and what was being done to improve their progress. She noted that the Year 1 children had made expected progress, and were broadly in line with where they should be.

The Headteacher reported that the Year 2 pupils were broadly working at the expected standard. Some children had fallen behind in Reading and Writing from the end of EYFS. She reported that teacher assessments were above the PIRA test scores (an independent control test) but this could be explained because some children had showed evidence of achieving objectives in class, but had not performed so well in a test situation. Writing was reportedly currently below the expected standard, but Reading and Maths were at the expected standard. She noted that some children had made accelerated progress, but there were some concerns over the children who had fallen behind. Interventions were in place to support these children.

The Headteacher reported that the Year 3 children were broadly working at the expected standard, with no child falling behind from the end of KS1 (last summer). The Year 4 children had made the expected progress, with Reading, Writing and Maths all on track. A governor asked how the staff were using this information. The Headteacher advised that the staff use the data to plot where each child is working and then compares that data with where they were further down the school. She added that Pupil Progress meetings focused on SEN pupils and the children who are falling behind. The staff then reflect on this and alter their interventions in order to have the best impact on the child's progress.

A governor asked if it was possible to use the data to pull out the percentages of how many of the children are Pupil Premium pupils – to see if they are working at the expected standard and if not can funding be targeted at them. The Headteacher reported that the sheets that the staff work from have the children's names on so they can see who is SEN, SEN & PP and make adjustments accordingly. A governor commented that by having the names attributed to the figures it is possible to see which children have joined the school mid-year and still evidence their progress. Noting that this then provides the narrative for an Ofsted inspection.

A governor asked if some staff were stricter than others with their assessments and markings. The Headteacher advised that there is a degree of objectivity and the staff team were working on decreasing the discrepancies with the assessments. Moderations were in place. A governor asked if the staff then alter their expectations based on the assessments/moderated data. The Headteacher advised that the staff hone in on this and develop the weaker areas. In response to a question the

<p>Headteacher advised that the children’s books were looked at regularly to check that the assessments were being carried out correctly.</p> <p>The Headteacher reported that Attainment was below the national average. The Headteacher stated that the current Year 5 was a small cohort of only 16 children, 30% of whom were pupils with SEN. She reported that external agencies were involved with the children who needed additional support. She noted that Year 5 progress was looking on track, apart from Maths – which had been flagged up in the School Improvement Plan. In response to a question about what the school was doing to support these children, the Headteacher advised that the pupils were able to access a greater range of strategies to help them to progress.</p> <p>The Headteacher reported that the Year 6 cohort sat an independent test, which provided evidence that the pupils were making good progress. There was a notably positive picture in Maths and Writing.</p> <p>A governor asked if the staff were finding the Target Tracker helpful and if it was helping them to perform the task better. The Headteacher reported that it had been very well received.</p> <p>Pupil Premium Report The Headteacher informed the governors that they had already reviewed the most up to date Pupil Premium report, as it was based on last summer’s data. The next set of Pupil Premium data and analysis was to be looked at as part of the March meeting. She added that the Pupil Premium report has to go on the website. A governor queried if the way in which the school spends the money is itemised. The Headteacher confirmed that these details are all documented in the Pupil Premium strategy Action Plan. The Action Plan also listed the in-school barriers to learning, which are being overcome through the use of this money. Maths was a targeted focus for Pupil Premium pupils.</p> <p>A governor challenged how the governing body can have oversight of the success criteria resulting from the spending of the Pupil Premium. The Headteacher advised that the Deputy Headteacher had interviewed the children, and focused largely on attainment. Governors asked the Headteacher to provide some specific figures and data on the desired outcomes. The Headteacher advised that the planned expenditure matches where the money is spent. She also advised that the school were promoting Teacher-led interventions, so that there was a bit more of a mixture with the Teachers doing some interventions not just the TAs.</p> <p>In response to a question the Headteacher reported that the School Wellbeing Worker was still supporting the school. Last year she had visited the school one afternoon per week, mainly carrying out direct work with pupils and as a result the school was seeing significant improvements in the behaviour and wellbeing of the children she had worked with. The Headteacher advised that this time was no longer a regular timetabled slot; instead the school can call on her for advice and support as needed, which was working a lot better. She also reported that there was a lot of multi-agency working and engagement.</p> <p>Governors who advised that the school was continuing to raise aspirations through the ‘Inspiring minds’ Scheme. The Headteacher noted that a lot of visitors have come into school to deliver sessions to raise aspirations. TAs also provide general pastoral support.</p> <p>A governor asked if the Catch-up Room was having the desired affect. The Headteacher stated that the children know that they need to do their work in the time given so they don’t have to go to the Catch-up Room.</p>	<p>Agenda</p> <p>Head</p>
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PE Grant Report

The PE and Sport Premium report for 2016-17 was presented. The Headteacher listed the various expenditure which could be claimed under the PE Grant: Teacher training/CPD, cost of transport, Clubs and buying-in specialist teachers and so on.

The attendance figures from the clubs had been reviewed and it had been interesting to see that in KS1 more girls attend the sessions, but by KS2 more boys attend. The Year 6 pupils had been interviewed, to find out why this pattern was occurring. The Headteacher stated that the girls had said that they find that the boys take over and make them feel like they are not good enough, so in response to this the school had invested in a KS2 dance club, with a male and female instructor. It was noted that the children had enjoyed this and that boys had also engaged. A governor commented that the clubs help the children to build confidence.

The Headteacher commented that the school was struggling to cover the administration of the children's participation in Inter and Intra school competitions. A governor suggested that the school could use some of the PE Grant to employ someone to run the admin side of things. The Headteacher agreed to look into whether this was feasible. The governors acknowledged that the PE Grant was to be significantly increased in 2017-18. The Headteacher advised that the school had already begun to spend this in ways to fulfil the criteria.

A governor asked how much was spent on swimming. The Headteacher stated that about £600 was spent per term, but she advised that it was not permissible to use the sports premium money to pay for swimming, due to the need for all children to be able to swim a length, which was part of the curriculum. The money could be used to pay for additional swimming sessions for the children who can swim a length.

A report setting out how the school was spending the PE grant in 2017-18 will be published later in the term and this is required to be published on the school's website.

School Self Evaluation Summary (also see latest Ofsted Inspection Handbook for information)

In response to a challenge the Headteacher advised that the context session of the Self Evaluation Summary contained evidence of the mental health support that is offered at the school, as details about the School Wellbeing Worker were included.

The Headteacher was to add that the school had achieved 'Good' in all areas, into the context and the detail from the York Challenge Partner's report which provided validation of this. A governor asked the Headteacher to include a reference to the whole school focus on Maths in the context. In response to a question the Headteacher advised that evidence was available to support the comments made in the SEF. Governors took some time to review the documents. The Headteacher noted the need to acknowledge that work was in progress to develop subject leaders.

A governor asked if the Headteacher felt confident that the low level disruption was low. The Headteacher commented that governors could judge this as part of their link visits, in order to provide some further evidence. The Headteacher reported that there were interventions in place to deal with low level disruption.

The governors questioned the Headteacher on what was being done about the areas for development: Progress in writing and the development of middle leaders. She provided the governors with the answers to this stating that evidence was in place from multiple sources.

Head

Head

<p>5.</p>	<p>Governance Matters: Strategic Governor Training and 2017/18 Training Dates None to report. Anne Williamson advised that she had booked on to the new SIAMS Framework training session. Ann Rawlinson advised that she would attend the Termly Governors Workshop. Both governors were asked to report back at the next meeting. Anne Williamson advised that she had attended the inset day about Positive Identities. Governors were reminded to pass any training certificates to the Headteacher, who would file them in the Governor File.</p> <p>Link Governor reports None to report.</p> <p>Link Governor visits Policy and Allocations Governors unanimously agreed to APPROVED the Link Governor visits Policy.</p> <p>Lorna Longman was allocated to Year 6. Jessica Gilmour’s allocation was pending. The Headteacher was to send the Clerk the amended Link Governor sheet for circulation. Helen De Saram and Robert Adamson’s allocations were also to be confirmed – with a choice of either Maths or PE.</p> <p>Governors vacancies No change.</p> <p>Governor Monitoring afternoon to be held 25.01.17 The governors were due to have a monitoring afternoon the day after the meeting. The Headteacher had produced a few crib sheets to provide the governors with some baseline questions (see Tabled Items 2 and 3).</p> <p>The Headteacher was to check if governor’s DBS’ need to be renewed.</p>	<p>AW/ AR</p> <p>Agenda Head</p> <p>Head</p>
<p>6.</p>	<p>Chair’s Report, including: Budget update and the Revised Budget The Chair summarised that an approved budget had been set in July, with a deficit of £16,000. Governors had been reassured that this would then be balanced out with a surplus the following year. The Resources Committee had scrutinised the budget at their November meeting and were not happy that the figures matched up or represented what they had been told. As a result of this a full review was conducted by Paul Shepherd (School Business and Monitoring Officer, CYC). The Chair advised that he and the Headteacher had met with Paul to look at the revised figures. He noted that the second set of figures had been in a lot more detail than the first set – as the budget had to be stripped right back to see where the discrepancies had occurred.</p> <p>The Chair reported that a deficit of circa £30,000 was to be carried forward (due to the profiling of the PFI payments), but by the end of next year the school’s budget would go back into surplus – therefore breaking even. He explained that the PFI money had helped create the confusion and with a budget scenario being run with the PFI monies taken out a very small surplus had become evident for 2017/18. The Chair reported that the budget needed to go back to the Resources Committee to be fully scrutinised. He acknowledged that the Bursar and Paul Shepherd had completely reviewed the budget with the Headteacher. He also noted that the budget correctly reflected the savings that had been made as a result of a reduction of teaching hours and the increase in funding which would be coming from the NFF. Governors were reminded that the 2018/19 budget would also depend on the number of children who will be coming into Reception and the needs of that cohort.</p> <p>The Chair stated that he and the Headteacher had asked CYC to continue to provide this level of detail in order to have a full understanding of the budget.</p>	<p>Resources Committee</p>

	<p>The Headteacher stated that the Full Governing Body needed to approve the Revised Budget. The Chair noted that the governors could feel confident that the budget position was understood and it was now accurate, given the work that had gone into reviewing it. The Headteacher advised that the Full Governing Body needed to write to the LA to ask for approval of the deficit budget of £30,000, with a statement advising that there was a projected £30,000 surplus next year, which would balance out the deficit. The Chair of Governors was given authorisation to sign off the Revised Budget.</p> <p>SFVS for signing off The Full Governing Body was in agreement that they had confidence in the budget and were now in a position to authorise the Chair of Governors to sign off the SFVS, which he duly did.</p> <p>Steering Group TBA The Steering Group members were agreed as: Mike Grant, Ann Williamson, Brian Lennon and Anne Rawlinson. A date was to be set after the official business of this meeting.</p>	Chair
7.	<p>Services to Schools This item was to be carried forward to the next meeting. Governors agreed that the clerking provision was to remain the same for 2018/19.</p>	Agenda
8.	<p>Committees Teaching and Learning Committee held on 11.01.18 This item was to be carried forward to the next meeting.</p> <p>Teaching and Learning Committee Terms of Reference – APPROVED</p> <p>Steering Group Terms of Reference – APPROVED</p>	Agenda
9.	<p>Policy Review (These policies had already been discussed / approved by the Teaching and Learning Committee and were recommended to the FGB)</p> <p>SEN Information Report – APPROVED SEN Policy – APPROVED</p>	
10.	<p>Correspondence No correspondence had been received.</p>	
11.	<p>Any Other Business Nothing further was reported.</p>	
12.	<p>Confidentiality The Chair reminded all present that all discussions and papers derived from this and all governor meetings were to be kept confidential.</p>	
13.	<p>Date of next meeting: FGB – Wednesday, 21st March 2018, at 6.30pm</p> <p>Resources Committee - Wednesday, 28th February 2018 at 6.30pm Teaching & Learning Committee - Thursday, 1st March 2018 at 4pm</p>	

The meeting closed at 8.35pm


Chair

21/3/18
Date

ST BARNABAS' C.E. PRIMARY SCHOOL
Action Plan following the Meeting of the Full Governing Body
held on Wednesday, 24th January 2018

Action	Item No.	Person	Date
1. Update schedule of business with additional dates and re-circulate (carried forward)	3	Headteacher	On going
2. Headteacher to ensure that Lorna Longman's York Education account had been set up	3	Headteacher	Feb 2018
3. The Headteacher to provide some specific figures and data on the desired outcomes of the PP funding	4	Headteacher	March 2018
4. The Headteacher to look into whether it was feasible to use the PE Grant to employ someone to run the admin of Inter and Intra school competitions	4	Headteacher	March 2018
5. The Headteacher was to add in the requested details to the context session of the SEF	4	Headteacher	March 2018
6. The Headteacher to send the Clerk the amended Link Governor sheet for circulation	5	Headteacher	Feb 2018
7. The Headteacher was to check if governor's DBS' need to be renewed	5	Headteacher	Feb 2018
8. The Chair was to write to the LA to ask for approval of the deficit budget of £30,000, with a statement advising that there was a projected £30,000 surplus next year	6	Chair	Feb 2018

Items for next agenda:

FGB

- Pupil Premium data and analysis
- PE and Sport Premium report (2017-18)
- Feedback on SIAMS Framework training session and Termly Governors Workshop
- Finalise the allocation of link governor roles
- Services to Schools – Service Level Agreements
- Teaching and Learning Committee minutes (meeting held on 11.01.18)

Items for next agenda:

Resources Committee

- Full scrutiny of the budget

