

# ST BARNABAS' C.E. PRIMARY SCHOOL



## Minutes of the virtual meeting of the Full Governing Body held on Wednesday, 23<sup>rd</sup> September 2020 at 6.15pm

Present: Karen Boardman (Headteacher) Anne Williamson (Chair)  
 Lorna Longman Jessica Gilmour  
 Philip Hassall Jo Patton  
 Maguire Agnew Hannah Denley  
 Reverend Paul Millard Dan Wilkinson  
 Gary Mogan John Halsall

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

		Action															
	<p><b>Welcome Prayer</b>                      The meeting was opened with a prayer led by Reverend Paul Millard.</p>																
1.	<p><b>Election of the Chair and Vice Chair for 2020-21</b>                      The clerk asked for nominations for Chair, Anne Williamson indicated that she would be happy to continue in post. All governors agreed</p> <p>Anne Williamson was duly elected as Chair for a period of one year.</p> <p>The clerk asked for nominations for Vice Chair, Lorna Longman indicated that she would be happy to be the Vice Chair. All governors agreed.</p> <p>Lorna Longman was duly elected as Vice Chair for a period of one year.</p>																
2.	<p><b>Apologies for absence, consents and declarations of interest</b> <i>(related to this agenda)</i>                      There were no apologies and no declarations of interest. Arran Brown did not attend the meeting.</p> <p>The clerk reminded governors to send their completed business interest forms as soon as possible.</p> <p><b>Code of Conduct Approval</b>                      Approved.</p>																
3.	<p><b>Minutes of the meeting held on 8<sup>th</sup> July 2020</b>                      Previously distributed.                      A governor requested a wording change on page 4; change risk agenda to risk register.</p> <p>The minutes were agreed to be a true and accurate record, with the change made above, and the clerk will add approved to the final minutes and return to school.</p>																
4.	<p><b>Action Plan and Matters Arising</b></p> <table border="1"> <thead> <tr> <th></th> <th>ACTION</th> <th>STATUS</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>The clerk will send out the safeguarding link in September for all governors to complete.</td> <td>Completed</td> </tr> <tr> <td>2.</td> <td>John Halsall suggested he contact York Cares for any volunteers to come into school <i>(carried forward from May 2020)</i>.</td> <td>Carried forward.</td> </tr> <tr> <td>3.</td> <td>Parent governor election to be held once school had re-opened fully</td> <td>Completed. No parent nominations were sent into school</td> </tr> <tr> <td>4.</td> <td>The Headteacher requested a change in the Resources minutes</td> <td>Completed.</td> </tr> </tbody> </table>		ACTION	STATUS	1.	The clerk will send out the safeguarding link in September for all governors to complete.	Completed	2.	John Halsall suggested he contact York Cares for any volunteers to come into school <i>(carried forward from May 2020)</i> .	Carried forward.	3.	Parent governor election to be held once school had re-opened fully	Completed. No parent nominations were sent into school	4.	The Headteacher requested a change in the Resources minutes	Completed.	JH
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	from the 4 <sup>th</sup> March 2020 and will email the clerk the change (carried forward from May 2020).		
	5. The clerk agreed to look into governor safeguarding and Prevent training for September and send out the latest training booklet from the Governance Service.	Complete. The clerk will send the Prevent link to Gary Mogan and Maguire Agnew	Clerk
	6. The governor agreed to send a suggested agenda plan to the clerk to use in meetings.	Completed	
	7. The SBM suggested he may be able to highlight cells on the report to make it easier to identify the key areas to focus on in the FGB meetings.	The clerk will email the SBM.	Clerk
	<u>Matters Arising</u> The Chair queried point 4 in the last FGB minutes to see if the lettings and income had changed, the clerk will email the SBM to check.		Clerk
5.	<b>Headteacher's Report</b> The Headteacher reported on the following, <u>Covid Risk Assessment Review</u> The Working Party had reviewed the risk assessment and the plans were working well in school. Attendance of pupils and staff had dropped in school recently due to colds and associated coughs but there had been no positive Covid results from pupils or staff. When staff were absent this had implications for the school managing the bubbles however staff had all helped with this so that no external staffing had been required.  <u>Contextual school information</u> The Numbers on roll had altered due to some pupils leaving due to house moves, SEN numbers on the register had reduced slightly but they were reviewing who needed to be on the register.  <u>Attendance</u> Daily attendance started well at 95% and parents had been happy to send their children back to school. Attendance had now dropped to 86% due to illnesses and pupils needing to isolate while they or a member of their household waited for Covid test results. A governor queried the persistent absentee (PA) figure of 18% from 2019-20, the Headteacher explained if a pupil's attendance fell below 90% they were categorised as a PA. She continued if a pupil's absence was Covid related, they entered a different code on the school system and the pupil was not penalised. A governor commented there had been tensions between parents and the school in previous years however this had changed as no parent had refused to send their child back to school, this showed the good work done in school.  <u>Mobility</u> 18 pupils left the school between September 2019 to March 2020 mostly due to house moves. 14 pupils had left in July 2020 due to moving out of the area therefore the revised budget would need addressing to reflect this. 23 Year 6 pupils had moved onto secondary and they had 25 new Reception starters. The Chair added they had examined the reasons for the pupils leaving in the Steering group. A governor asked what the school would lose in funding and did they need to make a contingency plan, the Headteacher answered they would lose around £30,000 and they would need a plan in place. The Vice Chair suggested the loss in funding and families leaving needed to be added to the risk register, the Chair agreed. The Headteacher added they would be looking at how to promote the school in the Steering Committee. The Vice Chair commented this was about stake holder		

	<p>management and they needed to think about what the school could do to keep pupils. The Chair pointed out some of the housing around school was small for larger families and that they needed to look at the York Central plans. A governor commented he would raise the issue of family housing at a stakeholder meeting later that week.</p> <p><u>Safeguarding and Child Protection</u> They had been lots of multi-agency meetings which had resulted in a lot of the children with plans no longer needing them.</p> <p><u>School Improvement Priorities 2020-21</u> The Headteacher gave an overview of the executive summary from the working party. Firstly, vulnerable children needed priority and all teachers were aware of who these children were and how others could be identified and worked with. Funding had been assigned to vulnerable children who needed to access the breakfast club. The Chair queried if there was any training for staff from the LA in regards to children’s champions, the Headteacher responded there had been some support and lots of resources for pupil wellbeing, alongside access to a wellbeing worker in school. There was also training available from CYC Educational Psychology services on trauma in children with practical resources. The staff had worked on staff wellbeing and they were building strong and positive relationships with the pupils.</p> <p>To keep the school connected, they were holding whole school assemblies via Zoom, the Chair suggested this may work with Church also, the Headteacher agreed.</p> <p>In the curriculum the maths lead had trained staff on a DfE maths resource, the children had more opportunity for physical activity and work was being carried out around Social, Emotional and Mental Health (SEMH). There were gaps in learning which were being addressed and the children found concentrating for long periods difficult so they had introduced small breaks. The Year 2 children were experiencing some of the less formal learning (continuous provision) as they had missed this in Year 1 due to lockdown. They were looking at the schools remote learning plan and using Google Classrooms for this. The York Schools and Academies Board (YSAB) were still supporting school this year with Pathfinder Teaching School providing some of the support.</p> <p><u>Staffing Structure and Leadership Roles</u> The new class names were based around inspirational people and new staff across the school had settled well. Sarah Curry and Julie Woolgar had started as phase leaders and Hannah Denley was the new SENDCo and would starting the accreditation soon. The Vice Chair queried if this information should be included on the risk register also as Miss Denley was the third SENDCo in a relatively short time and parents might perceive this negatively, the Headteacher replied this was on the risk register. Another governor enquired if the school needed more parent volunteers, the Headteacher agreed they did but due to Covid this was difficult.</p> <p>The Chair thanked the Headteacher for the report.</p>	
6.	<p><b>Committee Updates</b> <u>Steering Group Terms of Reference</u> The Chair advised adding ‘these would be highlighted with full governors’ to the third point in the terms of reference. Another governor added there needed to be reference to the risk register and that the committee own and manage the register. The Headteacher will add these.</p> <p><u>Membership of the Steering Committee:</u> Anne Williamson, Lorna Longman, Headteacher and Philip Hassall.</p> <p><u>Membership of a Foundation Committee to look at SIAMS:</u> Daniel Wilkinson, Reverend Paul Millard, Anne Williamson, Headteacher and Sarah Curry as RE lead.</p>	HT
7.	<b>Chair’s Report</b>	

	<p>The Chair thanked the Headteacher, SLT and staff for a smooth and calm start to the term and suggested link governors could find out more about the inspirational person linked to their class. The Chair shared that they was an expectation that Covid would be around for a while so the governors needed to consider how governance could be carried out effectively. The recommendations from the LA were about high quality provision for all and targeted provision for vulnerable children with wellbeing high on the agenda for all children and staff. The school's Covid recovery plan showed a baseline to ask questions and showed the governors how things were working in school. The Chair offered her thanks to the governors for volunteering particularly during the current pandemic.</p> <p>The Chair posed the question how would they work well as a team and be effective? She answered, they needed to carry out a skills audit to see what skills they had as a team and any training they needed. The clerk will send out the skills audit to be completed. The Chair suggested the link governors needed to look at how they could support staff and then feedback to the FGB.</p> <p>The Chair highlighted the risk register would be a live document and would mitigate the risks as they arrive. She asked, how could the governors look at staff wellbeing and promote the school. A governor commented perhaps this question needed reversing to what were the problems? He added focusing on what needed to be done would be effective. The Chair agreed and commented they needed to talk to the staff to share their comments with the FGB. The staff governor added the best way to see the problems was to spend a day in school with the staff. A governor asked if they were allowed in school at the moment, the Headteacher responded if it was a regular volunteer/governor attached to a bubble then this would be ok. The Vice Chair added the governor or volunteer would need to consider their own employers views on this also. The Chair suggested a Zoom call with a teacher or class.</p>	Clerk
8.	<p><b>Governance Matters</b>  <u>Governor Training</u> – sent out for information</p> <p><u>Class Governor allocation</u>  Reception – Daniel Wilkinson  Year 1 – Anne Williamson  Year 2 – Jo Patton  Year 3 – Maguire Agnew  Year 4/5 – John Halsall  Year 6 – Philip Hassall  The Headteacher would send the teachers' email addresses to the governors to arrange a Zoom meeting.</p> <p><u>Subject Area Governors</u>  Safeguarding – Gary Mogan  H&amp;S/Premises – Philip Hassall  English – John Halsall  Maths – Maguire Agnew  SEN/Inclusion/Wellbeing – Anne Williamson  Pupil Premium – Lorna Longman  Website checks – Jo Patton  PE and Healthy Lifestyles – Jessica Gilmour  Church School Distinctiveness &amp; worship – Anne Williamson, Daniel Wilkinson and Reverend Paul Millard.</p>	HT
9.	<p><b>Safeguarding – standing agenda item</b>  Governors were reminded to complete the safeguarding online training and the Headteacher informed governors that Julie Woolgar and the Headteacher were safeguarding leads and were</p>	

	renewing their training soon.	
<b>10.</b>	<p><b>Policies</b></p> <p><u>Pay Policy</u> – The Pay Policy was not available for the meeting. The Governors and clerk discussed using Chair’s Action ahead of the Pay committee meeting in October. The clerk will send out the Pay policy to all governors when it is released for them to read. The Headteacher reported if staff had Covid and needed to self-isolate or if a member of their family had symptoms the staff member would be paid. The Headteacher asked if the staff member was well enough to work from home they would, however if it was their child’s school/bubble closed what would happen then? Under CYC if a child was self-isolating but the parents did not need to they could take dependent care leave which was 5 days to look after their child. She explained it was the schools decision regarding paying in these circumstances, the Chair asked if they could look at this case by case as they arose. The Vice Chair agreed as this would be a fair way to assess. A governor commented this would be fair but they also needed to consider the school business needs. Another governor commented they needed to be careful of discriminatory behaviour and that they needed to remain consistent with other school’s policies. The Headteacher responded they could come to a shared agreement with other maintained schools in York and would look into this to report back.</p> <p><u>Child Protection and Safeguarding Policy and staff leaflet</u> – <b>Approved.</b></p> <p><u>Privacy Policy</u> – <b>Approved</b></p> <p><u>Behaviour Policy</u> (adapted for the current Covid situation)- <b>Approved</b></p>	<p><b>Clerk</b></p> <p><b>HT</b></p>
<b>11.</b>	<p><b>Correspondence</b></p> <p>None.</p>	
<b>11.</b>	<p><b>Confidentiality</b></p> <p>No confidential minutes.</p>	
<b>12.</b>	<p><b>Any Other Business</b></p> <p>None.</p>	
<b>13.</b>	<p><b>Date of next FGB meeting:</b></p> <p>Wednesday 9<sup>th</sup> December 2020 at 6.15pm</p>	

The meeting closed at 8.10pm

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 APPROVED  
 Chair

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 9<sup>th</sup> December 2020  
 Date

**Action Plan following the Meeting of the Full Governing Body held on Wednesday, 23<sup>rd</sup> September 2020**

Number	Concern	Action	item	Person	Date
1.	More volunteers needed in school.	John Halsall suggested he contact York Cares for any volunteers to come into school ( <i>carried forward from May 2020</i> ).	4	JH	By the next FGB
2.	Ensuring the relevant governors are up to date with the Prevent training.	The clerk agreed to send out the Prevent training to Gary Mogan and Maguire Agnew.	4	Clerk	ASAP
3.	The Key Performance indicators needed to be clear in the FGB	The SBM suggested he may be able to highlight cells on the report to make it easier to identify the key areas to focus on in the FGB meetings. The Clerk will check if this is possible.	4	Clerk/SBM	By the next FGB

	meetings				
4.	Had the lettings and income changed?	The Chair queried point 4 in the last FGB minutes to see if the lettings and income had changed, the clerk will email the SBM to check.	4	Clerk/SBM	By the next FGB
5	The Steering group terms of reference needed amending.	The Chair advised adding 'these would be highlighted with full governors' to the third point in the terms of reference from the Steering Group. Another governor added there needed to be reference to the risk register and that the committee own and manage the register. The Headteacher will add these.	6	HT	By the next FGB.
6.	The skills of the GB needed reassessing.	The clerk will send out the skills audit to be completed	7	Clerk	ASAP
7.	The class governors need to get to know their class and teachers in a safe way.	The Headteacher will send the class teachers' email addresses to the link governors to arrange a Zoom meeting.	8	HT	By the next FGB.
8.	The governors need to read the Pay Policy.	The clerk will send out the Pay policy to all governors when it is released for them to read.	10	Clerk	ASAP
9.	The school being fair and uniform with regards to Covid Pay.	The Headteacher will look into a shared agreement with other maintained schools in York regarding pay and Covid.	10	HT	By the next FGB

**Items for next FGB agenda:**

- Look at the skills audit results