

ST BARNABAS' C.E. PRIMARY SCHOOL



Minutes of the meeting of the Full Governing Body held on Wednesday, 11th December 2019 at 6.15pm

Present: Karen Boardman (Headteacher) Anne Williamson (Acting Chair)
Ann Rawlinson (until 6.20pm) Jessica Gilmour
Lorna Longman Jo Patton
Philip Hassall Hannah Denley
Gary Mogan
Brian Lennon

In Attendance: Maria Riley (Governance Support Officer, Clerk)

		Action															
	<p>Welcome Prayer The meeting opened with a prayer led by Anne Williamson.</p>																
1.	<p>Apologies for absence, consents and declarations of interest (related to this agenda) 2.1 Business Interest forms- Clerk 2.2 Re-electing Miss Ann Rawlinson as a co-opted governor</p> <p>There were apologies from John Halsall and Eileen Connolly and no declarations of interest. The clerk distributed the Business Interest forms for completion. The clerk will email Michael Backhouse regarding his associate governor role.</p> <p>The Chair welcomed everyone to the meeting and thanked governors for their help at the Christmas fair. The Chair informed the governors she would not be standing for re-election due to personal reasons and would stand down as a governor at the meeting. The Vice Chair would take on the Acting Chair role. The governors thanked Ann for her work as a governor and Chair at St Barnabas' and wished her well. The Chair said she was happy to remain as an associate governor to be called upon if needed, the governors agreed to this. The clerk will add Ann Rawlinson as an associate governor on the governor database.</p> <p>6.20pm – Ann Rawlinson left the meeting.</p> <p>The Acting Chair took over the agenda and welcomed the new staff governor, Hannah Denley, to the meeting.</p>	<p>Clerk</p> <p>Clerk</p>															
2.	<p>Minutes of the meeting held on 25th September 2019 Previously distributed. The governors asked for Kate Mackay Roberts to be removed from the minutes, which the clerk did. The minutes were agreed to be a true and accurate record, with the amendment above, and were signed by the Acting 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 Business Interest forms will be brought to the next FGB.</td> <td>Completed.</td> </tr> <tr> <td>2.</td> <td>Contact IT regarding school email accounts for all governors</td> <td>Completed. The Headteacher was looking into using Google Drive.</td> </tr> <tr> <td>3.</td> <td>The Headteacher to seek parental opinion about behaviour at Parents' Evening in November.</td> <td>Carried forward. See Matters arising.</td> </tr> <tr> <td>4.</td> <td>Anne Williamson to share the contact details of organisation who might be able to help the school to access funding streams</td> <td>Completed.</td> </tr> </tbody> </table>		ACTION	STATUS	1.	The Business Interest forms will be brought to the next FGB.	Completed.	2.	Contact IT regarding school email accounts for all governors	Completed. The Headteacher was looking into using Google Drive.	3.	The Headteacher to seek parental opinion about behaviour at Parents' Evening in November.	Carried forward. See Matters arising.	4.	Anne Williamson to share the contact details of organisation who might be able to help the school to access funding streams	Completed.	
	ACTION	STATUS															
1.	The Business Interest forms will be brought to the next FGB.	Completed.															
2.	Contact IT regarding school email accounts for all governors	Completed. The Headteacher was looking into using Google Drive.															
3.	The Headteacher to seek parental opinion about behaviour at Parents' Evening in November.	Carried forward. See Matters arising.															
4.	Anne Williamson to share the contact details of organisation who might be able to help the school to access funding streams	Completed.															

5.	All governors to re-do the online Child Protection training asap and let the HT know. https://www.saferchildrenyork.org.uk/safeguarding-online.htm	Carried forward until FGB January 2020.
6.	Governors to inform the Headteacher and the Chair if they can attend the two bespoke training sessions ASAP.	Completed.
7.	The Headteacher to forward the monitoring morning link reports to Lorna by November.	Completed.
8.	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.	Completed. Report will be included in the January FGB pack.
9.	The Headteacher to run a wellbeing survey for all staff	Carried forward. To be given out in the Spring term.
10.	The Clerk will amend the actions table for the FGB minutes to include a concerns column.	Completed.
11.	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.	Completed. Gary Mogan informed everyone he had completed online exclusions training also.

Matters Arising

Action 3: Derek Sutherland advised sending out a shorter questionnaire to parents at the Autumn parents evening and a detailed questionnaire in the Spring once more of the positive messages about the changes in school could be shared with parents.

4. Headteacher's Report *including improving performance review.*

- 4.1 Standards and Achievement annual report - (ISDR & guidance)
- 4.2 School Improvement Plan 2019-20 progress
- 4.3 YSAB Action Plan update

Questionnaire

The Headteacher informed the governors they had sent an electronic questionnaire out to parents with some positive feedback. The Acting Chair requested parents be reminded that they can visit school and talk to staff after a questionnaire so that their concerns or comments can be acknowledged. A governor suggested keeping the questions the same in the next questionnaire to benchmark the responses.

Absences

The Headteacher shared there had been many staff and pupil absences this term due to the nature of the autumn term and illnesses. Persistent absentees (PA) had risen from last year but some of the absences were due to holidays taken. The Acting Chair queried what they were putting in place to combat this, the Headteacher responded they were following the PA process and were ready to fine for pupil absence if needed. The Acting Chair asked how many days the pupils needed to be absent to fine, the Headteacher replied if the pupil was off over 3 days but this was at the Headteacher's discretion. She added the fine was issued by the LA and families received a warning letter first also.

Exclusions

There had been 3 pupils with fixed term exclusions and all the pupils had external agencies working with them also. The Headteacher added they did not issue exclusions lightly and triggers and support in their personalised plans would have been looked at first.

Confidential minutes followed.

Data and Teaching & Learning

The data was being collated for the Headteacher's report at the January FGB and booster work would

take place in January. Derek Sutherland had visited in November and noted lots of positive changes and identified next steps. The staff were working on British Values and a recent visit by NSPCC had been helpful for the pupils.

School Inspection report

The Headteacher presented the report and explained Reading progress had declined from 2018 to 2019 and writing was significantly below which were in the School Improvement Plan. A governor challenged that the maths data had been low and could the maths expert in school be used in a more effective way. The Headteacher responded the maths expert worked with staff at St Barnabas and staff from other schools which therefore meant she could share good practice across the schools. The Acting Chair suggested the governors needed to look at what was being put in place to raise standards and results, the Headteacher responded this could be seen in such things as observations by Derek Sutherland and book scrutiny.

The Headteacher noted absences in 2017/18 were above the national average, a governor requested factually evidence data about why the pupils were absent and to look at patterns. The Headteacher responded she would give a breakdown of the absence reasons in the January FGB.

Within the school context section, the Headteacher explained, different groups of pupils were compared to national, for example pupil premium (PP), English as an Additional Language (EAL) and SEND were quite high in the 2nd quintile and mobility was average. The school was in the bottom half of deprived schools also. She pointed out the finance section and explained the school were receiving a significant amount less than in previous years, the Acting Chair asked if this could be followed up with the LA. The Headteacher replied they were a smaller school and therefore received less due to numbers.

The Headteacher highlighted the amount of pupils on Free School Meals (FSM) in last year's Year 6 and explained this helped the staff to know where to target resources and support. She added patterns could be seen in progress and attainment and in the last 3 years reading had been in the bottom quintile.

School Improvement Plan

The Headteacher gave an overview of the SIP and explained this would be looked at in detail at the next Teaching & Learning committee meeting. A combined summary of the SEF and SIP would be presented in the January FGB along with a governor skills audit.

The governors discussed SEND pupils progress and how informed parents were regarding their child's progress. A governor queried what more the school could do to plan ahead for SEND pupils, the Headteacher responded time was spent focusing on the more complex SEND pupils last year when the SENDCo was absent and plans had been updated and put in place for SEND pupils since September. The Acting Chair commented that it was always the school's aim to make SEND pupils parents happy with the information they received but this was not always fully achieved. The governor challenged how this could be better planned for in the future, the Headteacher responded they had requested an SEN review and the school were receiving funding for SEND focus. The Acting Chair added the school needed to ask parents to work with them on this and give their input and opinions too.

Vision & Values

The staff governor, Headteacher and the Acting Chair had worked on this and would be sharing this with staff and governors in January.

YSAB Action Plan Update

The Headteacher informed governors she had a termly meeting with Derek Sutherland and Maxine Squires to gain feedback and some of the funding would go towards booster groups.

The Chair thanked the Headteacher for the report.

Agenda

Agenda

Agenda

<p>5.</p>	<p>Governance Matters</p> <ul style="list-style-type: none"> 5.1 Governor Training 5.2 Link Governor visit reports 5.3 Governor vacancies (1 x Co-opted Governors and 2 x Foundation) 5.4 GB Self Review and Action Plan 5.5 Staff / Governor Visioning Day 5.6 York Education Governor Bulletin 20.11.19 5.7 Re-appointment of Associate Member Michael Backhouse <p><u>Governor Training</u> The governors discussed looking at which training the governors needed to attend to improve the skills on the governing board. The clerk will send all training attended through CYC to the Acting Chair and Headteacher and they will look at the last skills audit to update which the clerk will send to them.</p> <p><u>Link Governor visit reports</u> None to report.</p> <p><u>Governor vacancies</u> The Acting Chair informed the governors one of the Foundation spaces would hopefully be filled in the New Year and the Headteacher added a parent was interested in being co-opted. The Headteacher will invite the parent to attend a meeting with the Acting Chair and to attend a governor meeting as an attendee.</p> <p><u>GB Self Review and Action Plan</u> The Acting Chair highlighted this had been discussed in the steering group and an action plan would be presented in the January FGB.</p> <p><u>Staff/Governor Visioning Day</u> The Acting Chair informed everyone this had been discussed previously and the morning had been a good one.</p> <p><u>York Education Governor Bulletin</u> For information only.</p> <p><u>Re-appointment of Associate Governor, Michael Backhouse</u> Discussed earlier in the meeting.</p>	<p>Clerk</p> <p>Agenda</p>
<p>6</p>	<p>Chairs Report and Correspondence</p> <p>The Acting Chair shared there had been lots of positives last term with Derek Sutherland involved, the staff were working hard and the Christmas performance had been a success. She asked the Headteacher to pass on the governors thanks.</p>	
<p>7.</p>	<p>Committee Reports</p> <ul style="list-style-type: none"> 7.1 Resources Management Committee minutes - meeting held on 20.11.19 (Draft minutes) 7.2 Approval of the Terms of Reference 7.3 Steering Group Report – meeting held 4.12.19 7.4 Notification that the Pay Committee was held 7.5 Headteacher’s Performance Management Review Group (<i>Headteacher and staff to leave the room for this item</i>) <p><u>Resources Management Committee minutes</u> For information only.</p>	

	<p><u>Approval of the Terms of Reference</u> Approved.</p> <p><u>Steering Group Report</u> Discussed already. Philip Hassall agreed to join the Steering Committee.</p> <p><u>Notification that the Pay Committee was held</u> The Acting Chair explained the meeting had been rigorous and staff had provided evidence. The new staff governor will join the Teaching & Learning committee.</p> <p><u>Headteacher's PM Review group</u> This had not happened yet.</p>	
8.	<p>Finance</p> <p>8.1 Ratification of the Revised Budget as recommended by the Resources Committee 8.2 Update on new SFVS</p> <p><u>Ratification of the Revised Budget</u> The Chair of the Resources Management Committee highlighted the school had a deficit of £20,000. 1 to 1 support had been put in place where needed and there had been an unexpected absence of a class teacher. The SBM had discussed putting a recovery plan in place next year. A governor asked was the projected number for Reception next year 20 pupils, the Headteacher replied this was a cautious number based on the pupils in playgroup.</p> <p>Revised budget Approved.</p> <p><u>Update on new SFVS</u> Approved and Ann Rawlinson will sign this.</p>	
9.	<p>Health and Safety</p> <p>9.1 Health & Safety CYC Audit Report</p> <p>The Headteacher informed the governors the Resources committee discuss this area and the school had received a useful inspection which identified areas for improvement. The SBM will be working on replacing old policies which the H&S link governor could view when visiting school.</p>	
10.	<p>Policies</p> <p>10.1 Ratification of the Budget Management Policy including the scheme of delegation 10.2 Behaviour Policy 10.3 Staff Attendance Management Policy (HR recommended policy) 10.4 SEN Information Report and SEN Policy 10.5 Pay Policy (which was approved by the Chair using Chair's Action)</p> <p><u>Budget Management Policy including Scheme of Delegation</u> Approved</p> <p><u>Behaviour Policy</u> Approved</p> <p><u>Staff Attendance Management Policy</u> Approved</p> <p><u>SEN Information report and SEN Policy</u> The Acting Chair commented they needed to working together in partnership with parents of SEND children. This would be discussed at the Teaching & Learning committee meeting.</p>	

	<u>Pay Policy</u> For information only.	
11.	Holiday Dates 2020/11 For information only.	
11.	Confidentiality Separate confidential minutes.	
12.	Any Other Business	
13.	Date of next FGB meeting: Wednesday, 29 th January 2020 at 6.15pm	

The meeting closed at 8.30pm


Chair

29/1/20
Date

Action Plan following the Meeting of the Full Governing Body held on Wednesday, 11th December 2019

Number	Concern	Action	item	Person	Date
1.	If Michael Backhouse would like to remain as an associate governor	The clerk will email Michael Backhouse regarding his associate governor role.	1	Clerk	By next FGB
2.	Ann Rawlinson has left the GB	The clerk will add Ann Rawlinson as an associate governor on the governor database.	1	Clerk	By the next FGB
3.	Parent's opinions needed about the school needed.	The Headteacher to seek parental opinion through a detailed questionnaire in the Spring.	3	HT	By March 2020 FGB
4.	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	3	All Gov	ASAP/let HT know by next FGB
6.	HT needs to assess the wellbeing of all staff.	The Headteacher to run a wellbeing survey for all staff	3	HT	By March 2020 FGB
7.	The governors need to assess their training needs.	The clerk will send all training attended through CYC to the Acting Chair and Headteacher and they will look at the last skills audit to update which the clerk will send to them	5	Clerk/Acting Chair/HT	By the next FGB

Items for next FGB agenda:

- Online Child Protection
- Governor training with training attached (on all FGB agendas)
- Behaviour Report from Lorna Longman
- Data within the HT report
- Break down for the reasons for absences
- Combined summary of the SEF and SIP
- Governor skills audit
- Vision & Values
- GB Self Review and Action Plan

