

ST BARNABAS' C.E. PRIMARY SCHOOL



Minutes of the meeting of the Full Governing Body held on Wednesday, 26th September 2018 at 6.30pm

Present: Karen Boardman (Headteacher) Anne Williamson
Ann Rawlinson (Chair) Martin Cumming
Brian Lennon Jo Patton
Helen De Saram Jessica Gilmour
Lorna Longman

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

		Action
	<p>Welcome Prayer The meeting began with the sad news of Robert Adamson's passing, the Chair spoke fondly of Robert before giving the governing body chance to reflect on his life and the support that he had given St Barnabas School. The Chair invited governors to take a moment, in silent thought to remember Robert and place their thoughts with his friends and family. Anne Williamson then led the governing body in prayer as they celebrated Robert's life.</p> <p>Ann Rawlinson thanked the governors for electing her as Chair at the end of last term and she welcomed everyone to the meeting.</p>	
1.	<p>Election of Vice-Chair for 2018-19 The Chair asked if any of the governors would like to nominate themselves for the role of Vice Chair. Brian Lennon indicated that he would be happy to continue in post. Proposed by: Helen De Saram Seconded by: Jessica Gilmour</p> <p><i>6.39pm - Mr Lennon stepped out of the meeting</i></p> <p>Governors voted unanimously in favour of electing Mr Lennon into the role of Vice Chair for a further year.</p> <p><i>6.40pm - 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 Kate Mackay-Roberts. There were no declarations of interest.</p> <p>Annual review of Governor Business Interest forms The Clerk circulated the Business Interest forms for 2018-19; these were duly completed and returned.</p> <p>Governor Code of Conduct Governors voted unanimously to re-adopt the Governor Code of Conduct.</p>	
3.	<p>Minutes of the meeting held on 11th July 2018 Previously distributed. The minutes were agreed to be a true and accurate record and were signed by</p>	

	the Chair.																																									
4.	<p>Action Plan and Matters Arising</p> <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 (carried forward)</td> <td>4</td> <td>On going</td> </tr> <tr> <td>2.</td> <td>The Headteacher to explore sporting pursuits that are specifically developed for people with additional needs</td> <td>4</td> <td>Completed - pupils were to attend a number of competitions for children with additional needs</td> </tr> <tr> <td>3.</td> <td>The Headteacher agreed to report back at the next meeting once the questions raised by the DPO (re: governor portal) had been answered</td> <td>4</td> <td>Headteacher awaiting further details from the website provider</td> </tr> <tr> <td>4.</td> <td>The Headteacher to put the DfE poster on teacher workload up in the staff room</td> <td>4</td> <td>Carried forward</td> </tr> <tr> <td>5.</td> <td>The Headteacher to amend the staffing structure paper and recirculate</td> <td>4</td> <td>Completed - in the pack</td> </tr> <tr> <td>6.</td> <td>The Headteacher Appraisal Committee to set a date</td> <td>8</td> <td>Headteacher to follow this up</td> </tr> <tr> <td>7.</td> <td>The Clerk to update the Committee Membership list & circulate with the meeting dates</td> <td>8</td> <td>Completed</td> </tr> <tr> <td>8.</td> <td>The Headteacher to update the link governor roles and recirculate</td> <td>8</td> <td>Completed - in the pack</td> </tr> <tr> <td>9.</td> <td>The Headteacher to write a letter of complaint about the Ofsted Inspector's conduct</td> <td>9</td> <td>See below</td> </tr> </tbody> </table> <p>Matters Arising Action 9: The Headteacher advised that complaints have to be received within a very short time frame after the inspection so she had been unable to submit a formal complaint. Governors agreed that it was still worth following this up as the complaint did not relate to the inspection but to the conduct of the person who had completed the inspection. Governors agreed that they wanted to let Ofsted know that the school would value a second opinion. The Headteacher agreed to action this.</p>		ACTION	ITEM	STATUS	1.	Update schedule of business with additional dates and re-circulate (carried forward)	4	On going	2.	The Headteacher to explore sporting pursuits that are specifically developed for people with additional needs	4	Completed - pupils were to attend a number of competitions for children with additional needs	3.	The Headteacher agreed to report back at the next meeting once the questions raised by the DPO (re: governor portal) had been answered	4	Headteacher awaiting further details from the website provider	4.	The Headteacher to put the DfE poster on teacher workload up in the staff room	4	Carried forward	5.	The Headteacher to amend the staffing structure paper and recirculate	4	Completed - in the pack	6.	The Headteacher Appraisal Committee to set a date	8	Headteacher to follow this up	7.	The Clerk to update the Committee Membership list & circulate with the meeting dates	8	Completed	8.	The Headteacher to update the link governor roles and recirculate	8	Completed - in the pack	9.	The Headteacher to write a letter of complaint about the Ofsted Inspector's conduct	9	See below	Head
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5.	<p>Headteacher's Report</p> <p>School Self Evaluation</p> <p>The Headteacher's Report and the updated SEF had been circulated with the agenda and were taken as read. The Headteacher reported that the area 'Outcomes for Children and Learners' had changed the most since the last Ofsted. All areas had been judged as Good, albeit for 'Outcomes for Children and Learners' which had been judged as Good/Requires Improvement.</p> <p>Evaluation of the School Improvement Plan 2017-18 (see monitoring sections - July), including Results Analysis 2017-18</p> <p>Outcomes for Children and Learners : Results headlines</p> <p>The Headteacher advised that the national data would not be available until November but the initial analysis was looking very positive. The school had seen a positive increase in the KS2 combined attainment (of Reading, Writing and Maths) and the progress scores for Reading and Maths. Reading and Writing attainment is in line with the national average and Maths is closer than in 2017. The Headteacher reported that the results in KS1 were showing a decline in some areas and she had some concerns about the outcomes. She noted that the higher achievers had performed well and that the whole school focus on Maths seemed to have had an effect. She celebrated the fact that the results of the disadvantaged pupils were very positive, with evidence that the gap was narrowing. A governor asked if it was possible to analyse the data to gain an understanding of how the pupils</p>																																									

who have been in the school since Reception, performed against the pupils who enter the school higher up. The Headteacher advised that this level of detail will be in the RAISEonline data, once it has been released.

Areas for improvement

The Headteacher advised that there would be a whole school focus on the pupil's accuracy and spelling accuracy, as well as a drive to improve the pupil's vocabulary. A governor asked if these were the right priorities for the school to set and if so what was in place to achieve the desired outcome. The Headteacher advised that interventions were already in place to challenge this area to improve and that staff were aware of the need to set high expectations.

Leadership and Management and Quality of Teaching and Learning

The Headteacher reported that following the Ofsted judgement the Subject Leaders were going to be receiving support from a partner school. The Leaders had looked at the internal data and there was to be a training day put aside for the staff to focus on the weaknesses which had been identified. The Headteacher reported that she and the Maths Leader had carried out joint observations this term in all classes to look at the standard of Teaching and Learning and to review strengths and weaknesses across the school.

A governor asked if there was a programme in place for the Subject Leaders, so that they are aware of the support that is on offer. The Headteacher explained that the LA and school had produced an action plan which involves support from a partner school and funding for staff release time; one of the first tasks was for the Headteacher and Maths leader from the partner school to conduct a teaching and learning review at St Barnabas which was scheduled to happen soon. In response to a further question the Headteacher advised that the staff have been informed that this will be happening, but they are not told the exact time, so that the process is more natural. She noted the importance of the SLT reviewing the children's book as well as conducting the observations. She added that the Steering Group would continue to look at this to monitor the improvements and identified next steps.

Personal, Development, Behaviour and Welfare

The Headteacher reported that there had been no major changes to this section of the SEF, other than to note that there was to be a focus on EYFS.

Progress towards areas of development from previous inspection

Governors took some time reviewing this part of the SEF, noting that Development Point 1 was covered above. In response to Development Point 2, the Headteacher advised that staff were aiming to improve the pupil's Maths vocabulary through the use of stem sentences, with key vocabulary and objectives for the week being displayed in the classroom. The SLT would be looking at how teachers are explaining the learning and teachers would be introducing fluency lessons, which will be used to go over the same bit of learning to ensure that the children are retaining what they have learnt (with the aid of a new resource). The Headteacher summarised that a lot of new initiatives had been introduced already, so the next staff meeting would be used to evaluate their impact and identify the next steps to enable staff to maintain and build on what has been introduced so far.

In response to Development Point 3, the Headteacher advised that the teachers were to have high expectations from the start of the year. The new Presentation Policy covers things like consistency and the expectations around handwriting. The Headteacher also highlighted that there was to be a whole school approaches in English, so that all pupils know what is expected. Martin Cumming reported that he is taking part in the York Primary Schools' Writing partnership project with other schools from across York. He would be disseminating what he had learnt to the staff.

In response to Development Point 4, the Headteacher outlined how the children were to be challenged at a greater depth. She advised that this was the school's next step and that this is done through open ended questions and problem solving activities.

Internal data

The Headteacher advised that the Internal data had been scrutinised by the Steering Group and that she would like to run some governor data training sessions so that governors can get a better understand of the data. (Date to be arranged later in the meeting).

The Headteacher highlighted that a school's internal data is specific to that school and if therefore not comparable, unless the data is from an assessment year. She added that within the internal data the case studies for any outliers are recorded in depth. **A governor challenged the Headteacher to inform the governors what areas were causing concern.** The Headteacher advised that the EYFS to KS1 curriculum has a different set of expectations to KS2, but it was evident that the progress data is applicable. Having looked at the data she stated that she had concerns about KS1 because there were some significant emerging issues, with some of the KS1 children starting Year 1 not at the expected level.

Governors reviewed the Progress Breakdown sheet which had been circulated in the agenda pack. The Headteacher advised that the school aims for five or six steps of progress and added a note of caution to the dataset as this was a crude measure in lieu of the national standards. The governors noted the overall very positive set of outcomes, while the Deputy Headteacher advised that class interventions were in place for the children who have slipped backwards on the progress scale. The Headteacher added that monitoring was largely reported upon in the SEF and she advised that it would be the role of the Link Governors to drill into this a bit more and have a look at how well the objectives have been met.

The Chair noted that some of the Pupil Premium pupils were making really good progress. In response to a question about how the school had been able to close the gap between the 'All' category and Pupil Premium the Headteacher advised that Reading volunteers provide additional support to PP children and they are in receipt of high quality teaching. She added that whatever works for non-PP children works for PP pupils, especially when accessed alongside parental engagement and the strong pastoral support which is available in school.

DRAFT Overview of School Improvement Plan 2018-19

A paper highlighting the Key School Improvement Priorities was including in the agenda pack. The information had been presented as a summary document indicating which items are going to be embedded and what was new for 2018-19.

The Headteacher advised that schools can make bids to the York School and Academies Board (YSAB). Owing to the Ofsted outcome the LA had put a bid in to YSAB on behalf of the school, overseen by the LA Advisor (Derek Sutherland). She informed governors that the minutes of YSAB meetings are available to anyone. Mr Sutherland's report (included in the agenda packs) lists the issues that Ofsted identified and provided a detailed breakdown of what the support will look like. St Wilfrid's RC School would be supporting the Headteacher, as the school has a proven track record of supporting other schools. This support would be delivered via peer support, providing the SLT with time to talk things through. Additional support was also going to be made available from Carr Junior School. St Barnabas would receive money for release time.

The Headteacher reported that Subject Leaders would be doing book scrutinies with peer supporters. The Chair noted the need to tighten up the plan to ensure that the school is getting what it needs and governors wanted to know what Mr Sutherland's support plan would look like. The Headteacher

	<p>stated that the Ofsted report does acknowledge that changes are happening to help make the improvement. She reiterated that the school were already aware of the need to focus on higher expectations and accuracy. A governor commented that it might be helpful if some of the governors could attend the Teaching and Learning review.</p> <p>The Headteacher advised that the Learning walks had been delayed, as to date the school had not received any input, as outlined on the support plan. She stated that the staff were working really hard on what needs to be done in school. Governors noted their frustrations at the fact that the support had not been forthcoming with one governor commenting that the LA should be overseeing this.</p> <p>LA funded School Improvement Plan The Headteacher advised that each year all schools receive some money back from the LA to make school improvements, however YSAB have said that the monies can only be released to the school if St Barnabas join a collaborative project. The Headteacher noted her frustrations at the fact that the school already had a support plan in place and Martin Cumming was already taking part in the Writing project. She didn't think that the school had the capacity at this time to release any more members of staff - if the plan will not support release time. A governor stated that the school needed to focus on the Ofsted priorities and not over-stretch the capacity of the staff. The Headteacher was to raise the governing body's concerns with Mr Sutherland and ask him how to proceed.</p> <p>Updated Staffing structure and Subject Leader allocations Taken as read.</p>	Head
6.	<p>Committee Updates Committee Membership 2018/19 Governors noted the need to re-address the balance of governors on the two committees. Ann Rawlinson agreed to move onto the Resources Committee. Kate Mackay-Roberts was to be given the choice whether to stay on Resources or move to Teaching and Learning.</p> <p>Ann Rawlinson also volunteered to fill the vacancy on the Pay Committee.</p> <p>The Clerk was to circulate the amended committee list, once all of the changes have been made.</p> <p>Committee Meeting Dates 2018/19 Noted.</p> <p>Veritau Audit The Headteacher advised that Veritau would be coming into school later in the week to audit how the school carries out budget setting and how budgets are allocated.</p>	Chair Clerk
7.	<p>Chair's Report Governors' Termly Workshop report (held on 18.09.18) Anne Williamson had attended the Termly Workshop on behalf of the governing body. She highlighted the following headlines: School Wellbeing Service</p> <ul style="list-style-type: none"> • SWS presented on the work they have been doing and the impact it was having, as well as their future plans and next steps • SWS is paid for by CAMHS, CCG, LA and Schools Forum • SWS work across all areas and settings and have trained over 200 TAs as ELSAs • SWS want to build on their service offer and hope to be able to offer support during the 	

	<p>school holidays, possibly through drop ins</p> <ul style="list-style-type: none"> • SWS are planning on running mental health First Aid courses to enable staff to signpost children to the right support and help staff to feel confident about recognising common mental health issues <p>Apprenticeship Levy</p> <ul style="list-style-type: none"> • Other schools in York are making use of the Levy money, using it to pay for TAs, Computer Technicians and office support staff • The Levy money needs to be used or it will be absorbed by central Government • Schools need to apply to access the Levy money • All school put in 0.5% of the entire salary budget • It can be used to train existing staff • The CYC staff (Mel Hardcastle) would be happy to come to speak to the governing body to help to support an application <p>The Clerk was to check when the deadlines are for expressions of interest for the Apprenticeship Levy, following the next deadline of 9th November. The Headteacher agreed to find out more details and look into how the school could benefit.</p> <p>Other presentations</p> <p>Anne Williamson reported that there was also a presentation on the City-wide Key Stage results and an update on the School Improvement Fund.</p> <p><u>Looked After Children</u></p> <p>Anne Williamson reported that it is the governing body's responsibility to check that the school is overseeing the educational arrangement for Looked After Children. The Headteacher reassured governors in reminding them that she is the designated teacher for LAC. Mrs Williamson reported that there is funding available for adopted children and LAC. The Headteacher advised that she had looked into this at the time of the last census and had taken some advice. It had been suggested that a note could be added to the website inviting parents of LACs to let the Headteacher know, so that the school can access the funding for the child. Mrs Williamson (also the SEN governor) advised that she does liaise with Martin Cumming about LAC.</p> <p>A useful handout on the Role of the Link Governor was also shared. The Clerk would include this in the next FGB agenda pack.</p>	Clerk Head
8.	<p>Governance Matters</p> <p>Governor Training (CYC and Diocese)</p> <p>The training programmes were both noted.</p> <p>Data Analysis Training</p> <ul style="list-style-type: none"> ➤ Data Analysis training (internal data) Wednesday, 17th October 2018 at 5.30pm ➤ Data Analysis training (external data) Tuesday, 13th November 2018 at 5pm - to follow the Teaching and Learning Committee that was due to meet at 4pm. <p>Link Governor allocations and Link Governor Policy</p> <p>The Headteacher noted the need to update the class teachers on the Link Governor listings and the Links listed below (and then recirculate):</p> <ul style="list-style-type: none"> ◦ Helen De Saram agreed to be the Health and Safety / Premises Link Governor ◦ Brian Lennon agreed to be the Maths Link Governor 	Head

	<p>Link Governor Policy - APPROVED</p> <p>Steering Group Report and Terms of Reference (including FGB Strategy Review) The Steering Group's Terms of Reference had been included in the agenda pack for governors to review the amendments. APPROVED</p> <p>The Chair noted the three main issues that the Steering Group had discussed at the meeting earlier in the term:</p> <ul style="list-style-type: none"> • School Development plan • Governor training and keeping a record of what training governors are doing • Governing Body Skills Audit <p>Governor vacancies (1 x Foundation Governor, 1 x LA Governor and 2 x Co-opted Governors) Governors noted that the governing body was carrying four vacancies, as above). The Headteacher advised that the new Foundation governor would hopefully begin her term of office before Christmas. The Clerk advised that the Governance Service were aware of the vacancies and the skills gaps and that Debra Wilcock was aware of the need to fill the LA and Co-opted governor vacancies. The Headteacher was to contact the volunteer group to see if any of them would be interested in becoming a governor. Anne Williamson was to ask the Church congregation the same.</p>	Head AW
9.	<p>Policies</p> <p>Policy Compliance Management The Headteacher tabled the Checklist of statutory policies document which she had completed and advised that she uses this document to highlight when a policy is due to be reviewed. She stated that she was aware that the Sex Education Policy needed to be reviewed following a parental consultation. The Checklist of statutory policies was to be reviewed further at the next meeting.</p> <p>Safeguarding and Child Protection Policy (including Code of Conduct for Staff and Volunteers) The Headteacher reported that this Policy had been amended to include the updates from 'Keeping Children safe in education'. She explained that there had been a lot of additional data put into policy and more statutory guidance. She had checked that all of the additional information was relevant to the school and had added in the details of which organisations share the school premises. APPROVED</p> <p>A governor asked how often the staff have to review this policy. The Headteacher advised that they review it when changes are made; governors review the policy annually while staff attend training on Safeguarding and Child Protection at least annually and a record is kept of who attended.</p> <p>Presentation Policy The SEN governor noted that Appendix 1 talks about a child 'sitting correctly at a table'. She noted that it was important to consider what this means and how that can be interpreted to support SEN children. She suggested that an amendment was made to that section to advise what 'sitting correctly' looks like, in an inclusive setting. APPROVED</p>	Agenda AW
10.	<p>Correspondence</p> <p>CYC letter – re: Application to set a deficit budget for 2018/19 The Chair advised that the Headteacher had received a letter about the school's deficit budget (this had been circulated in the agenda pack). The governing body noted the content of the letter. The Chair summarised that the deficit had been approved subject to the points raised in the letter. The Headteacher added that governors will need to make some decisions at Revised Budget time.</p>	

11.	<p>Any Other Business</p> <p>Set data for the Extra Ordinary FGB to approve the Pay Policy</p> <p>Wednesday, 17th October 2018 at 6.20pm</p> <p>The Clerk advised of the need to password protect governance papers (agenda packs and minutes) to further comply with the GDPR regulations. The governors chose a password which would be applied going forwards.</p>	
12.	<p>Confidentiality</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>	
13.	<p>Dates of next meeting:</p> <p>Wednesday, 12th December 2018 at 6.30pm</p> <p>EO FGB: Wednesday, 17th October 2018 at 6.20pm</p> <p>Pay Committee: Wednesday, 24th October 2018 at 9.30am</p> <p>Teaching and Learning Committee: Tuesday 13th November 2018 at 4pm</p> <p>Resources Committee: Wednesday 21st November 2018 at 6.30pm</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, 26th September 2018

Action	Item	Person	Date
1. Update schedule of business with additional dates and re-circulate (<i>carried forward</i>)	4	Head	Dec 2018
2. The Headteacher agreed to report back at the next meeting once the questions raised by the DPO (re: governor portal) had been answered (<i>carried forward from 11th July 2018</i>)	4	Head	Dec 2018
3. The Headteacher to display the DfE poster on teacher workload in the staff room	4	Head	Oct 2018
4. The Headteacher Appraisal Committee to set a date	4	Head	Oct 2018
5. The Headteacher to write a letter of complaint to Ofsted	4	Head	Oct 2018
6. The Headteacher to raise the governing body's concerns about the support plan and the project work with Mr Sutherland and ask him how to proceed	5	Head	Oct 2018
7. Chair to speak to Kate Mackay-Roberts to give her the choice whether to stay on Resources or move to Teaching and Learning	6	Chair	Oct 2018
8. The Clerk was to circulate the amended committee list	6	Clerk	Oct 2018
9. The Clerk to check when the deadlines are for expressions of interest for the Apprenticeship Levy	7	Clerk	Complete
10. The Headteacher to find out more details and look into how the school could benefit (from the Apprenticeship Levy)	7	Head	Oct 2018
11. The Headteacher to update the class teachers on Link Governor listings and add in the other updates (and recirculate)	8	Head	Oct 2018

12.	The Headteacher to contact the volunteer group to see if any of them would be interested in becoming a governor. Anne Williamson to ask the Church congregation	8	Head and Anne W	Oct 2018
13.	Anne Williamson to send the HT amendments to the Presentation Policy	9	Anne W	Oct 2018

Items for FGB next agenda:

- Checklist of statutory policies
- The Role of the Link Governor (handout)