

ST BARNABAS' C.E. PRIMARY SCHOOL



**Minutes of the meeting of the Full Governing Body
held on Wednesday, 29th March 2017 at 6.30pm**

Present:

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

In Attendance: Eileen Connolly (Deputy Headteacher)
Liz Andrews-Wilson (Governor Support Officer, Clerk)

		Action																								
	Welcome Prayer The meeting opened with a prayer.																									
1.	New governor ratification - Mr Jo Patton The Headteacher introduced Mr Jo Patton to the governors, stating that Mr Patton had been elected as the new parent governor. Proposed by: Mike Grant Seconded by: Kathryn Mackay-Roberts The Headteacher and the Chair welcomed Mr Patton to the governing body.																									
2.	Apologies for absence, consents and declarations of interest The Chair welcomed everyone to the meeting. Apologies were received from Martin Cumming and Helen De Saram with consent. Andrea Mann was on maternity leave. There were no declarations of interest.																									
3.	Minutes of the meeting held on 25th January 2017 Previously distributed. A typo had been noticed in the minutes - p3, paragraph 4 should read: 'The Headteacher highlighted some additional <u>activities</u> ', not activates. With this minor amendment noted the minutes were agreed to be a true and accurate record and were signed by the Chair.																									
4.	Action Plan and Matters Arising With reference to the action plan:																									
	<table border="1"> <thead> <tr> <th></th> <th>ACTION</th> <th>ITEM</th> <th>STATUS</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Update schedule of business with additional dates and re-circulate</td> <td>3</td> <td>On going.</td> </tr> <tr> <td>2.</td> <td>Headteacher to chase Ex-Officio vacancy with the Diocese</td> <td>3</td> <td>Carried forward.</td> </tr> <tr> <td>3.</td> <td>Headteacher to ask St John's University students if they'd like to run an after school club, as part of their course</td> <td>4</td> <td>Deputy Head to progress.</td> </tr> <tr> <td>4.</td> <td>Circulate PE Grant report once completed by the PE subject leader</td> <td>4.4</td> <td>On this agenda.</td> </tr> <tr> <td>5.</td> <td>Clerk to re-circulate 2016-17 training brochure</td> <td>5.1</td> <td>Completed.</td> </tr> </tbody> </table>		ACTION	ITEM	STATUS	1.	Update schedule of business with additional dates and re-circulate	3	On going.	2.	Headteacher to chase Ex-Officio vacancy with the Diocese	3	Carried forward.	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	Deputy Head to progress.	4.	Circulate PE Grant report once completed by the PE subject leader	4.4	On this agenda.	5.	Clerk to re-circulate 2016-17 training brochure	5.1	Completed.	
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6.	PREVENT training to be completed by all governors	5.2	Clerk to circulate alternative PREVENT link. Completed.
7.	Mrs Wilson to speak to a potential parent governor	5.3	Completed.
8.	The Headteacher to circulate the link for the PREVENT training to all governors	9.1	Completed.
9.	The Headteacher to ensure that all staff read and sign the E-Safety and Acceptable Use Policies	9.2	Completed.
10.	Clerk to re-circulate Skill Audit forms	12	Completed.

There were no matters arising.

5. Headteacher's Report

SIAMS Inspection:

The Headteacher advised that the SIAMS inspection had taken place the week before this meeting. She added that the inspections are conducted every five years. The inspection had gone very well and the Inspector had commented that, "Pupils were making good progress through the School". She reported that the Inspector had spent a long time talking to the children and had given some very positive feedback about the school's RE lessons. The Headteacher advised that she had received a draft copy of the Inspector's report and she stated that the content was very positive. The Headteacher advised that she would circulate the report in due course.

With reference to the Head's Report to Governors 18.01.17 to 20.03.17 (previously circulated)

Staffing:

- The kitchen still did not have a permanent Kitchen Manager, but recruitment was taking place. Temporary cover was in place.
- One member of staff was to be going on maternity leave from late June.
- Another member of staff was to be returning from maternity leave.
- TA's were increasingly having to help with pupil's medical needs, so the Head was having to organise cover where needed.

Staff development:

The Headteacher highlighted some of the external training courses that staff had attended since the last FGB [all courses were listed in the aforementioned Head's report]. She specifically mentioned the Safeguarding courses and medical courses. She added that the Deputy Head had led a Self-Evaluation session for staff, to see what they would like to change and develop. The Headteacher reported that a course on 'managing difficult conversations' had been very beneficial.

Q: A governor asked if the TA's needed insurance to cover them, while they are performing medical procedures.

A: The Headteacher advised that the Resources Committee were looking into that.

Q: A governor asked if SEN money covers the cost of the additional provision.

A: The Headteacher explained that the money does not work like Pupil Premium, so if it is not EHCP money heavy restrictions are placed upon it.

The Headteacher advised that there was the potential that more staff would need to be trained to deal with pupil's medical conditions in the future.

Visitors to School:

The Headteacher reported that two TA placement students were continuing to work with Reception and KS1, and two pupils from a secondary had completed their Year 10 work experience at the school. She added that the 12-13 reading volunteers had continued to support the School. The

Headteacher highlighted the value of having these volunteers and thanked them for the support that they provide.

Context:

With reference to the table on the Head's Report, the Headteacher stated that three new children had joined the school since the last FGB. She reported that attendance remained below the national average and Pupil Premium attendance was below the national average (largely down to one individual). She advised that 96% was the national average. The Headteacher advised that there had been no significant changes to the Child Protection Information.

Worship:

The Headteacher advised that the School had been focusing on Forgiveness this half-term and had been completing weekly challenges set by the Archbishop of York's Youth Trust.

Improving Performance Review

(5.1) School Improvement Plan 2016-17 – progress

The Headteacher advised that the staff were continuing to develop the Growth Mindset Approach and the techniques were becoming embedded. There had been a big focus on increasing pupil's vocabulary and the Deputy Head had implemented strategies to improve rates of reading at home. It was acknowledged that reward certificates had not been given out as this was going to take place at the end of term, but parents had reported that their children had developed reading at home as a habit.

Leadership:

The Headteacher reported that part of the recent 'Safe from Harm' focus week had focused on refugees and the lessons had been quite powerful and had encouraged the children to think about the lives of others who have lost everything because of war. She added that the prayer group was going well and that three classes had taken part in the Thank You letter awards.

PE: The Headteacher reported that two teachers had been supported by a PE specialist to develop teaching and learning in PE.

Website: The Head teacher asked governors to look through the new website and provide any feedback.

Being Healthy and Safe:

- A group of Year 5 and 6 pupils took part in a guided bike ride, along with Miss Boardman and two Sustrans Bike It Officers. The group looked at identifying safer cycle routes across York.
- The residential visit had gone well. Five children did not go for various reasons. Governors discussed the idea of introducing a Year 4 sleepover to help children and parents feel less anxious about the residential.

Personal development, behaviour and wellbeing:

- The Headteacher advised that the role of the Wellbeing Worker and how best to use their services was under review.
- The lunch time rewards system was reportedly working well.
- The staff that had attended the Therapeutic Skills training were beginning to use their knowledge to support pupils with some positive impact. These staff members plan to lead whole staff training to disseminate their knowledge later this year and into next year.

Partnership with parents:

- Parents' evenings have taken place.
- An electronic parents' survey had been distributed. The Headteacher advised that the results of the survey were to be reviewed at the next FGB meeting.

All

Agenda

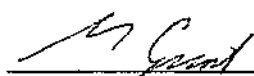
	<p>Extra curricular activities: It was noted that these were sports heavy.</p> <p>5.2) SBM / Bursar update The Headteacher advised that Adrian Fletcher (School Business Manager) would be leaving CYC, as he had been offered another job. She advised that Resources Committee had discussed the options for moving forward at their last meeting with AF. The committee had decided to use the services of a School Bursar, rather than an SBM going forwards. A Bursar would be cheaper than an SBM, and it was felt that since the office restructure there was now less of a need for an SBM. It was noted that AF would be supporting the School into May.</p> <p>5.3) Budget priorities The Headteacher advised that the budget for this year remained very tight, so it was a case of spend as little as possible. Resources Committee will be looking at Budget priorities at their next meeting.</p>	Agenda
6.	<p>Summary SEF (Self-Evaluation Form) The Headteacher referenced to the previously circulated Summary School Self Evaluation February 2017. She advised that the document was a very useful tool for governors, to help them understand the School better. She explained that the strengths are linked to the Ofsted strengths, in order to draw together Ofsted's priorities with the specifics from the School. It was noted that it had been helpful to have had the SIAMS inspection recently. A governor commented that the document had been useful to provide an overview of the school at this moment in time.</p>	
7.	<p>Chair's Report, including: Partnering/Academies open discussion The Chair advised that the Governing Body had been discussing the Partnering/Academies issue for 18 months and had set up the Academies Working Party to focus on this important decision. He added that up until the time of the last meeting three options had been on the table:</p> <ol style="list-style-type: none"> 1. Does the School want to join a MAT? 2. Does the School want to work with other primaries and form a primary MAT? 3. Do nothing and stay as we are. <p>The Chair advised that there were a number of MATs across the City which had been considered as possible options. The Working Party had met with CEOs and representatives from a number of local MATs to find out about their ethos and values, structures and future plans. The Headteacher and Chair of Governors had also met with representatives from a school in the west of York who were in the process of consulting to join Pathfinder MAT to find about their experience of the process.</p> <p>In addition, the Working Party had been pursuing the idea of the formation of a Primary MAT. He explained that in order for the MAT to be financially viable it would need to attract at least 15 schools (to reach 3,000 pupils), most of the schools that had been involved in the discussions had said no, so this was no longer a viable option.</p> <p>The Working Party summarised their findings about the different MATs. Out of the available options the Working Party recommended Pathfinder MAT as having the ethos and values that best matched those of St Barnabas with the structures and schools that would support St Barnabas to continue to flourish and raise outcomes for pupils.</p> <p>It was noted that although Pathfinder and the schools currently in this MAT are at the other side of the city, York is such a small city that all York schools can be considered as local and children in York go to a number of different secondary schools. One school in the west of York is currently consulting on joining Pathfinder MAT so we wouldn't be the only school at this side of the City looking to join Pathfinder. Transition arrangements between St Barnabas and its main feeder secondary schools would remain in place.</p> <p>The Chair went around the table asking each governor for any thoughts on the academisation</p>	

	<p>process. Governors were asked to state a preference for which MAT they thought would be the best option for the School.</p> <p>Following a robust round the table discussion the governors passed a resolution to convert to an academy and unanimously agreed to formally open the consultation process with Pathfinder.</p> <p>The Headteacher agreed to clarify the next step of the consultation process, to include identifying when staff, parents and the community have to be consulted and when the due diligence process would begin.</p> <p>Part of this item was recorded as a confidential minute.</p>	Head
8.	<p>Governance Matters:</p> <p>8.1) Strategic Governor Training including: Online Safeguarding training and update The Headteacher advised that most governors had completed the online Safeguarding training. She reminded those who were still to complete the training to do so ASAP. A governor had attended a CYC training course - <i>A Governors' Role in Overseeing Financial Performance</i>. She stated that the course had been very useful. The Headteacher advised that the 'about us' section on the website contained a link to the National benchmarking data.</p> <p>8.2) Link Governors Governors noted the content of the Link Governor report which had been circulated with the agenda pack.</p> <p>8.3) Governors Monitoring Morning feedback (from 31st January 2017) Governors noted the content of the feedback reports which had been circulated with the agenda pack. It was noted that having the feedback was really useful for the SIAMS inspection as it provided evidence that governors are engaged and are challenging the SLT.</p> <p>8.4) Governor Vacancies It was noted that the only vacant position was a Diocese vacancy.</p> <p>8.5) DfE website compliance The Headteacher advised that the School's new website needed to be compliant with the DfE's list of requirements, including statutory polices. She had uploaded all of the details needed, but asked for a governor to be nominated to check the website for compliance. Mr Patton volunteered for this role. He had noticed that the website would benefit from having better signposting to the Pupil Premium information.</p> <p>8.6) Governors Termly Workshop 10th May 2017 at 6.30pm The Clerk highlighted that the next Governors' Termly Workshop would be taking place on 10.05.17, 6.30-8.30pm at West Offices. She also highlighted the training reminders on the back of the agenda.</p>	
9.	<p>Committees</p> <p>9.1) Resources Committee 15th February 2017 (including PE Grant report) The Chair of the Resources Committee gave a summary report from the last Committee meeting. He advised that it was originally thought that the School would finish the year with a surplus in the budget, but the budget's actual position was in deficit. He explained that the School should hopefully benefit from the National Funding Formula.</p> <p>A governor asked what the partition wall would look like and where it would be positioned. The Headteacher advised that the wall would comprise double wooden doors, with glass either side. She explained that it was to be installed to provide an extra layer of security and would allow for safeguarding checks to be done before visitors came into contact with children. The potential for</p>	

	<p>someone to jump over the Reception desk was raised as a concern, but it was felt to be unlikely. The main risk was someone coming in through the existing main door on the back of someone else and then being able to gain entry to the School. The Headteacher explained that the door would be fitted with an electronic fob system to allow staff to enter and there would be a button to press to exit.</p> <p>PE Grant report</p> <p>Governors noted the content of the report, which had been previously circulated. It was noted that there was still 30% of pupils not taking up sports clubs. A governor queried if it was known if these children were accessing sports clubs outside of school. The Headteacher stated that the analysis showed that the engagement with sports clubs tends to tail off as the children move up the school, especially with girls. It was suggested that having female sports leaders may encourage more girls to stay involved with sports, and the suggestion of having sporting role models was made (perhaps Sixth Form students).</p> <p>The Headteacher advised that the School could potentially be getting additional funding to spend on sports and PE. She added that she was looking at how to increase up take and how to get more children involved. It was noted that the additional funding would come with conditions. She was also looking at how to build in physical activity into each day and stated that two extra lunchtime activities would be starting after Easter.</p> <p>9.2) Teaching and Learning 9th March 2017</p> <p>The Chair of the Teaching and Learning Committee advised that the Worship Policy had been approved at the meeting. He advised that the committee had reviewed the new School website and had liked the fact that it showed the church school distinctiveness and values. The Headteacher advised that the meeting contained a brainstorming exercise for the SIAMS self-evaluation, where governors were asked to produce a summary of the School and it's distinctiveness in 50 words. She remarked that this had been a very well timed exercise and had proven to be very useful in the recent inspection.</p> <p>9.3) Worship Policy for ratification</p> <p>Following the recommendation from the Teaching and Learning Committee the Worship Policy was ratified. Approved with no changes. The Chair to sign a copy.</p> <p>9.4) Safer Recruitment Policy</p> <p>The Safer Recruitment Policy was approved with no changes.</p>	Chair
10.	<p>Correspondence</p> <p>The Chair advised that he had received a letter of complaint from a parent, dated 9.02.17. The parent had highlighted that their child had been sent home early from an after school club by a teacher, but they had not been informed that the child was on their way home. The teacher had decided to send the child home following some behavioural issues and they had been asked if someone would be at home. The child had parental permission to walk home unaccompanied after attending the club. It was acknowledged that the parent should have been contacted to say that the child had been released from the club early. The Chair had written a letter in response to the concerns raised and had stated that sending children home early from after school clubs without notifying parents is not the school's usual procedure. This had been addressed with the member of staff concerned and lessons had been learnt in order to ensure that this human error does not occur again. He added that the procedures that were now in place should rectify this issue and make sure that a similar mistake will not be repeated.</p> <p>The Chair advised that another safeguarding issue had been mentioned in the letter and it was regrettable that the parents had experienced two incidents. This issue related to an error on the attendance log. The child had been marked down as not being in attendance and the parents had been called, but the child was in fact in school. This had obviously caused the parents great concern.</p>	

	The Chair advised that this issue had also been rectified and procedures had been adapted to ensure that this mistake was not made again.	
11.	Any Other Business Activation of York Education website The Headteacher reminded governors that she had sent all governors a re-activation link for the York Education website and she encouraged all present to activate their account with their log on details.	
12.	Confidentiality The Chair reminded all present that all discussions and papers derived from this and all governor meetings are to be kept confidential.	
13.	Dates of next meetings, all at 6.30pm: * Wednesday 24 th May 2017 * Wednesday 12 th July 2017 Resources Committee – Wednesday, 26 th April 2016 at 6.30pm Teaching & Learning – Thursday, 15 th June 2016 at 4pm Steering Group – TBC	

The meeting closed at 8.20pm



Michael Grant – Chair

24.05.17

Date

ST BARNABAS' C.E. PRIMARY SCHOOL
Action Plan following the Meeting of the Full Governing Body
held on Wednesday, 29th March 2017

Action	Item No.	Person	Date
1. Update schedule of business with additional dates and re-circulate (on going)	4	Headteacher/ Clerk	May 2017
2. Headteacher to chase Ex-Officio vacancy with the Diocese (carried forward)	4	Headteacher	May 2017
3. Governors to look through the new website and provide feedback	5	All	May 2017
4. Headteacher to clarify the next step of the consultation process, to identifying when staff, parents and the community have to be consulted and when the due diligence process would begin	8	Headteacher	May 2017
5. The Chair to sign a copy of the Worship Policy	9.3	Chair	April 2017

Items for next agenda:

FGB

- Results from the electronic parents' survey

Resources Committee

- Budget priorities

