

ST BARNABAS' C.E. PRIMARY SCHOOL



Minutes of the meeting of the Full Governing Body held on Wednesday, 25th September 2019 at 6.15pm

Present: Karen Boardman (Headteacher) Anne Williamson
Ann Rawlinson (Chair) Jessica Gilmour
Lorna Longman Jo Patton
Philip Hassall ~~Kate Mackay Roberts~~
Gary Mogan John Halsall
Brian Lennon

In Attendance: Eileen Connolly (Deputy Headteacher)-*until 7.05pm*
Derek Sutherland (School Partnership Officer)- *until 7.05pm*
Maria Riley (Governance Support Officer, Clerk)

		Action
	<p>Welcome Prayer The meeting started at 6.25pm and opened with a prayer. The Chair welcomed everyone to the meeting.</p>	
1.	<p>Election of the Chair and Vice-Chair for 2019-20 The clerk asked for nominations for Chair, Ann Rawlinson indicated that she would be happy to continue in post. Proposed by: Brian Lennon Seconded by: Jessica Gilmour</p> <p>Ann Rawlinson was duly elected as Chair.</p> <p>The clerk asked for nominations for Vice Chair, Ann Williamson indicated that she would be happy to be the Vice Chair Proposed by: Ann Rawlinson Seconded by: Jo Patton</p> <p>Ann Williamson was duly elected as Vice Chair.</p>	
2.	<p>School Partnership officer, Derek Sutherland: Action Plan and YSAB Bid Tabled paper Mr Sutherland explained his role to the governors and gave them an overview of why he was involved with the school. He explained the Action plan and YSAB support plan distributed were to support the school in driving school improvement and it had been developed using the Ofsted action plan. The plan was a shared responsibility between the school and the authority. Mr Sutherland explained some of the reasons the plan was in place were due to the test data at St Barnabas had been below the national average and progress had been slightly below, although SEN data was good. The Ofsted inspection conclusion of Requires Improvement warranted the extra support and funding.</p> <p>Mr Sutherland reported teaching & Learning across the school was a focus and it was improving, which Ofsted had acknowledged also. Leaders and governors were effective, however the Headteacher had been taking on too much of the workload, so this would be distributed allowing the Headteacher time to focus on other areas. A governor asked what they could do to help in this, Mr Sutherland responded the Headteacher would consult with the Headteacher from Poppleton Road Primary School and work on reviewing and monitoring the school. He added £7,000 of the funding would release the Headteacher from Poppleton Road Primary.</p> <p>Mr Sutherland informed the governors when Ofsted had inspected the school they had received some negative opinions from parents, he pointed out that all staff and governors needed to consider how they communicated with parents and were they all visible in school to approach.</p>	

	<p>Mr Sutherland explained the Deputy Headteacher had taken on the action point regarding improving the quality of teaching & learning and assessment of all pupils including SEN. He added the Deputy Headteacher and SENDCo would be given quality time to spend on their roles and ensuring there was consistency across all classes. He added the new Year 4/5 teacher would be attending the writing project also.</p> <p>Mr Sutherland moved on to discuss improving pupils behaviour explaining the staff would work on the kind of language to use with children. The Headteacher added all staff had attended Pivotal training which was positive and a member of staff would become a trainer in the Pivotal training to distribute the workload and assist staff in school.</p> <p>Mr Sutherland advised the governors to monitor and evaluate how effective they thought the plan was, the Chair responded the governors were to attend training in October regarding monitoring. The Chair also thanked Mr Sutherland for his advice both before and after the Ofsted inspection.</p> <p>A governor questioned whether there was a plan in place to alleviate the work load for the Headteacher. Mr Sutherland referred to the plan and explained some of the work was being delegated to other staff. The Headteacher added the Upper Pay Scale teachers were taking on more responsibility. The governor queried how this amount of workload for the Headteacher could have happened, Mr Sutherland replied it was a gradual build-up of work over time. He added the challenge would be in the future still giving staff the time to work on their new roles/areas of responsibility when the funding was no longer in place. A governor commented they were concerned the Deputy Headteacher could have too much workload as a result, the Deputy Headteacher responded the key stage leaders would be taking on more responsibilities to avoid this.</p> <p>A governor requested Mr Sutherland report back to the FGB throughout the year regarding the progress of the plan to keep them informed, Mr Sutherland agreed to do this. The Chair asked Mr Sutherland to send the updated plan to governors before the FGB meeting to allow governors to read it first.</p> <p><i>Derek Sutherland and Eileen Connolly (DHT) left the meeting 7.05pm. The Headteacher left the meeting for a few minutes also at this time.</i></p>													
3.	<p>Apologies for absence, consents and declarations of interest (related to this agenda)</p> <p>2.1 Annual review of Governor Business Interest forms-Clerk</p> <p>2.2 Governor Code of Conduct</p> <p>There were no apologies or declarations of interest.</p> <p>The Business Interest forms were moved onto the next FGB.</p> <p>Governors read and agreed to the code of conduct.</p>	Clerk												
4.	<p>Minutes of the meeting held on 10th July 2019</p> <p>Previously distributed. The minutes were agreed to be a true and accurate record and were signed by the Chair.</p>													
5.	<p>Action Plan and Matters Arising</p> <table border="1" data-bbox="146 1720 1369 2119"> <thead> <tr> <th data-bbox="146 1720 236 1756"></th> <th data-bbox="236 1720 1066 1756">ACTION</th> <th data-bbox="1066 1720 1369 1756">STATUS</th> </tr> </thead> <tbody> <tr> <td data-bbox="146 1756 236 1832">1.</td> <td data-bbox="236 1756 1066 1832">The Headteacher to provide an update re: school email accounts for all governors (<i>carried forward from 9th May 2019</i>)</td> <td data-bbox="1066 1756 1369 1832">Carried forward. Clerk will chase.</td> </tr> <tr> <td data-bbox="146 1832 236 2047">2.</td> <td data-bbox="236 1832 1066 2047">The Headteacher to share a copy of the Pivotal survey with parents</td> <td data-bbox="1066 1832 1369 2047">Headteacher explained reasons for not doing this. Parents survey at October Parents evening instead</td> </tr> <tr> <td data-bbox="146 2047 236 2119">3.</td> <td data-bbox="236 2047 1066 2119">Anne Williamson to share the contact details of organisation who might be able to help the school to access funding streams</td> <td data-bbox="1066 2047 1369 2119">Carried forward. Matters arising.</td> </tr> </tbody> </table>		ACTION	STATUS	1.	The Headteacher to provide an update re: school email accounts for all governors (<i>carried forward from 9th May 2019</i>)	Carried forward. Clerk will chase.	2.	The Headteacher to share a copy of the Pivotal survey with parents	Headteacher explained reasons for not doing this. Parents survey at October Parents evening instead	3.	Anne Williamson to share the contact details of organisation who might be able to help the school to access funding streams	Carried forward. Matters arising.	
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4.	All governors to re-do the online Child Protection training before Sept 2019: https://www.saferchildrenyork.org.uk/safeguarding-online.htm	Carried forward to December FGB for governors to confirm.	
5.	The Headteacher to run a Staff Governor election process	Completed. No staff were interested, Chair will discuss with staff.	
6.	Governors to inform the Headteacher and the Chair if they can attend the two bespoke training sessions or not	Carried forward.	
7.	The Headteacher to forward the monitoring morning link reports to Lorna	Carried forward to November.	
8.	Lorna Longman to pull together the details about behaviour captured on the link reports and conduct a link visit in September	Carried forward to November.	
9.	The Headteacher to run a wellbeing survey for all staff	Carried forward.	
10.	The Headteacher to add detail to the 'scope' paragraph to include governors and inform the Data Protection Officer on 11.07.19	Completed.	
11.	Philip Hassall to send suggested changes (to the Emergency Plan) to the Headteacher	Completed.	
<p>Matters Arising</p> <p>Action 3: The governors discussed adapting the actions table to include a column for concerns so governors were aware of why they had an action to complete. The Clerk will amend the actions table for the FGB minutes.</p>			Clerk
6.	<p>Headteacher's Report including:</p> <ul style="list-style-type: none"> 5.1 Evaluation of the School Improvement Plan 2018-19 (see highlighted sections) 5.3 Overview of School Improvement Plan 2019-20 5.4 Updated Staffing structure and Subject Leader allocations 		
<p><u>Evaluation of School Improvement Plan 2018-19</u></p> <p>The Headteacher explained the school would be taking on a School Business Manager to analyse the budget in school and assist the current bursar in their role. The School Business Manager would also be able to support with Health and Safety and GDPR. All staff had attended Pivotal training which was about behaviour strategies to use with children. The Headteacher added the pupil numbers had fallen slightly, the Chair questioned why. The Headteacher explained the Reception class had only 18 pupils due to low numbers this year and some children had moved house/location whilst some parents had chosen to move their children out of the school. She added the number of English as an Additional Language (EAL) pupils had reduced whilst there were more SEN children across school needing My Support Plans (MSP) which were time consuming.</p>			
<p><u>Overview of School Improvement Plan 2019-20</u></p> <p>The Headteacher reported plans were in place working towards the priorities. She expanded that they had introduced a new tracker and numerical score to assess how well pupils were moving and allowed the staff to identify pupils not on track. A governor challenged what the staff would do for children not on track, the Headteacher responded children who needed it would have an individual provision map focusing on their targets, activities/interventions put in place in school and at home after discussions with the parents. She added the children would be carefully tracked. The governors discussed any further opportunities to work with children needing extra support through using breakfast and after school clubs or more parent volunteers. A governor queried how often the children would be tracked and feedback given to parents, the Headteacher responded this would happen termly. The governor challenged the Headteacher stating the termly meetings had not been happening, the Headteacher explained they had to a certain extent and termly meetings included parents evenings also. The Chair added there was a slippage last year to termly meetings due to staff absences. The governor commented this had not been reported to governors and perhaps this should have been challenged more at the time.</p>			

	<p>The governors discussed behaviour issues in school and the Headteacher informed the governors this had been discussed in the Teaching & Learning committee and the governors could find this discussion in the minutes. She added there was a huge system in place for pupils who needed extra guidance and support through advice from the Educational Psychologist to wellbeing support workers in school to Family Early Help Assessments (FEHA) in place where needed.</p> <p>The Headteacher informed the governors the children were working on being independent learners which Mr Sutherland had been impressed with in Year 1. Key Stage leaders had been introduced to share the workload and communication between staff and the SLT was working well. There were rigorous meetings and regular book monitoring in place also. The Headteacher finalised the report updating the governors about the African drumming in school which parents had been invited to.</p> <p>A governor informed the Headteacher about his engineering colleagues who were keen to volunteer in maths and reading in school, he agreed to contact the Headteacher regarding this. A governor questioned if extra-curricular clubs could be offered by parents, the Headteacher agreed to ask parents and added paid clubs had been tried in the past but had not been successful.</p> <p>The Headteacher invited questions and added the new school improvement plan for 2019-20 was being finalised with subject leaders writing their own sections to create one document.</p> <p>Staffing Structure For information only.</p> <p>The Chair thanked the Headteacher for the report.</p>	
7.	<p>Committee Updates</p> <p>7.1 Committee Membership 2019/20 7.2 Committee Meeting Dates 2019/20</p> <p><u>Committee Membership:</u> The Chair updated the governors that Kate Mackay-Roberts and Hannah Madin had left the governing board. The committees for the academic year 2019-20 were discussed: Pay Committee: John Halsall will join this committee. Teaching & Learning Committee: Philip Hassall will join this committee. Resources Committee: Same as the last academic year. New Safeguarding Governor: Gary Mogan will take on.</p> <p>Committee meeting dates: For information only.</p>	
8.	<p>Chair's report</p> <p>The Chair gave a verbal report updating the governors that the Headteacher would work with the Headteacher from Poppleton Road School and not the St Wilfred's Headteacher. Insurance was in place for staff absences however this did not cover administrative staff absence, which the school would need to cover. There was a new leadership team in place who were meeting regularly, their first meeting focused on data and in their next meeting they would be carrying out a book scrutiny and learning walks which will be passed onto the governors. A new teacher was attending the writing project and, as already discussed, the school would be taking on a SBM to plan for the budget at St Barnabas.</p>	
9.	<p>Governance Matters</p> <p>9.1 Governor Training (CYC and Diocese) 9.2 Link Governor allocations and Link Governor Policy 9.3 Governor Vacancies (1xCo-opted, 2x Foundation and 1x staff)</p> <p><u>Governor Training:</u> The Chair commented that Gary Mogan would benefit from attending data and safeguarding training as part of his new Safeguarding link governor role. The Clerk will look at dates,</p>	Clerk

Action Plan following the Meeting of the Full Governing Body held on Wednesday, 25th September 2019

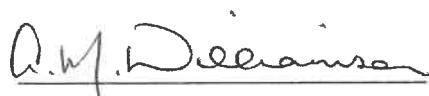
Number	Concern	Action	item	Person	Date
1.	Completion of the Business Interest form	The Business Interest forms will be brought to the next FGB.	3	Clerk	By next FGB
2.	The Governors are using unsecure personal email addresses.	Contact IT regarding school email accounts for all governors	5	Clerk	ASAP
3.	Parents opinions about behaviour needed.	The Headteacher to seek parental opinion about behaviour at Parents' Evening in November.	5	HT	November
4.	To access funding in school.	Anne Williamson to share the contact details of organisation who might be able to help the school to access funding streams	5	AW	By next FGB
5.	Governors need to be up to date re: Child Protection training	All governors to re-do the online Child Protection training asap and let the HT know. https://www.saferchildrenyork.org.uk/safeguarding-online.htm	5	All Gov	ASAP
6.	The Headteacher needs to know the attendance for the bespoke training sessions.	Governors to inform the Headteacher and the Chair if they can attend the two bespoke training sessions ASAP.	5	All Gov	ASAP
7.	Lorna Longman needs the monitoring morning link reports as part of her governing role.	The Headteacher to forward the monitoring morning link reports to Lorna by November.	5	HT	By November
8.	To monitor behaviour in school.	Lorna Longman to pull together the details about behaviour captured on the link reports and conduct a link visit as soon as this can be arranged.	5	LL	By November
9.	HT needs to assess the wellbeing of all staff.	The Headteacher to run a wellbeing survey for all staff	5	HT	ASAP
10.	The column for concerns will help governors to be aware of why they had an action to complete.	The Clerk will amend the actions table for the FGB minutes to include a concerns column.	5	Clerk	ASAP
11.	New safeguarding link governor needs to attend training.	Gary Mogan needs to attend data and safeguarding training as part of his new Safeguarding link governor role. The Clerk will look at dates, let Mr Mogan know so he can book the relevant courses.	9	Clerk & GM	ASAP

Items for next FGB agenda:

- Business Interest forms-Clerk
- Pay Policy to approve
- Governor training with training attached (on all FGB agendas)

	<p>let Mr Mogan know so he can book the relevant courses. The Vice Chair updated governors she had attended Pivotal training and was booked to attend Headteacher Appraisal training. The Headteacher requested the CYC training attended be an agenda item and attached for each FGB.</p> <p><u>Link Governors allocations and Link Governor Policy</u>: The Headteacher reminded everyone about the role of the link governors for classes and that they could focus on key areas in that year group and follow their progress through school. She also requested the class link governors contacted the teacher directly to arrange a visit.</p> <p>Agreed Link Governors</p> <p>Safeguarding and Child Protection- Gary Mogan Health & Safety and Premises – Philip Hassall Luther King Class – John Halsall Shakespeare Class – Philip Hassall PE and Healthy Lifestyle – Jessica Gilmour</p> <p><u>Governor Vacancies</u>: The Vice Chair noted she may have an interested person to become a Foundation governor, but not until the New Year. The Chair asked if the governors could work on sourcing a co-opted governor.</p>	Clerk
10.	<p>Policies</p> <p>10.1 Emergency Plan 10.2 Safeguarding and Child Protection Policy (including Code of Conduct for Staff and Volunteers) 10.3 Pay Policy (if available)</p> <p><u>Emergency Plan</u>: The Vice Chair questioned if the contact telephone numbers in the plan were added to the website, the Headteacher confirmed they were not. Approved.</p> <p><u>Safeguarding and Child Protection (including Code of conduct)</u>: The Headteacher updated the governors that this policy had changed to reflect the updated DfE guidance ‘Keeping Children Safe in Education’ . The Code of Conduct had changed and and staff would sign this also. Approved.</p> <p>Pay Policy was not available. Approve at the next FGB.</p>	
10.	<p>Correspondence - No correspondence had been received.</p>	
11.	<p>Confidentiality Separate minutes.</p>	
12.	<p>Any Other Business The Headteacher requested an additional bank signatory be added, this would be Julie Woolgar. The Governors agreed to this addition.</p>	
13.	<p>Date of next FGB meeting: Wednesday, 11th December 2018 at 6.15pm</p>	

The meeting closed at 8.25pm





December's FGB

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

