

ST BARNABAS' C.E. PRIMARY SCHOOL



Minutes of the meeting of the Full Governing Body held on Wednesday, 4th October 2017 at 6.30pm

Present: Karen Boardman (Headteacher) Jo Patton
Mike Grant (Chair) Brian Lennon
Robert Adamson Michael Backhouse (from 7.10pm)
Andrea Mann

In Attendance: Lorna Longman (Observing – potential co-opted governor)
Kathryn Mackay-Roberts (Observing)
Liz Andrews-Wilson (Governance Support Officer, Clerk)

		Action
	<p>Welcome Prayer The meeting opened with a prayer.</p>	
1.	<p>Election of Chair for 2017-18 Mr Grant welcomed everyone to the meeting and all attendees introduced themselves to Lorna Longman. The Clerk asked the FGB if anyone wished to be nominated for the role of Chair for 2017-18, she advised that Mr Mike Grant had indicated that he was happy to stand again. No further nominations were received. Brian Lennon proposed Mike Grant and Robert Adamson seconded this motion. The Clerk asked Mr Grant to leave the meeting.</p> <p><i>6.42pm – Mr Grant left the meeting</i></p> <p>Governors voted unanimously to extend Mr Grant's term as Chair for 2017-18.</p> <p><i>6.43pm - Mr Grant re-entered the meeting</i></p> <p>The Clerk informed Mr Grant that he had been duly elected as Chair.</p> <p>Election of Vice-Chair for 2017-18 The Chair asked the FGB if anyone wished to be nominated for the role of Vice Chair for 2017-18. Brian Lennon nominated himself for this role. Mike Grant proposed Brian Lennon and Jo Patton seconded this motion. The Clerk asked Mr Lennon to leave the meeting.</p> <p><i>6.44pm – Mr Lennon left the meeting</i></p> <p>Governors voted unanimously to elect Brian Lennon into the role of Vice Chair for 2017-18.</p> <p><i>6.45pm - Mr Lennon re-entered the meeting</i></p> <p>The Chair informed Mr Lennon that he had been duly elected as Vice Chair.</p>	
2.	<p>Apologies for absence, consents and declarations of interest Apologies were received, with consent from Anne Williamson, Martin Cumming and Eileen Connolly. Ann Rawlinson and Helen De Saram were absent. The Headteacher informed the FGB that Michael Backhouse would arrive later in the meeting. There were no declarations of interest.</p> <p>The Chair introduced Lorna to the FGB. The Headteacher advised that Lorna was a parent at the</p>	

	<p>school and was keen to become a co-opted governor, when Mr Backhouse resigned later in the year. Lorna advised that she was a chartered accountant. It as noted that her interest in joining the FGB had been well time, as her skills would replace Michael's. The Chair stated that the governors were very pleased for her to join the FGB.</p> <p>Annual review of Governor Business Interest forms The Clerk circulated 2017-18 Business Interest forms, which governors, check, amended and signed before returning to the Clerk.</p> <p>Governor Code of Conduct The FGB agreed to adopt the 2017 Governor Code of Conduct.</p>	
3.	<p>Chair's Report</p> <p>Academisation update</p> <p>The Chair invited the Headteacher to remind governors about where the academisation process had reached by the end of last term. She reported that the due diligence day had gone well and that the report had gone before the Pathfinder MAT Board. She explained that everything was pointing towards the due diligence process ending with a positive outcome, as very good feedback had been received. The Headteacher reported that she did not hear anything the day after the MAT Board's meeting, so chased the CEO of Pathfinder but he'd already broken up for summer. She was able to contact the Chair of Pathfinder's Trust Board. He advised the Headteacher that St Barnabas' was not going to be accepted into the MAT, due to the risk associated with the KS2 data. She advised governors that the progress data had not all been finalised at that point. The Headteacher reported feeling disappointment and down-hearted, due to the amount of work that had done.</p> <p>The Chair reported that after the summer holidays he and the Headteacher had written a letter to Pathfinder asking for a letter detailing the formal reasons for why the school wasn't accepted. He advised that they had received a response via email. The Headteacher tabled Andrew Daly's emailed response (Tabled Item 1). The Chair explained that he replied to Mr Daly's email asking him to provide proper written feedback, so that governors could consider Pathfinder's comments and provide parents with some reasons why the school was not accepted. He noted the comment: '...Pathfinder felt that it could not provide the necessary leadership support and capacity at this time...'</p> <p>A governor expressed the opinion that Mr Daly's email should have been sent out before the holidays to avoid the stress and worry. Governors discussed how best to communicate the decision to parents and agreed that the main reason why the school had not been accepted was because of Pathfinder's lack of capacity. Governors also noted that in the financial section of the due diligence report, Pathfinder had highlighted that taking on a PFI school may be a cause for concern, although Pathfinder had not explained what those concerns were. They noted that this should be a consideration for any future academisation discussions.</p> <p>The governors discussed the best way to move forwards. The Chair asked the governors to consider whether or not the FGB should look again at the other MATs in the City, noting that the process was time consuming. Or should the school concentrate on school development ahead of the now overdue Ofsted inspection. He advised that last term the governors had voted to become part of a MAT. He therefore wanted the FGB to agree on the next step that should be taken. A governor challenged the Headteacher by asking if she felt like the school was missing out on anything, not being in a MAT. She advised that there were many benefits of schools working collaboratively but she concluded that it would be best to focus all our attention at the current time on our own school improvement, in order to further improve outcomes for pupils following the below average attainment at KS2 over the last two years.</p>	

The Headteacher noted that the school was at risk of receiving a Requires Improvement Ofsted judgement, and that a 'Good' would be more attractive to a MAT. It was also noted that more MATs were forming so there were more options in the future. Governors agreed to wait until after Ofsted had been, then review the academisation agenda this time next year, noting that a Requires Improvement judgement might limit the school's options and the decision maybe taken away from the governors under those circumstances. The school will continue to work collaboratively with other schools in the West Cluster.

Governors' Termly Workshop report (held on 27.09.17)

The Chair advised that the Governors' Termly Workshop had largely focused on the New National Funding Formula and how York would benefit. He explained that some schools would benefit due to their particular cohort. He noted that the free school meal element of the formula had been split into deprivation categories.

7.10pm – Michael Backhouse entered the meeting

The Chair explained that the Governors' Termly Workshop had been preceded by a demonstration of the new Minutepad software, which the Governance Service were currently trialling with one of the MATs in the City. He explained that the software operates through a website portal and governors are enrolled and given a password, so that they can access meeting papers and correspondence. The Clerk advised that the portal removed the need for governance papers to be going through personal email accounts, which would satisfy the requirements of the new General Data Protection Regulations which would be coming into force in May 2018. The Chair explained that the school may have to wait a year, to use the portal until all the trials had been completed.

The Chair advised that the Termly Workshop had also covered the City's KS4 SATs results; but none of the data had been validated. The Headteacher explained that this assumed data was normally a fairly accurate prediction of the actual data.

4. **Minutes of the meeting held on 12th July 2017**
Previously distributed. The minutes were agreed to be a true and accurate record and were signed by the Chair.

5. **Action Plan and Matters Arising**

	ACTION	ITEM	STATUS
1.	Update schedule of business with additional dates and re-circulate (on going)	3	On going
2.	Headteacher to review the 'Your Ofsted ready website check list'	3	Completed
3.	Comments about the draft Due Diligence report, to be sent to the Headteacher	5.1	Finished
4.	The Clerk to add financial skills gap to the Governance Service's database	6.3	Resolved
5.	Finalise committee membership and dates of meetings	6.5	On this agenda
6.	Headteacher to circulate 3 x Link Governor visit reports	6.6	Completed

There were no matters arising.

6. **Headteacher's Report including:**
DRAFT Overview of School Improvement Plan 2017-18 and Progress towards School Improvement

Priorities 2015/16, including Results Analysis 2016/17

The Headteacher reported that she had received the LA Risk Assessment letter, which had been circulated with the agenda. She advised that the school had been categorised with a B1 risk factor: 'Currently good or better, but could be at risk - have the capacity to bring about rapid improvement.' She added that this judgement was informed by reports from the School Partnership Advisors. She noted the main headlines from the School Improvement Plan overview (based on the end of 2017 data):

- EYFS slightly above national average at expected
- KS1 -real improvement compared to previous years, especially in writing. Attainment and expected averages were broadly in line with the national averages

The Headteacher gave a KS2 summary. She reported that two Reading papers had a re-mark, one didn't change, and the other went up by 3 or 4 marks. This therefore changed the results for Reading and brought the results nearer to the national average. Reading was therefore no longer a major issue. Maths at KS2 was a cause for concern. She advised that schools are aiming for a progress score of at least 0. The Headteacher reported that SEN and EAL children had made very strong progress at KS2; but the Maths issues, were due to a particular attitude towards learning from a group of girls. She explained that when one child's results are removed (because they were creating an anomaly) the scores did improve but Maths was still the issue. She informed governors that having only 16 children in the cohort can mean that one or two children's results can really change the average percentages, which would be less of an issue for larger schools.

The Headteacher advised that the School Improvement Areas were:

To embed:

- Growth Mindset, Talking for Writing, Spelling, Whole Class Reading, RE

New focus:

- Maths – mastery to be worked on (noting that a pupil's needs and attitudes to learning affect the results). Children across the school will be using apparatus to help with maths, no longer just the lower attainers. The school was to try using new approaches coming over from Singapore (Singapore Maths) and China.

The Headteacher advised that the curriculum and expectations had changed. **A governor challenged the Headteacher by asking if the practical element would help to secure the learning of the group of girls who were struggling.** The Headteacher advised that the practical elements should help to improve confidence. She added that an equipment audit had been conducted and new equipment had been ordered.

- Reading - improving vocabulary / word meanings to improve comprehension
- Assessment – this had been on hold, whilst awaiting the MAT decision, formative assessment was to be improved
- Mental and physical health provision was to be improved
- PSCE was to be reviewed – notably the school was to be engaging with a positive identities project. The DfE have given funding to Barnardo's and they are rolling out this project to help with gender and LGBT bullying
- Improve staff development – the Headteacher invited a governor to come along to this staff meeting in January

The Headteacher advised Middle Leadership continued to be developed, but the size of the school hindered the growth of the SLT. She advised that the SLT were going on a coaching day to learn more about supporting staff and there were a lot of training and support opportunities being delivered to the staff. The Headteacher listed the training that staff had attended.

In answer to a question the Headteacher advised that the school would be using Target Tracker, to

track data. A governor commented that they would like a system with a parent facility; Class Dojo and Tapestry were both discussed.

Staffing

- A new teacher had started at the beginning of term and was job sharing with Mrs Mann. She was still completing her NQT year, having completed one term of it already in a previous school
- The TA that had been off sick, had returned to work but was off sick again
- The Headteacher was planning to recruit a casual TA to the school to maintain consistency, wherever possible
- Full time office cover was being provided by Mrs Entwistle

Other headlines:

- A class set of ipads had been purchased
- 164 pupils were on roll, which was up on July
- Quite a lot of families had moved out of the area, it was noted that this would affect the budget predictions for April 2018
- The number of Free School Meals pupils (who would become Pupil Premium pupils) in Reception was the same as the number that had left Year 6
- The school had a 97.3% attendance rate in September 2017
- There were no charges to Child Protection Information
- Worship – Harvest festival was held in the church on 15th September

Statutory Assessment Update (KS2 data)

The Headteacher drew governors' attention to the KS2 data, which was listed in a table within her report. She advised that the figures would change slightly after the re-marks. She reported that Writing was above average and progress was good. She explained that the progress score in Maths was -1.9, but the national floor standard was -5, therefore the school had to improve in this area. She advised that the SPAG scores were also lower than national average.

The Headteacher went on to explain the next table in her report, which showed the percentage of children working at their expected age group. She advised that this data set compared the same cohort of children, firstly from the end of 2016 and secondly from the end of July 2017. She noted that in 2017 more of the children were securely on track, 58% → 62% in Reading, 57% → 60% in Maths and 44% → 57% in Writing. She advised governors to view this data with caution, but added that the SLT had drilled into the data and seen that the children, who might not be 'secure', were only just off secure. She explained that every child had a flight path to identify if anyone had fallen behind and who was on target.

Other year groups:

- Year 3 poor performance was influenced by two children joining mid year
- Year 4's Reading scores had slipped due to child movement
- The majority of pupils were making the expected progress, a small number were not
- Across the whole school, the new maths curriculum was still becoming embedded
- EYFS had produced very positive results

The Headteacher advised that the whole school Pupil Premium / non PP gap had been 22% in 2016, but had reduced to 15% in 2017.

Teachings, Learning and Assessment

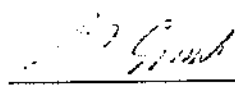
Governors reviewed this section of the Headteacher's report. A governor asked if the parents and children liked the new planners, noting that it would be useful to get some feedback from the parents. A parent governor stated that they liked the creativity of the ideas, but noted that more

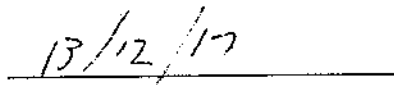
	<p>explanation for parents was needed. The Headteacher was asked if it would be possible to provide some supporting papers for parents to help, especially with understanding maths approaches such as number lines. The Headteacher suggested that she could seek parental views about areas of learning and approaches they would like more information about and that support could be given to parents through the class half termly 'Stay and Learn' sessions or workshops at other times. Some useful links could also be added to the newsletter.</p> <p>Leadership – In answer to a question the Headteacher advised that the sports funding was to increase and would be used to purchase additional external sports equipment.</p> <p>Personal Development, Behaviour and Wellbeing - The NSPCC had visited the school and held a KS1 and KS2 assembly and a workshop with Year 5/6. In an age appropriate way, they focused on children's worries and concerns and what they could do about this (ie: tell someone, contact the NSPCC).</p> <p>Partnership with Parents - Every class has had a parent's event where parents were shown routines and told about expectations.</p> <p>Safeguarding - Staff were completing their annual online Safeguarding training.</p> <p>One of the school's classrooms was being let out to the Kestrel class (the KS1 provision from Danesgate PRU). The school was to keep the rent and were pleased to be able to support the provision. It was noted that the children in the PRU did not mix with St Barnabas' children.</p>	Head
7.	<p>Committee Updates</p> <p>Committee Membership 2017/18</p> <p>Governors agreed that there were to be no changes to the Committee Membership from 2016/17. The Headteacher reiterated that Jo Patton had been co-opted onto the Resources Committee at a previous FGB.</p> <p>The FGB discussed the committee membership of the Pay Review Committee, as one of the members had stepped down. Michael Backhouse and Robert Adamson agreed to sit on this committee and Anne Williamson was to make up the third place, subject to the Diocese renewing her term of office.</p> <p>Committee Meeting Dates 2017/18</p> <p>Committee Meeting dates for 2017/18 were circulated with the agenda and were considered final. Governors noted the change of date for the Teaching and Learning Committee, which was due to be held on 16.11.17.</p>	
8.	<p>Governance Matters:</p> <p>Governor Training</p> <p>There was no training to report.</p> <p>FGB Strategy Review</p> <p>It was noted that the Steering Group were to look at FGB Strategy Review.</p> <p>Link Governor reports</p> <p>The Headteacher advised that she would re-issue a list of Link Governors for 2017/18. The Safeguarding Governor was to be appointed at the next meeting. Governors noted the two Link Governor reports which had been circulated with the agenda.</p> <p>Steering Group Report</p> <p>The Chair advised that the Steering Group had meet on the 19.09.17. The Group had focused their</p>	<p>Steering Group</p> <p>Head / Agenda</p>

	<p>discussion on the outcome of Pathfinder MATs due diligence process and the 2017 data.</p> <p>Parent Election The Headteacher advised that three parents had nominated themselves for election. Lorna Longman had been approached to fill the co-opted vacancy that was to be vacant when Michael Backhouse leaves the FGB in November. Lorna was co-opted on the basis of her skills and the skills gap that would be created when Michael left. There two other parents were to go through the election process, to determine which one would fill the parent vacancy. The Headteacher was to inform Clerk of the outcome once the votes had been counted.</p> <p>Staff Election Martin Cumming was unopposed, so was duly re-elected into the role of staff governor, for a further four year term.</p> <p>Terms of Office The Clerk advised that Kathryn Mackay-Roberts' term of office had ended and that she was awaiting the Diocese to approve her application to fill the Foundation governor vacancy. Anne Williamson was also awaiting the Diocese to approve her re-appointment. The Clerk advised that she had chased the Diocese.</p> <p>Governor vacancies Kathryn Mackay-Roberts advised that the Church were still having on going discussions about the other Foundation governor vacancy.</p> <p>It was agreed that Lorna Longman would continue to observe governor meetings until Michael Backhouse resigned.</p>	Head
9.	<p>Policies</p> <p>Policy Compliance Management The Headteacher advised that she had purchased a new software package called Compliance Management - an electronic portal for maintaining a policy tracker. She explained that when a policy needs to be reviewed governors are sent an email asking them to review it. It then gathers all the responses and 'approves' the policy. She handed out an instruction sheet for Compliance Management (Tabled Item 2).</p> <p>Pay Policy The Headteacher advised that the Pay Policy included a 1% uplift, and a 2% uplift for Main scale teachers. She added that these increases had not been budgeted for and she explained that governors can decide to not add the 2% to the main scale recommendation if they so wished. Governors voted unanimously to ACCEPT and APPROVE the Pay Policy with the 1% uplift and the 2% uplift for Main scale teachers.</p> <p>Appraisal Policy It was noted that this policy had been accepted by the governors last year. There were no changes for 2017/18. Governors voted unanimously to ACCEPT and APPROVE the Appraisal Policy.</p> <p>Safeguarding and Child Protection Policy (including Prevent) - APPROVED.</p> <p>Code of Conduct for Staff and Volunteers No changes had been made. Governors agreed to continue to endorse the Code of Conduct for Staff and Volunteers. APPROVED.</p>	

	Allegations of Abuse against Staff Policy - APPROVED. The Headteacher was to share these policies with staff.	Head
10.	Correspondence No correspondence had been received (albeit for Andrew Daly's email – tabled item 1).	
11.	Any Other Business Nothing further was reported.	
12.	Confidentiality The Chair reminded all present that all discussions and papers derived from this and all governor meetings were to be kept confidential.	
13.	Date of next meeting: FGB - Wednesday, 13 th December 2017 at 6.30pm Pay Committee – Wednesday, 25 th October 2017 at 9.30am Resources Committee – Wednesday, 29 th November 2017 at 6.30pm Teaching & Learning Committee – Thursday, 16 th November 2017 at 4pm	

The meeting closed at 8.35pm


Chair


Date

ST BARNABAS' C.E. PRIMARY SCHOOL
Action Plan following the Meeting of the Full Governing Body
held on Wednesday, 4th October 2017

Action	Item No.	Person	Date
1. Update schedule of business with additional dates and re-circulate (on going)	3	Headteacher/ Clerk	December 2017
2. The Headteacher to seek parental feedback about areas they would like more information about and to provide support for parents in these areas	6	Headteacher	December 2017
3. The Headteacher to re-issue a list of Link Governors for 2017/18	8	Headteacher	November 2017
4. The Headteacher was to inform Clerk of the outcome of the Parent Election once the votes had been counted	8	Headteacher	Completed
5. The Headteacher was to share policies with staff	8	Headteacher	Nov 2017

Items for next agenda:

FGB

- Update schedule of business with additional dates and re-circulate
- Safeguarding Governor to be appointed

Steering Group

- FGB Strategy Review