



ST BARNABAS' C.E. PRIMARY SCHOOL

Minutes of the meeting of the Full Governing Body

Held at the school on Wednesday 7th December 2016 at 6.30pm

Present: Karen Boardman (Headteacher) Robert Adamson
 Mike Grant (Chair) Anne Williamson
 Martin Cumming Amanda Wilson
 Kathryn Mackay-Roberts Ann Rawlinson
 Brian Lennon Michael Backhouse

In Attendance: Eileen Connolly (Deputy Headteacher)
 Jess Swarbrick (Clerk)

		Action
	Welcome Prayer The meeting opened with a prayer.	
1.	<u>Apologies for absence, consents and declarations of interest</u> The Chair welcomed everyone to the meeting. Apologies were received, with consent, from Helen de Saram and Andrea Mann. There were no declarations of interest.	
2.	<u>Minutes of the meeting held on 28th September 2016</u> Previously distributed. The minutes were agreed to be a true and accurate record and were signed by the Chair. It was agreed that the order of the agenda should be amended to allow time for a full discussion of item 6.1.	
6.	<u>Chair's Report:</u> 6.1 Partnering / Academies Question <i>The following discussion has been recorded as a separate, confidential minute.</i>	
3.	<u>Action Plan and Matters Arising not covered by the agenda</u> With reference to the action plan: <ol style="list-style-type: none"> 1. The Headteacher reported that the Steering Group had completed the Governing Body Healthcheck, and would report back on planned action points under item 5. The NGA skills audit had been circulated. Governors were asked to complete and return this to the Clerk if they had not already done so. 2. Completed. 3. Completed. 4. Completed. There were no matters arising.	
4.	<u>Headteacher's Report including Improving Performance Review, progress against the School Improvement Plan and Standards Report</u> The Headteacher's Report had been previously distributed, along with the following documents: <ul style="list-style-type: none"> - Strategies to accelerate the progress of lowest achieving children and SEN (also discussed at the Teaching and Learning Committee meeting on 10th November) - RAISE Online Summary Report - Inspection Dashboard Report - A summary of 2015-16 data based on the RAISE and Inspection Dashboard reports The Headteacher presented her report and invited questions from governors. The following points were highlighted. The Headteacher and governors expressed their thanks to Anne Williamson and other church members for maintaining the school's links with the church whilst there is no vicar in post. It was noted that the next data collection round would take place at the end of term, and outcomes from this would be presented to governors at the next meeting in January.	

Reception baseline data showed that pupils were broadly inline with age related expectations on entry to school (working within the 30-50 month band). The Headteacher reported that within the 30-50 month band, 50-70% had a secure understanding of objectives depending on the area. This means that 30-50% pupils are working at the lower end of the 30-50month band or below. She advised that this baseline data would be used to track pupil progress through the school.

The Headteacher reported that the school was continuing to embed the development of a Growth Mindset approach, with staff training and lessons focused on this theme.

The Headteacher reported that the marking and feedback policy had been reviewed, in order to further support children to improve their work, and also to reduce teacher workload. The Headteacher explained that marking now clearly signposted children to where and how they needed to improve, helping to encourage them to take ownership of their own learning and think for themselves.

The Headteacher briefly outlined the Talk for Writing programme, which was being introduced initially in Reception – lower KS2). It was noted that an overview of this was included with the Headteacher's report, and had been discussed in detail at the Teaching and Learning Committee meeting on 10th November.

With reference to the quality of teaching and learning, the Headteacher reported that this was mainly good across the school, with some aspects of outstanding teaching and some aspects in some classes which required improvement. Governors noted the key strengths and areas for improvement which were set out within the Headteacher's report.

The Headteacher reported that the School Wellbeing Worker was now in post, and would be working directly with some Key Stage 2 children, and also advising staff on strategies to support children in school. It was noted that this post was being funded through the LA and the Health Service

With reference to safeguarding, it was noted that the Headteacher, Deputy Headteacher and Safeguarding Governor, Amanda Wilson, had all attended training on "Working Together to Safeguard Children".

2016 Outcomes

Governors noted the RAISE Online summary report and inspection Dashboard, which had been previously distributed along with a summary analysis from the Headteacher.

Outcomes for both Key Stage 1 and 2 were both below the national average for attainment. The Headteacher advised that children with low prior attainment had not made as much progress as those in the middle and high prior attainment groups in all areas, and were significantly below average in Writing at both key stages. The Headteacher advised that this was therefore a key area for focus in terms of school improvement, for example through the introduction of Talk for Writing as outlined above.

Key Stage 2

Governors asked whether there was a high number of Pupil Premium children within the lower attainment group. The Headteacher advised that there were some. She noted, however, that the Pupil Premium children with mid or high prior attainment had performed inline with national expectations, and it was only those within the lower prior attainment group who were significantly below.

Governors also asked how Pupil Premium funding was being used to support these children. The Headteacher advised that the funding was being used in the implementation and establishment of Growth Mindset and Talk for Writing as well as a number of other areas.

A question was raised about whether there was a correlation between summer born children and a lower level of prior attainment. The Headteacher advised that age did not always affect this, but she agreed that further analysis may help to track this in more detail. The Headteacher further advised that additional tracking of children's "flight paths" was planned, and she would report back on this at the next meeting.

Governors noted the comments within the summary analysis regarding outcomes over time. The Headteacher advised that for the last four years, value added at Key Stage 2 had been above 100 in all subjects combined and in maths and reading, with all subjects and maths being significantly above average in 2015. Attainment had also been consistently above average in all subjects combined and in maths and reading with attainment in reading being significantly above average in 2015. Attainment in writing has been only slightly below average in 2013 and 2015. The 2016 cohort had proportions of SEN and FSM much higher than previous years and was a lower attaining cohort at Key Stage 1, which explained the lower attainment levels. The Headteacher reported that the current Year 6 cohort were on track to perform better in 2017.

	<p><i>Key Stage 1</i> The Headteacher reported that as with Key Stage 2, low prior attainers were significantly below the national average, and were a key area for focus. It was noted that attainment and progress overtime showed an improvement in the gap between school and national outcomes in 2016.</p> <p><i>Phonics</i> The Headteacher reported that Phonics scores showed an improving picture, with the total achieving the standard now above the national average. The Headteacher further reported that the gap between disadvantaged and non-disadvantaged children had narrowed significantly.</p> <p>Phonics results in Year 2 however were below the national figure, though it was noted that this gap was narrowing.</p> <p><i>Early Years Foundation Stage</i> The percentage of children achieving a Good Level of Development was 87%, higher than the previous two years and above the national average of 74%.</p> <p>Governors thanked the Headteacher for her report. It was noted that the Steering Group had also looked at the Inspection Dashboard in detail, and scrutinised the measures in place to address areas for improvement.</p>	
5.	<p><u>Governance Matters</u></p>	
	<p><u>5.1 Strategic Governor Training</u> Governors noted the training opportunities available, which were listed at the bottom of the meeting agenda.</p> <p>Ann Rawlinson, Helen de Saram, Anne Williamson and Robert Adamson had all attended the RAISE Online training. Ann Rawlinson reported that she had also attended induction and Ofsted training through the LA.</p>	
	<p><u>5.2 Link Governors</u> Governors noted the updated list of link governor roles, which had been previously distributed along with guidance for visits. It was noted that the next Monitoring Morning was scheduled for 31st January 2017, and governors were asked to arrange an additional meeting with their class link either before or after that date.</p> <p>Anne Williamson reported that she had visited the school to meet with Martin Cumming in her role as SEN governor, and also Elaine Connolly in her role as Year 5 link governor.</p>	
	<p><u>5.3 Schedule of Business – FGB and Committees</u> The Headteacher advised that there were some additional dates to include on the schedule of business, and she would update and forward this to the Clerk for circulation as soon as possible.</p>	HT / Clerk
	<p><u>5.4 Governor Vacancies</u> The Headteacher reported that she had published the parent governor vacancy in the school newsletter and through the mobile app, but had not yet received any response.</p> <p>With reference to the foundation vacancy, Anne Williamson agreed to take this back to the PCC for further discussion.</p>	AW
6.	<p><u>Chair's Report</u></p> <p><u>6.2 Steering Group Report</u> The Headteacher provided a verbal update from the Steering Group meeting held on 6th December. She advised that the group had completed the Governing Body Healthcheck. It had been agreed that many of the points were in place, though there were a few areas for development.</p> <p>In particular, the group had felt more could be done to develop the mechanisms to listen to and understand pupils, parents and staff. Governors agreed that as part of the Monitoring Morning on 31st January, it would be helpful to meet with a small group of children and look at their books with them in more detail. In addition, a suggestion was made for governors to develop further links with the school council.</p> <p>The Chair agreed to attend a staff meeting in the future also, in order to engage more with staff and show the support of governors.</p> <p>It had also been noted that governors needed to be clear that statutory policies were in place, and this could be done through the link governor system and reported back to the full governing body.</p>	

7.	<p><u>School Bus Portal</u> The Headteacher confirmed that a link to register had now been sent out to all governors. The Chair encouraged governors to access the site if they had not already done so, and look at the national and local guidance available through the portal.</p>													
8.	<p><u>Committees</u></p> <p>8.1 Resources Committee a) <i>Minutes from 16th November 2016</i> Previously distributed. Noted.</p> <p>b) <i>Terms of Reference</i> Previously distributed. The terms of reference were approved.</p> <p>c) <i>Revised Budget 2016/17</i> Previously distributed. Michael Backhouse provided a verbal report on the revised budget, which had been discussed in detail at the Resources Committee. He advised that there was no significant change to the start budget position. He noted, however, that the forecast for 2017/18 onwards showed a predicted deficit based on current assumptions, due to a reduction in funding and an increase in National Insurance and pension contributions for staff. Michael advised that when work began on the 2017/18 start budget in February, this would need to be looked at closely, as the school would not be able to submit a deficit budget to the LA.</p> <p>Governors asked whether there were any continued issues relating to PFI. Michael advised that the school had been given an assurance that this would not happen again.</p> <p>Governors approved the revised budget, and the key summary figures were noted:</p> <table border="1" data-bbox="159 884 1276 1019"> <thead> <tr> <th>TOTAL BALANCES</th> <th>2016/17 Start Budget</th> <th>2016/17 Revised Budget</th> </tr> </thead> <tbody> <tr> <td>In Year</td> <td>£(9,677)</td> <td>£(11,292)</td> </tr> <tr> <td>Brought Forward</td> <td>£10,550</td> <td>£10,550</td> </tr> <tr> <td>Cumulative Carried Forward</td> <td>£873</td> <td>£(742)</td> </tr> </tbody> </table> <p>d) <i>Schools Financial Value Standard (SFVS)</i> Previously distributed. A question was raised regarding item 25, and whether the school had an up to date asset register for all items in school, including those which may have sentimental value such as the stained glass window. The Headteacher confirmed that the school had an up to date register, though this related more to items such as IT equipment. It was agreed that it may be worth including other items on this as suggested.</p> <p>Subject to this query, the SFVS was approved unanimously.</p> <p>e) <i>Budget Management Policy including Scheme of Delegation</i> Previously distributed. The policy was approved.</p>	TOTAL BALANCES	2016/17 Start Budget	2016/17 Revised Budget	In Year	£(9,677)	£(11,292)	Brought Forward	£10,550	£10,550	Cumulative Carried Forward	£873	£(742)	
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	<p>8.2 Pay Committee Michael Backhouse reported that the Pay Committee had met on 19th October to review performance management evidence and agree pay recommendations. Following detailed challenge and questions regarding teaching targets, the committee had made decisions based on the recommendations from the Headteacher.</p>													
	<p>8.3 Teaching & Learning Committee a) <i>Minutes from 10th November 2016</i> Previously distributed. Noted.</p> <p>b) <i>Terms of Reference</i> Previously distributed. The terms of reference were approved.</p>													
	<p>8.4 Headteacher's Appraisal Committee Anne Williamson reported that the committee had met to carry out the Headteacher's appraisal. Following detailed challenge and questions regarding teaching targets, the committee had made a decision regarding this.</p>													
9.	<p><u>Policy Review</u> 9.1 Admissions Policy A link to the LA Admissions Consultation had been included with the agenda for information. Governors agreed to retain the admissions number at 30 for 2018. The Headteacher agreed to respond to the LA on behalf of the governing body.</p>													

	9.2 Safeguarding Policy / Code of Conduct Governors noted the previously distributed code of conduct, which all staff and volunteers were asked to adhere to. The Headteacher distributed paper copies of this code of conduct for governors to sign.	
10.	Holiday Dates 2017/18 The Headteacher agreed to bring proposed training days for 2017/18 to the next meeting for approval. It was noted that if the school was to work in partnership with other establishments in the future, some of these dates may need to be changed to align with this.	
11.	Correspondence There was no correspondence to report.	
12.	Any Other Business There was no other business to report.	
13.	Confidentiality It was agreed that item 6.1 should be recorded as a separate confidential minute. Governors were reminded that all discussions should be treated in a confidential manner.	
14.	Dates of next meetings, all at 6.30pm: * Wednesday 25 th January 2017 * Wednesday 29 th March 2017 * Wednesday 24 th May 2017 * Wednesday 12 th July 2017	

The meeting closed at 8.30pm


Michael Grant – Chair

25/1/2017
Date

ST BARNABAS' C.E. PRIMARY SCHOOL

**Action Plan following the Meeting of the Full Governing Body
held on Wednesday 7th December 2016**

	Action	Item Reference	Person	Date
1.	Update schedule of business with additional dates and re-circulate	5.3	Headteacher / Clerk	ASAP
2.	Raise foundation vacancy with PCC	5.4	Ann Williamson	25/01/17

Items for future agendas:

Data collection report January 2017
Academies discussion
2017/18 Training Dates

