

ST BARNABAS' C.E. PRIMARY SCHOOL



Minutes of the meeting of the Full Governing Body held on Wednesday, 13th December 2017 at 6.30pm

Present: Karen Boardman (Headteacher) Jo Patton
 Mike Grant (Chair) Kathryn Mackay-Roberts
 Robert Adamson Brian Lennon (until 7.51pm)
 Jessica Gilmour Anne Williamson (from 6.45pm)
 Helen De Saram Michael Backhouse (from 6.47pm)
 Ann Rawlinson Martin Cumming (from 7.15pm)

In Attendance: Lorna Longman (Observing, awaiting co-option) (from 6.58pm)
 Eileen Connolly (Deputy Headteacher) (until 8.23pm)
 Liz Andrews-Wilson (Governance Support Officer, Clerk)

		Action																														
	<p>Welcome Prayer The meeting opened with a prayer. The Chair welcomed everyone to the meeting and introduced the new parent governor Jessica Gilmour.</p>																															
1.	<p>Apologies for absence/consents and declarations of interest Apologies were received, with consent from Andrea Mann. The Headteacher informed the FGB that Michael Backhouse, Anne Williamson and Martin Cumming would arrive later in the meeting. There were no declarations of interest.</p> <p>Outstanding Business Interest forms The Clerk circulated the outstanding 2017-18 Business Interest forms, which governors, checked, amended and signed before returning to the Clerk.</p>																															
2.	<p>Minutes of the meeting held on 4th October 2017 Previously distributed. The minutes were agreed to be a true and accurate record and were signed by the Chair.</p>																															
3.	<p>Action Plan and Matters Arising</p> <table border="1"> <thead> <tr> <th></th> <th>ACTION</th> <th>ITEM</th> <th>STATUS</th> <th></th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Update schedule of business with additional dates and re-circulate (on going)</td> <td>3</td> <td>The Headteacher explained that this was ongoing and that Compliance Manager would be used to help update the schedule</td> <td>Head</td> </tr> <tr> <td>2.</td> <td>The Headteacher to seek parental feedback about areas they would like more information about and to provide support for parents in these areas</td> <td>6</td> <td>Details had gone into the newsletter, addressing homework and other concerns. This was also to be discussed at the stay and learn sessions</td> <td></td> </tr> <tr> <td>3.</td> <td>The Headteacher to re-issue a list of Link Governors for 2017/18</td> <td>8</td> <td>Carried forward</td> <td>Head</td> </tr> <tr> <td>4.</td> <td>The Headteacher was to inform Clerk of the outcome of the Parent Election once the votes had been counted</td> <td>8</td> <td>Completed - the results were on the notice board</td> <td></td> </tr> <tr> <td>5.</td> <td>The Headteacher was to share policies with staff</td> <td>8</td> <td>Completed - the staff were accessing the Compliance Manager portal</td> <td></td> </tr> </tbody> </table>		ACTION	ITEM	STATUS		1.	Update schedule of business with additional dates and re-circulate (on going)	3	The Headteacher explained that this was ongoing and that Compliance Manager would be used to help update the schedule	Head	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	Details had gone into the newsletter, addressing homework and other concerns. This was also to be discussed at the stay and learn sessions		3.	The Headteacher to re-issue a list of Link Governors for 2017/18	8	Carried forward	Head	4.	The Headteacher was to inform Clerk of the outcome of the Parent Election once the votes had been counted	8	Completed - the results were on the notice board		5.	The Headteacher was to share policies with staff	8	Completed - the staff were accessing the Compliance Manager portal		
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	<p>6.45pm - Anne Williamson entered the meeting (before Action 3) 6.47pm – Michael Backhouse entered the meeting (after Action 3)</p> <p>The Headteacher agreed to update and circulate the governor listings, to include the new governors.</p> <p>There were no matters arising.</p>	<p>Head</p>
<p>4.</p>	<p>Headteacher’s Report (including Improving Performance Review)</p> <p>4.1) Standards & Achievement annual report including ASP (replacement for RAISEonline) and Data Dashboard - (IDSR)</p> <p>The Headteacher tabled the Inspection Data Summary Report (IDSR) (Tabled item 1). She explained that the data was the official data from the summer term, seen with the national comparisons and with full detailed analysis. She informed governors that the old RAISEonline had been superseded by Analyse School Performance (ASP), which had a helpful function whereby data can be filtered. She added that this data would be the first aspect that an Inspector would look at.</p> <p>The Headteacher explained how to read the summary report, advising governors how they can compare the datasets from the different groups of children and how they can identify strengths and weaknesses. She informed governors that the validated data would come out in January and she was hoping to have more details on Free School Meals children and Pupil Premium children. She noted that the school had a higher than average proportion of SEN children – as the numbers had increased. She also noted that the deprivation indicator of the children within the school was in line with the national average. A governor commented that the report did not include data on EHCP applications which were on going.</p> <p>The Headteacher explained that the data on page 3 of the report was based on the census data. She noted that the cohorts do vary across the school. The Headteacher reported that the current Year 2 were a high performing cohort, while the current Year 5 were a lower performing cohort. She explained how to read the data to provide governors with an understanding of how the percentages reflect the pupil’s attainment.</p> <p><i>6.58pm - Lorna Longman entered the meeting</i></p> <p>The Headteacher referred to the tables on page 4 of the report, which indicated the progress from KS1 to the end of KS2, shown in percentile groupings. In 2015 St Barnabas was in the top 20% of schools national, but there had been a decline in progress for all pupils, and particularly middle attainers in reading and maths. She advised that these figures need to be read cautiously, as it was accepted that small cohorts can skew the data. The Headteacher explained how the removal of one outlier can have a massive impact on the overall dataset, especially in a school with a small cohort. A governor asked how having a small cohort affects the percentages, the Headteacher explained that each out going Year 6 child in St Barnabas represented 6%, so one child can skew the data, whereas each individual in a larger school would be worth less of a percentage, so outliers would be balanced out.</p> <p>The Headteacher reported that progress in writing then been in decline, but this year’s cohort had performed better than expected. There had however been a decline in the progress made in maths, particularly for middle attaining children. She explained that this was a cause for concern, highlighting that Maths at KS2 was the school’s key area of focus for this year.</p> <p>The Headteacher reported that the progress scores for reading were below average (-0.24), but if</p>	

only the pupils who were on roll throughout all of Year 5 and Year 6 are considered the school becomes closer to the national average and a re-mark could help to make this closer still to 0.0 (the national average). The Headteacher drew governors' attention to the Reading progress scatterplot, showing the breakdown of girls, boys, Disadvantaged and SEN children. With reference to the Writing attainment scatterplot (on page 8) the Headteacher reported that children with low prior attainment were broadly in line with the national average. She advised that areas of weakness are focused on and written into the School Improvement Plan. She added that governors should challenge these areas going forward.

The Headteacher reported that the gap between disadvantaged and all pupils, in reading and writing had narrowed, but maths remained an issue. She reported that SEN pupils had positive scores in reading and writing, but maths had a slightly negative score. English as an Additional Language (EAL) pupils were reportedly doing very well. A governor asked why the EAL do well, the Headteacher explained that they tend to have a good attitude to learning and good support at home and the school provides them with a lot of additional support. She summarised that the number of children making positive progress had increased, but the figure needed to be higher; and that attainment was low in all areas.

7.15pm - Martin Cumming entered the meeting

The Headteacher advised that the KS1 data provided a more positive picture. The pupils were progressing in line with the national average for 'working at expected' and 'working at greater depth'. She noted that higher attainers were being challenged to attain as high as they were able to. The Phonics Screening had indicated that the Year 1 pupils were in line with the national average, for all groups albeit for SEN. She explained that the way that phonics lessons were delivered had been improved over the last few years, with the aim of increasing the number of secure passes. EYFS was broadly in line with the national averages, while Free School Meals pupils had attained slightly lower scores than in 2016. She noted that writing scores were always low at EYFS. In answer to a question the Headteacher explained that progress was measured again in the autumn term. The autumn analysis for 2017-18 was to be reviewed at the next FGB meeting.

A governor challenged the Headteacher - asking if there were any surprises within the dataset and if the national benchmark was higher or lower than expected. The Headteacher advised that there had not been any surprises since the initial results in summer and that the national benchmark was just as expected.

4.2) School Improvement Plan 2017-18 – progress

The Headteacher advised that she would be updating the School Improvement Plan ahead of each FGB meeting. She noted that the need to improve progress in Maths had been added, and as more data comes in this element of the SIP would be updated. Actions would then be added and tracked.

A governor challenged the Headteacher - asking if she thought that the school was on track for where it needed to be at this stage of the year. The Headteacher advised that she thought that the whole school was on track, but once all of the data was available the staff would be conducting individual pupil progress meetings.

The Headteacher highlighted that there were a number of emerging SEN issues especially in KS2, with a number of pupils presenting with autistic tendencies, which were becoming a barrier to their learning. She advised that referrals had gone to CAHMS but the waiting list was long and was causing delays. The Headteacher advised that the Deputy Headteacher and Martin Cumming had attended a training session on how to identify autism. The Deputy Headteacher explained that the classroom can

Agenda

	<p>be a difficult environment for these children to learn in and access the education provision at its best. The staff commented that the waiting list to get an EHCP or CAHMS referral was having a huge effect on the pupils. The staff governor explained that the application process that was involved in securing an EHCP included an assessment being conducted by an Educational Psychologist. It was noted that the issues caused by these delays (across the piece) had recently featured in the national press.</p> <p>The Headteacher explained that the School Improvement Partner had advised the Headteacher to include detail on the school's context in the report submitted to Ofsted. She noted that the analysis of the admission data was showing an increasingly high proportion of SEN and EAL children. The school also had a higher proportion of dyslexic children and while improved progress for this group was evident, the staff were receiving further training to help to drive further improvement.</p> <p>The Headteacher reported that improvement had been made to the formative assessment methods, and reported that staff were using Target Tracker to monitor the children. She noted that the reports produced by Target Tracker were very helpful. A discussion on test outcomes and teaching assessment methods was to be included on the agenda of the next FGB meeting. The Headteacher reported that the school had seen an improvement in reading comprehension and word meaning, as a result of the increased focus on vocabulary in class.</p> <p>The Headteacher reported that the staff plan to adopt a collaborative development strategy 'lesson study', to develop coaching skills. She explained that teachers work together to observe each other, and they decide which areas to focus on, so that feedback can be given.</p> <p>It was noted that the school was to receive a significant amount of funding to increase and improvement upon the sports provision. The Headteacher reported that further development of the PSHCE curriculum was planned including focusing on Mental Health. The school were also trying to support parents to provide the children with healthy pack ups.</p> <p>Headteacher's written report Governors acknowledged receipt of the Headteacher's report and had noted the content. The Headteacher gave the following headlines:</p> <ul style="list-style-type: none"> • The Headteacher provided details on the 2017-18 Reception cohort baseline data, explaining that most of the children were broadly in line with age related expectations on entry to school, she noted that this cohort was lower than last year's • Various curriculum enrichment activities had taken place • The Headteacher reported that some pupils were presenting with some challenging behaviour, but the support that had been given was having a big impact • Attendance - A governor asked if unauthorised absences were having a big effect on the overall attendance figures. The Headteacher advised that unauthorised absences were having a big effect especially in September, May and June • The Stay and Learn sessions had been well attended. In response to a question the Headteacher advised that parents of EAL pupils attend these activities • The funding for the Outdoor Classroom had been confirmed, so work would begin in due course 	Agenda
5.	<p>Governance Matters</p> <p>5.1) Strategic Governor Training None to report.</p> <p>5.2) Link Governor Reports (SEN) The Link Governor report was noted.</p>	

	<p>5.3) Schedule of Business / Compliance Manager - FGB and committees The Headteacher reminded all governors to ensure that they had activated their York Education account, so that they can access and review the policies through Compliance Manager. The Headteacher had provided a guidance sheet to show governors how to activate this link and access the policies and other key governor documents.</p> <p>5.4) Governor vacancies (1 x Foundation) The Foundation Governor reported that the PCC had met with the Archdeacon. He had advised them that St Barnabas Church would not be able to get its own parish Vicar (without considerable money being forthcoming). Therefore a proposal had been sent to the Archbishop asking for St Barnabas to be given a partner Church, in order to share a Vicar.</p> <p><i>7.51pm - Brian Lennon left the meeting</i></p> <p>5.5) Resignation of Michael Backhouse (Co-opted governor) Michael Backhouse had decided to step down from his role of co-opted governor. The Chair noted all the support that Michael had provided and offered his heartfelt thanks for everything he had done for the school. The Headteacher thanked Michael for all his support both personally and on behalf of the school. Michael advised that he was willing to support the FGB while the budget issues were on going. The Clerk agreed to ask the Head of Governor Services if Michael needed to be elected as an Associate governor.</p> <p>5.6) Appointment of Lorna Longman (Co-opted governor) Proposed by: Mike Grant Seconded by: Kathryn Mackay-Roberts All in favour.</p> <p>5.7) Co-option of Jessica Gilmour and Lorna Longman to committees Lorna Longman and Jessica Gilmour were both co-opted onto the Resources Committee.</p>	<p>All</p> <p>Clerk</p>
<p>6.</p>	<p>Chair's Report</p> <p>The Chair advised that there were some on going concerns with the School's budget position, as some serious discrepancies had been noted at the recent Resources Committee. He advised that the budget had been approved with a £16,000 deficit - with the condition that the deficit would be removed within the budget year of 2017-18 as this was mainly due to the lag in PFI funding. However, in November 2017 the deficit was showing as being circa £31,000 and was increasing as time went on. He reported that the figures that had been provided by the CYC Bursar didn't match up and there were numerous issues.</p> <p>The Chair advised that Paul Shepherd (School Business and Monitoring Officer, CYC) was reviewing the budget and that Paul had visited the school earlier in the week. Paul undertook to review the figures before this FGB meeting - the Headteacher had been sent some papers on the day of the meeting.</p> <p>Michael Backhouse highlighted that the PFI monies appear to have affected the figures, but noted that the PFI monies are off-set and should be cost neutral. It was reported that some quite significant errors had been identified, from over the course of the last few years. The Headteacher tabled the budget sheets that she had received from Paul. Michael noted the staffing costs and the figures with the PFI monies taken out remained incorrect. It was agreed that Paul Shepherd needed to look at this again and provide some clarification.</p> <p>The Headteacher advised that the estimated pupil growth funding might provide the school with some more funding (circa £15,000) but this was not confirmed. She noted that following the October</p>	


	<p>census the school was suffering from lagged funding, as the current funding did not reflect the increased cohort size. A governor commented that money should therefore be available in 2019-20 to cover the deficit so he challenged Paul to apply this to the figures for 2017-18 onwards. It was noted that Paul's figures are based on assumption; and that on the budget sheets that had been provided the PFI figures did not cancel each other out.</p> <p>Governors agreed that the FGB could not approve the Revised Budget, due to not having confidence in the budget. It was agreed that a meeting would be called with Paul and the FGB would be updated in due course. It was noted that Paul had given his apologies for the errors. Michael commented that there had always been a lack of understanding of the PFI budget.</p> <p>The Revised Budget would need to be on the next meeting agenda.</p>	<p>Head</p> <p>Agenda</p>
7.	<p>York Education and Compliance Manager (see information sheet) Covered under item 5.3.</p>	
8.	<p>Committees</p> <p>8.1) Resources Management Committee meeting 29.11.17 Covered under item 6.</p> <p>8.2) Approval of Terms of Reference for the Resources Management Committee Proposed by: Robert Adamson Seconded by: Anne Williamson All in favour.</p> <p>8.3) Ratification of Revised Budget Carried forward.</p> <p>8.4) Ratification of SFVS Carried forward. Governors did not feel confident in approving the SFVS, while the budget position remained unclear. Ratification was reliant on the budget issues being dealt with.</p> <p>8.5) Pay Committee update The Chair of the Pay Committee gave a verbal summary on the rigorous process that had been carried out. She explained that additional evidence was asked for (and received) and after due consideration the Committee had decided that the objectives had been met and the Committee were assured that the process had been completed in a robust manner. The Chair of the Committee was to perform a review of the appraisal process with the Headteacher in six months.</p> <p>8.6) Headteacher's Appraisal Committee <i>8.23pm - Karen Boardman, Eileen Connolly and Martin Cumming left the meeting</i></p> <p>This item was recorded as a Confidential minute.</p> <p><i>8.30pm - Karen Boardman and Martin Cumming re-entered the meeting</i></p>	
9.	<p>Policy Review (These policies had already been discussed / approved by the Resources Committee)</p> <p>9.1) Ratification of Budget Management Policy including Scheme of Delegation – RATIFIED</p> <p>9.2) Ratification of Charging and Remissions Policy – RATIFIED</p> <p>9.3) Ratification of Teacher Capability Policy – RATIFIED</p>	

	<p>9.4) Ratification of Whistle blowing Policy – RATIFIED</p> <p>9.5) Ratification of Health and Safety Statement of Intent – RATIFIED</p> <p>9.6) Admissions Policy 2019/20 update The Headteacher advised that the admissions number was to stay at 30.</p>	
10.	<p>Holiday dates 2018/19 Governors noted the Holiday dates which had been set by the LA. The proposed INSET days were approved.</p>	
11.	<p>Correspondence No correspondence had been received.</p>	
12.	<p>Any Other Business Nothing further was reported.</p>	
13.	<p>Confidentiality 8.6) Headteacher’s Appraisal Committee – recorded as a confidential item.</p> <p>The Chair reminded all present that all discussions and papers derived from this and all governor meetings were to be kept confidential.</p>	
14.	<p>Date of next meeting: FGB - Wednesday, 24th January 2018 at 6.30pm</p> <p>Teaching & Learning Committee - Thursday, 11th January 2018 at 4pm Governors’ Monitoring Afternoon - Thursday, 25th January 2018 (12 - 3:30pm) Resources Committee - Wednesday, 28th February 2018 at 6.30pm</p>	
15.	<p>Dates of meetings 2017-18 (revised) Noted</p>	

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, 13th December 2017

Action	Item No.	Person	Date
1. Update schedule of business with additional dates and re-circulate (carried forward)	3	Headteacher	January 2018
2. The Headteacher to re-circulate a list of Link Governors for 2017/18 (carried forward)	3	Headteacher	January 2018
3. The Headteacher to update and circulate the governor listings, to include the new governors	3	Headteacher	January 2018

4.	All governors to ensure that they have activated their York Education account	5.3	All	January 2018
5.	The Clerk was to ask the Head of Governor Services if MB needed to be elected as an Associate governor	5.5	Clerk	Completed
6.	A meeting was to be held with Paul Shepherd to discuss the budget	6	Headteacher	January 2018

Items for next agenda:

FGB

- Update schedule of business with additional dates and re-circulate
- Safeguarding Governor to be appointed
- Autumn term analysis for 2017-18
- Test outcomes and teaching assessment methods
- Approval of the Revised Budget
- Ratification of SFVS