

ST BARNABAS' C.E. PRIMARY SCHOOL



Minutes of the meeting of the Full Governing Body held on Wednesday, 10th July 2019 at 6.15pm

Present: Karen Boardman (Headteacher) Anne Williamson
Ann Rawlinson (Chair) Jessica Gilmour
Lorna Longman Hannah Madin
Philip Hassall Jo Patton (*from 6.28pm*)
Gary Mogan Kate Mackay-Roberts (*from 7.02pm - 8.17pm*)

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

		Action																					
	<p>Welcome Prayer The meeting opened with a prayer. The Chair welcomed everyone to the meeting.</p>																						
1.	<p>Apologies for absence, consents and declarations of interest (<i>related to this agenda</i>) Apologies were received, with consent from Brian Lennon and John Halsall. Kate Mackay-Roberts had informed the Clerk that she would be arriving late. Martin Cumming was absent. There were no declarations of interest. The Chair advised the governors that Helen De Saram had resigned from the Governing Body. The Chair recorded her thanks to Helen for everything she has done to support the school during her time as a governor.</p>																						
2.	<p>Minutes of the meeting held on 9th May 2019 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>STATUS</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>The Headteacher to produce a leaflet to remind parents how to communicate their concerns (<i>carried forward from 20.03.19</i>)</td> <td>Complete See matters arising</td> </tr> <tr> <td>2.</td> <td>The Headteacher to write to the parents to explain 'voluntary contribution'. She was also to ask the School Administrator to pull off a report from Parent Pay to remind parents which items (such as lunches and swimming) had not been paid for (<i>carried forward from 20.03.19</i>)</td> <td>Complete See matters arising</td> </tr> <tr> <td>3.</td> <td>The Headteacher to arrange the setting up of school email accounts for all governors</td> <td>Carried forward</td> </tr> <tr> <td>4.</td> <td>The Headteacher to add some detail to the SDP about what impact staff training would have on pupil outcomes</td> <td>To be reviewed by governors in autumn</td> </tr> <tr> <td>5.</td> <td>The Headteacher to add further detail to the SDP about the improvements made in-line with the Ofsted priorities</td> <td>On going</td> </tr> <tr> <td>6.</td> <td>The Headteacher to upload the Complaints Policy to the website</td> <td>Completed</td> </tr> </tbody> </table> <p>Matters Arising Action 1: The Headteacher advised that the methods of communication used to communicate with parents had been consolidated, following Ofsted and the feedback from the Parent's Forum. The Complaints Policy has been uploaded to the website and parents have been informed that they can speak to teachers in the playground before and after school. Parents have also been given the option to communicate with teachers at set times through Do-Jo. The feedback from parents had been good, with many noting how helpful it is to have access to the teachers in the playground.</p>		ACTION	STATUS	1.	The Headteacher to produce a leaflet to remind parents how to communicate their concerns (<i>carried forward from 20.03.19</i>)	Complete See matters arising	2.	The Headteacher to write to the parents to explain 'voluntary contribution'. She was also to ask the School Administrator to pull off a report from Parent Pay to remind parents which items (such as lunches and swimming) had not been paid for (<i>carried forward from 20.03.19</i>)	Complete See matters arising	3.	The Headteacher to arrange the setting up of school email accounts for all governors	Carried forward	4.	The Headteacher to add some detail to the SDP about what impact staff training would have on pupil outcomes	To be reviewed by governors in autumn	5.	The Headteacher to add further detail to the SDP about the improvements made in-line with the Ofsted priorities	On going	6.	The Headteacher to upload the Complaints Policy to the website	Completed	Head Agenda
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	<p>Action 2: A paragraph has been added to visit form advising parents about the voluntary contributions for trips and visits. The Office Administrator has pulled off a report of who has paid the voluntary contribution and reminders would be sent, where appropriate, going forwards.</p> <p>Action 3: The Headteacher reported that she had been advised by CYC that the request for governors to have email accounts could not be completed at this time. She explained that CYC need to look into the logistics of setting up governor email addresses and that internal discussions were taking place within CYC with regards to governor accounts. The Headteacher was to keep the governors updated. She added that the school was due to have a GDPR audit shortly so she would seek advice from Veritau.</p> <p><i>6.28pm - Jo Patton entered the meeting</i></p>	
4.	<p>Headteacher's Report including progress towards SDP priorities:</p> <p>The Headteacher's report was taken was read. The Headteacher asked if there were any questions.</p> <p>It was reported that there was some parental concern around the way that class allocation had been communicated to the children, before parents. The Headteacher advised that the children will get a taster session in then new class, with their new teacher, but St Barnabas doesn't operate the transition week/fortnight unlike some schools in York. She advised that she had considered whether the school should choose to run a transition week at the end of the summer term, but stated that she didn't want the Year 6 pupils to miss out on that time with their teacher. A parent governor commented that some parents would welcome a longer transition period, so that the children can get use to the new set of friends in the class.</p> <p>Anne Williamson reported that she had come into school during Friendship Week, to watch the play. She commented that the school had chosen to call the week 'Friendship week' as opposed to anti-bullying week, this had given it a really positive feeling. She also noted that the parent's assembly had been well supported by the parents.</p> <p>A governor asked why a temporary member of staff had been brought in to support an SEN pupil. The Headteacher advised that she didn't want to move staff around at this time of year. The Headteacher reassured governors that from September the TA structure had the correct level of support built in for all of the SEN pupils. General TA support for the classroom was stretched and minimal, which would be challenging. A governor asked if the Governing Body could support the school by raising this with the LA. The Headteacher advised that the school is fairly well supported, compared to some schools. She explained that all of KS1 has TA support every morning. The Chair reported that she had raised this as a concern during the LA's review meetings. The Headteacher advised that the LA money had ring-fenced money for school improvement, but the SEN funding is issued to schools based on a formula.</p> <p>A governor commented that it was a shame that the attendance at parent partnership initiatives (Parent's Forum) had been low. The governor asked what strategies were in place to move this forward. The Headteacher advised that she plans to hold the Parent's Forum at a different time of day and focus the sessions on different topics, such as homework or behaviour. Parents were also going to be asked to suggest discussion topics. Following a suggestion it was agreed that the Forum would be combined with another event, such as a Spelling or Maths session or at the end of the café sessions.</p> <p>Results of statutory assessments</p> <p>EYFS and phonics - The Headteacher reported that the number of pupils reaching a Good Level of Development (GLD) was slightly above national and better than last year's figures. She advised that this was due to improvements that had been made in Writing. The cohort had made good progress in Reading, despite having low entry level scores.</p>	

The Headteacher reported that the Phonics scores were now in line with national, which was a positive outcome. Several pupils again didn't pass the Phonics Screen at the end of Year 2. These children were SEN and in receipt of interventions. She added that an internal check is completed at the end of each term, to ensure that children in this position receive the extra support they need and the correct level of targeted intervention.

KS1 - The Headteacher reported that the KS1 results had been disappointing, as all of the children were below the expected standard; in spite of the fact that 58% (of 15 pupils) had achieved a GLD at the end of EYFS. The Headteacher advised that it had been a difficult year for Year 2, due to staffing issues, with a lot of children just missing the achievement of 'working at the expected standard'.

Maths had the better data, with the number of pupils reaching Greater Depth being not far from national. Writing was low and the initial data analysis indicated that these outcomes marry up with the pupils who didn't pass their phonics screen. The Headteacher advised that the main thing holding the pupils back in Writing was cohesion and the ability to consistently use well-rounded writing styles. A governor commented that during a link visit they had seen that this cohort has amazing ideas and the children are able to vocalise them, but they find it hard to put that into writing.

The Chair stated that Derek Sutherland (Head of Primary Effectiveness and Achievement) had attended a Review Visit. He had said that he'd arrived with concerns about what he would find, but having looked through the books and spoken with the children, he could see that a significant amount of progress had been made this year and that it would just take time for the strategies and the training to become embedded. **A governor questioned what the change in practice had been and how this could be amplified to enable continual improvement.** The Headteacher advised that a number of different changes had been implemented including: staff teaching, a focus on editing and improving writing and encouraging independence on spelling and editing. The governor asked if these initiatives would continue into the next year. The Headteacher assured the governors that all of these changes would continue.

The Headteacher reported that three English as Additional Language pupils had joined Year 2 mid-year. She explained that if their outcomes are removed from the data (as outliers) a big difference can be seen in the overall percentages; Reading would have been close to national. The Chair commented that this is one of the issues of being a small school, because one child equates to 6%, which has a large impact on the data.

KS2 - Reading

The Headteacher tabled a paper listing the updated 2018-19 outcomes data (tabled item 1). She highlighted that the 2018-19 Year 6 cohort had been a lower attaining cohort. In Reading only 53% of the pupils had met the expected standard. Three of the pupils had been within three marks of meeting the expected standard. The Headteacher commented that Reading had been improving over the years, so this outcome was a surprise. She went on to provide some context, explaining some of the children's personal situations and how these have had an impact on the data. In response to a question, the Headteacher advised that the same strategies had been used by the same teacher last year, when 74% of the 2017-18 cohort had met the expected standard in Reading. She advised that some targeted intervention would be implemented for the next Year 6 cohort, helping them to understand the types of questions they can expect to find on the test paper.

KS2 - Writing

The Headteacher reported that 73% of the children had reached the expected standard in Writing, but their progress score was -0.72.

KS2 - Maths

The Headteacher reported that few pupils who had been border line reached the expected standard and the number achieving the high standard was just below national. This indicated that the high attainers are being challenged. The Headteacher noted that a number of children in this cohort had

developed Special Educational Needs and despite the support that has been put in place they didn't reach the expected standard.

KS2 - Grammar, Punctuation and Spelling

GPS was below standard.

Reading/Writing/Maths

The RWM score was lower than 2018 which was disappointing. The Headteacher explained that this was mainly due to the Reading outcomes.

7.02pm - Kate Mackay-Roberts entered the meeting

The Headteacher informed that the governors that she had attended a meeting with Maxine Squire (Assistant Director of Education and Skills) and Derek Sutherland the day before this meeting. She advised that both MS and DS could see that green shots are coming and that it was going to take time for the changes that have been implemented to become embedded. The Headteacher added that new strategies are in place and it was important for all staff to ensure that they make sure that everything is delivered consistently and progress is being tracked and checked really closely. The governors were concerned that the Maths Lead was going to be released to support other schools in York. The Headteacher reassured the governors that the Maths Lead would be overseeing the planning and that the split teaching in Year 6 works effectively.

A governor queried the targets listed on tabled item 1, asking if the school's targets were realistic.

The Headteacher explained that the school uses the Fischer Family Trust data to work out targets; as such St Barnabas' targets are below average. A governor asked if the national average includes the outliers. The Headteacher advised that the figures did include the outliers, but a true picture of the national figures won't be known until October/November, when all those who are disallowed are taken out of the data.

Outcomes for other year groups

The Headteacher tabled a paper covering the outcomes from the other year groups (tabled item 2).

YEAR 1 - The Headteacher celebrated the fact that the percentage of pupils reaching the higher standard in Reading had gone up significantly (+10 compared to 2018). Writing had also increased (+3). Maths needed to be carefully tracked and monitored, as it had become apparent that children understand the work but they are struggling to retain the detail. The Headteacher stated that these results indicated a good sign for next year's Year 2 (KS1) outcomes.

YEAR 3 - Reading in Year 3 was strong with 74.1% of the pupils being on track or higher. There had also been an increase in the number of pupils achieving the higher standard. Maths is moving in the right direction.

YEAR 4 - The Headteacher explained that Year 4 had been impacted by the staffing changes, which had led to the pupils having an unsettled year. This had resulted in the percentage of pupils achieving 'on track or higher' being lower than 2017-18. She highlighted that this cohort were a vulnerable year group of only 12 pupils, so there was going to be a big focus on them next year.

YEAR 5 - The Headteacher commented that the Year 5 outcomes allowed for a positive prediction for next year's Year 6. In Maths, 72% of the children were 'on track or higher'. She noted that this was good evidence that showed that the whole school focus on Maths was starting to pay off. A governor queried where this type of information was being captured, i.e.: when an action has a direct impact on the outcomes. The Headteacher advised him that this detail is recorded within the School Improvement Plan. She explained that once the data has been dropped into the SIP it is easier to see how the data links to actions.

A governor asked how much analysis is done to see, for instance, where the school would expect

	<p>Year 4 to be when they are in Year 5. The Headteacher advised that tracking is done three times a year so that progress can be monitored. This enables the staff to put in place any necessary interventions and then monitor if the intervention has actually made an impact. The Headteacher informed the governors that class allocations has been arranged to allow the Year 4 pupils to move into Year 5 with the same teacher they have had since Easter, so they have the consistency, having lost this earlier this year.</p> <p>A governor challenged the SLT to explain how the school would cope if it was to see the same staffing disruption again and how they can work to lessen the impact on the pupils. The Headteacher advised that the SLT do everything they can to minimise the amount of disruption that the pupils feel. She advised that the school has whole school non-negotiables in place that supply teachers are meant to follow so that the pupils can expect a consistent approach. Governors encouraged the SLT to follow the same processes that have worked well this year.</p> <p>Pivotal Behaviour Health check report</p> <p>The Chair stated that the Pivotal Health check report was very positive. A governor asked how the school became aware of Pivotal. The Headteacher stated that the LA had recommended them and were funding support for the school from them. The Headteacher had attended some training, offered to all York schools recently, and had liked their approach. She informed the governors that Pivotal were coming into school to run some staff training in September tailored to the school's needs. A governor commented that it was nice to have a behavioural expert come into school and recognise what the governors know to be the true picture of life in school. The Clerk suggested that a governor could do a link visit to observe for themselves the behaviour in school, in order to triangulate the Ofsted report and Pivotal's survey. It was suggested that a governor could pull together all of the details which were captured by governors during the monitoring morning.</p> <p>A governor asked for clarification on what is meant by all the statement in the Pivotal Report about the 'various rules'. The Headteacher advised that Pivotal recommend that schools keep the rules to a simple three words: Ready, Respectful and Safe. The theory is that everything can then be hooked onto these words, to remove the confusion around dinner hall rules, class room rules, outdoor rules etc. The Headteacher was asked to share a copy of the Pivotal survey with parents. A discussion could then follow at the next Parents' Forum.</p> <p>Report from LA on the Teaching and Learning review</p> <p>The Chair reiterated that Derek Sutherland had given positive feedback about his recent visit. She added that he didn't have anything further to suggest to add to the improvements that were already in place.</p> <p>Staffing update - See the Headteacher's Report.</p>	Head
5.	<p>Chair's report</p> <p>Chair's training - The Chair reported that she had attended Chair's training and that the other governors on the course were noting down things that St Barnabas' governors do, to take back to their Governing Bodies.</p> <p>Conference report ~ Enhancing academic performance, health and well-being</p> <p>The Chair reported that she and Anne Williamson had attended a Conference about using physical activity to improve learning (not PE lessons). She summarised the main focus of the conference, advising that research is indicating that adults and children alike need to get up and do some physical to reenergise their brains, rather than just sit all day or all lesson. A governor commented that they had witnessed this practice in school, having seen the teachers get the children up to dance half way through a lesson. Anne Williamson was to share the contact details of organisation that might be able to help the school to access funding streams. The overriding message was that getting the children to exercise for 10 minutes per lesson can have a massive impact on the results and also improve</p>	AW

	<p>behaviour. She noted that this approach, if adopted, would need to be sustainable and embedded into the ethos of the school. The Chair added that the message to not narrow the Curriculum in order to improve data was very much a focus of the day.</p> <p>Termly Workshop report</p> <p>The Chair reported that she had attended the Termly workshop. The following topics were discussed:</p> <ul style="list-style-type: none"> • Social mobility projects - highlighting the huge gaps between Disadvantaged and All Pupils after Year 6 and beyond. York has a target to reduce the gap for Year 11s by 50%. • Public Health England is to be taking a greater interest in early language development, with changes being made to how the health visitors and school nurses support schools. • The new Ofsted framework has less emphasis on internal data; behaviour and attitudes to learning are to be a strong focus. Inspectors will also be looking at how schools are preparing the pupils for their next stage. 	
6.	<p>Safeguarding report</p> <p>Kate Mackay-Roberts (Safeguarding Governor) had worked with the Headteacher to complete a Safeguarding audit, following an auditing tool from the School Bus. A few slight adjustments had been made and a check on the Single Central Record was completed.</p> <p>All governors were asked to re-do the online Child Protection training before September 2019. Available at: https://www.saferchildrenyork.org.uk/safeguarding-online.htm</p>	All
7.	<p>Governance Matters</p> <p>Strategic Governor Training / Learning Link registration form</p> <p>The Clerk advised that she had completed the DfE's Clerks' Development training programme and had received her certificate.</p> <p>Link Governor visit reports</p> <p>The link reports which were circulated with the agenda were noted. The Chair thanked the governors who had completed the reports.</p> <p>Staff Governor Election (Autumn term)</p> <p>The Headteacher advised that she would be running a Staff Governor election process in September, following Martin Cumming's resignation from his post.</p> <p>Vice Chair vacancy</p> <p>The Chair reported that Brian Lennon wishes to step down from the position of Vice Chair. The Chair asked if anyone would like to take on this role. Anne Williamson stated that she would be happy to stand, there were no other nominations.</p> <p><i>7.59pm - Anne Williamson stepped out of the meeting</i></p> <p>Proposed by: Lorna Longman Seconded by: Kate Mackay-Roberts Vote: Unanimous</p> <p><i>8pm - Anne Williamson re-entered the meeting</i></p> <p>Bespoke Governor Training</p> <p>The Chair reminded the governors of the two bespoke training sessions, which are due to take place in October. Governors were asked to inform the Headteacher and the Chair if they can attend or not.</p> <ul style="list-style-type: none"> • Wednesday, 16th October (6pm - 8pm) Facilitated Self-Review of the Governing Body • Friday, 25th October (9am - 3pm) : Diocesan training session - School Vision and Values for Staff and Governors (If governors can only attend part of the day, the morning session would be the most useful) <p>A follow up-discussion would then take place at the December FGB.</p>	<p>Head</p> <p>All</p> <p>FGB</p>

	<p>Proposed Governing Body meeting dates 2019-20 - APPROVED</p> <p>Co-opt Gary Mogan to a Committee for 2019-20 Gary Mogan was co-opted onto the Resources Committee.</p> <p>Proposed Governing Body Committee membership - APPROVED</p> <p>Governor Vacancies (1 x co-opted) The Chair advised that following the resignation of Helen De Saram the Governing Body has a co-opted governor vacancy. It was agreed that the Skills Audit would be consulted in September.</p> <p>With reference to the Pivotal Behaviour report, governors noted that Brian Lennon is the Social Mobility champion. Lorna Longman volunteered to pull together the details that the governors had captured on the link report from the monitoring morning, in order to triangulate the Pivotal report, Ofsted's findings and governors' observations. The Headteacher was to forward the link reports to Lorna. Lorna would then to pull together the details over summer and conduct a link visit in September.</p>	<p>Agenda</p> <p>Head LL</p>
<p>8.</p>	<p>Committee Reports</p> <p>Teaching and Learning Committee held on 1.05.19 - noted</p> <p><i>8.09pm - Hannah Madin stepped out of the meeting</i></p> <p>Resources Management Committee minutes - meeting held on 2.05.19 - noted</p> <p>Steering Group update The Chair reported that the Steering Group had looked at staffing and the recruitment of new staff. The Group had also discussed the KS1 moderation, the Pivotal survey and Friendship week.</p> <p><i>8.11pm - Hannah Madin re-entered the meeting</i></p> <p>The governors were told that the package provided by Pivotal should have cost £5K, but the LA had agreed to pay for the school to access this.</p> <p>The Chair reported that the Headteacher had undertaken a review of leadership. From September two members of staff were to act as Key Stages leaders, to ensure continuity and to allow a structure of leadership to be developed below the Headteacher. These leaders would have responsibility to ensure that they have oversight of their Key Stage and that monitoring is rigorous. Governors were assured that the budget would not be impacted.</p> <p>The Chair reported that a Safeguarding incident had been reported. The parents were involved and there were no further actions for the school to take.</p> <p>Staff Well-being working party Jo Patton, Jessica Gilmour and Gary Mogan volunteered to join the Headteacher on a Staff Well-being working party. Initially, the Headteacher was to run a wellbeing survey for all staff, so that the Group know what issues need to be addressed.</p> <p><i>8.17pm - Kate Mackay-Roberts left the meeting</i></p>	<p>Head</p>
<p>9.</p>	<p>Policies</p> <p>Attendance Management Policy - APPROVED</p> <p>Acceptable Use Policy – APPROVED (subject to amendment) The Headteacher advised that this is a model policy from Veritau. After some discussion the Headteacher was asked to add detail to the 'scope' paragraph to include governors and inform the Data Protection Officer on 11.07.19.</p>	<p>Head</p>

	Emergency Plan - Following discussions at the Resources Committee, Philip Hassall advised that he had reviewed the Emergency Plan and was satisfied that the Plan is robust. He noted that the format of the Plan could be better to help make it easier to follow in an actual emergency. Philip was to send his suggestions to the Headteacher. The Emergency Plan would then be ratified at the next FGB.	PH FGB
10.	Correspondence - No correspondence had been received.	
11.	Confidentiality The Chair reminded all present that all discussions and papers derived from this and all governor meetings were to be kept confidential.	
12.	Any Other Business The Headteacher thanked all of the governors for all their support over this last year. The Chair thanked the Headteacher and all of the staff for everything they do for St Barnabas School. She noted that the staff have been under a lot of pressure and have pulled together well. The Headteacher was asked to pass on the Governing Body's thanks to all staff.	
13.	Dates of next meeting: Wednesday, 25th September 2019 at 6.15pm Resources Committee: Wednesday, 20th November 2019 at 6.15pm Teaching and Learning Committee: Tuesday 26th November 2019 at 4pm	

The meeting closed at 8.30pm


Chair

Date

Action Plan following the Meeting of the Full Governing Body held on Wednesday, 10th July 2019

Action	Item	Person	Date
1. The Headteacher to provide an update re: school email accounts for all governors (<i>carried forward from 9th May 2019</i>)	3	Head	Sept 2019
2. The Headteacher to share a copy of the Pivotal survey with parents	4	Head	Sept 2019
3. Anne Williamson to share the contact details of organisation who might be able to help the school to access funding streams	5	Anne Williamson	Sept 2019
4. All governors to re-do the online Child Protection training before Sept 2019: https://www.saferchildrenyork.org.uk/safeguarding-online.htm	6	All	Sept 2019
5. The Headteacher to run a Staff Governor election process	7	Head	Sept 2019
6. Governors to inform the Headteacher and the Chair if they can attend the two bespoke training sessions or not	7	All	Sept 2019
7. The Headteacher to forward the monitoring morning link reports to Lorna	7	Head	July 2019
8. Lorna Longman to pull together the details about behaviour captured on the link reports and conduct a link visit in September	7	Lorna Longman	Sept 2019
9. The Headteacher to run a wellbeing survey for all staff	8	Head	Sept 2019
10. The Headteacher to add detail to the 'scope' paragraph to include governors and inform the Data Protection Officer on 11.07.19	9	Head	July 2019
11. Philip Hassall to send suggested changes (to the Emergency Plan) to the Headteacher	9	Philip Hassall	July 2019

Items for next FGB agenda:

- School Improvement Plan – impact of staff training on pupil outcomes
- Staff Governor election process outcome
- Emergency Plan

December's FGB

- Follow up-discussion about the GB self-review and Diocese's Visioning day