

ST BARNABAS' C.E. PRIMARY SCHOOL



Minutes of the virtual meeting of the Full Governing Body held on Wednesday, 9th December 2020 at 6.15pm

Present: Karen Boardman (Headteacher) Anne Williamson (Chair)
 Lorna Longman Jo Patton
 Maguire Agnew Hannah Denley
 Reverend Paul Millard Dan Wilkinson

In Attendance: Maria Riley (Governance Support Officer, Clerk)
 Arran Brown (SBM)
 Derek Sutherland (YSAB)- until 6.45pm

		Action																		
	<p>Welcome Prayer The meeting was opened with a prayer led by Reverend Paul Millard.</p>																			
1.	<p>Any Other Business None.</p>																			
2.	<p>Welcome, Apologies for absence, consents and declarations of interest <i>(related to this agenda)</i> There were apologies from Philip Hassall, Gary Mogan, Jessica Gilmour and John Halsall with consent. There were no declarations of interest.</p> <p>The clerk reminded governors to send their completed business interest forms, skills audits and safeguarding certificates and will email a reminder to those governors who need it. The governors discussed Ann Rawlinson's associate governor status and agreed this was no longer needed. The Chair will contact Ann Rawlinson and the clerk will remove the details from the database.</p>	<p>Clerk & All Gobs Chair & Clerk.</p>																		
3.	<p>Minutes of the meeting held on 23rd September 2020 Previously distributed. The minutes were agreed to be a true and accurate record and the clerk will add approved to the final minutes and return to school.</p>																			
4.	<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>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>2.</td> <td>The clerk agreed to send out the Prevent training to Gary Mogan and Maguire Agnew.</td> <td>Completed.</td> </tr> <tr> <td>3.</td> <td>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.</td> <td>The SBM was reviewing this and would contact the HT and Chair if support was needed.</td> </tr> <tr> <td>4.</td> <td>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.</td> <td>Completed.</td> </tr> <tr> <td>5.</td> <td>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.</td> <td>Completed.</td> </tr> </tbody> </table>		ACTION	STATUS	1.	John Halsall suggested he contact York Cares for any volunteers to come into school <i>(carried forward from May 2020)</i> .	Carried forward.	2.	The clerk agreed to send out the Prevent training to Gary Mogan and Maguire Agnew.	Completed.	3.	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 SBM was reviewing this and would contact the HT and Chair if support was needed.	4.	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.	Completed.	5.	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.	Completed.	<p>JH</p>
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	6.	The clerk will send out the skills audit to be completed	Completed.
	7.	The Headteacher will send the class teachers' email addresses to the link governors to arrange a Zoom meeting.	Completed.
	8.	The clerk will send out the Pay policy to all governors when it is released for them to read.	Completed.
	9.	The Headteacher will look into a shared agreement with other maintained schools in York regarding pay and Covid.	Completed.
5.	<p>York Schools and Academies Board (YSAB) Plan – Presented by Mr Derek Sutherland</p> <p>Mr Sutherland explained this was the third year plan for the school and it would be the last year. Pathfinder teaching school would be supporting the school this year and the plan formed with school would cover;</p> <ol style="list-style-type: none"> 1. SEND 2. Supporting the new Leadership team 3. The curriculum and outcomes, Teaching & Learning, Intent, Implementation and Impact. 4. Covid recovery and remote learning in place. 5. Effective behaviour for learning. <p>Mr Sutherland explained the school had been judged Requires Improvement at the last Ofsted visit and they needed to work at coming out of this for the next inspection. He added the governors needed to be holding the Headteacher to account for how the plan was moving and thinking about how they would monitor and check the progress of the plan. Throughout the year also the Headteacher and Chair would meet with the Rapid Improvement Group (RIG) to look at the schools progress.</p> <p>The Chair highlighted the YSAB plan would evolve and change continuously and it was easy for the governors to identify when the school had reached their targets. She also suggested linking a governor to each of the five priorities to draw out some crucial questions to be answered. Mr Sutherland pointed out the governors needed to focus on the schools targets and the impact of these for the next Ofsted inspection. They also needed to ask questions such as was the current leadership right for the school and serving the school well. Ofsted would also check parent and pupils views so regular communication was very important. The Chair shared she had discussed how to gather parent and pupil views differently with the SENDCo, Mr Sutherland suggested they could hold online meetings, phone calls or face to face where allowed.</p> <p>The Chair thanked Mr Sutherland. 6.45pm – Mr Sutherland left the meeting.</p>		
6.	<p>Headteacher's Report</p> <p>The Headteacher asked the governors for any questions. A governor queried the SEN percentage increase from 11% to 16%, the Headteacher explained they assessed any SEN needs every autumn at the start of a school year and the gaps from some children showed that they needed to be added to the SEN register.</p> <p><u>Staffing</u></p> <p>The Headteacher reported they had some staff absent due to Covid and had needed to employ supply cover. The Chair queried if the school could claim any money back, the Headteacher respond she would need to look into this with the SBM. The Headteacher reported staff development was in place virtually and Hannah Denley was completing the SENDCo qualification. A governor queried if the staff development was around remote learning, the Headteacher confirmed they had revisited using Google Classroom and using chrome books.</p>		

Parents Evening

A parent governor shared that the virtual parents evening had worked well for parents and saved time for all concerned. The Headteacher agreed and suggested they could still offer this as an option even when face to face meetings were allowed again. The parent governor thought they may have a higher percentage of parents taking part if they offered both options.

Premises and Health & Safety

The Headteacher informed governors around 50% of the pupils had received the flu nasal spray after parents had received many letters and emails to sign up, which had been disappointing.

PTA

The Headteacher noted the PTA had been doing amazing and creative work in raising money still for the school.

Data Report

The Headteacher reported the percentage of pupils at expected or above had fallen and were below the data from Autumn 2019. The assessments had shown there were gaps in pupils learning and the teachers knew where these gaps were. The Headteacher had met with individual teachers with the SENDCo and phase leaders in progress meetings to discuss targets, interventions and SEN pupils. The Headteacher highlighted the Year 2 pupils had been given a phonics check in autumn one and autumn two and although there was an improvement between the checks, they were lower than expected. The national pass rate was 83% and the Year 2 pass rate was 61%, they were hopeful this would rise in the spring term. The SENDCo added pre-Covid the pupils had been on track to pass and the rate had been predicated as 84%, the SENDCo added the time away from school had definitely impacted on the pupils. A governor questioned if YSAB would take this into consideration, the Headteacher replied the use of the data this year was difficult as the Government were not publishing tables but the governors should expect to see children progress rapidly.

The Headteacher continued there were concerns about the Year 6 cohort as the percentage of the cohort who had been on track before lockdown was not as high as they would have liked and since lockdown more pupils had fallen behind. She added they needed to consider not just SATs but how ready the pupils were to access secondary school. The Chair queried if they were more ready to learn after a term back in school, the Headteacher explained some of the pupils and parents were hard to motivate and some of them had barriers to learning so they were looking closely at the teaching and learning in this year group.

Recovery Planning

The Headteacher explained the recovery plan showed specific interventions, aims and any issues to be taken into consideration. Attendance had been good, Covid related absences were not recorded in the attendance data and within the data were a small number of pupils with poor attendance. Some families had been anxious about sending their children back to school and they had supported and reassured them that school was a safe place to be.

The Headteacher reported the most important way pupils would catch up was through first quality teaching and to support this they needed CPD and assessments. Alongside this they had implemented targeted academic support using the catch up funding and were using wider strategies around behaviour and supporting home learning.

Catch up Funding

The Headteacher reported they would receive around £11,000 in catch up funding and they could access support from the national tutoring program which they were looking into. The Headteacher explained the guidance for pregnant staff during Covid and added the Year 2 teacher, who was pregnant, would deliver small group intervention work and planning for teachers. They would bring in a replacement Year 2 teacher asap to get to know the children and take over the teaching. A governor queried who the additional adults were in reading sessions, the Headteacher explained it was the Year 2 teacher carrying out reading sessions across the year groups. The governor asked if there were allowed volunteers into school, the Headteacher responded they were allowed

	<p>volunteers and would review this in January.</p> <p><u>School Evaluation Form (SEF)</u> The Headteacher explained the SEF was work in progress and the Chair noted it was good to see all the information in one document.</p> <p>The Chair passed on the governors thanks to the Headteacher for all the hard work and preparation for the meeting.</p>	
7.	<p>SEN Report – Presented by Hannah Denley SENDCo</p> <p>The SENDCo explained the first page in the report showed which SEN pupils were on track or not and there was a separate document showing any SEN pupils very far behind. Across school, they were focusing on writing and reading and they had a high number of Cognition and Learning needs. A governor noted it was interesting that KS2 pupils were struggling more than KS1, the SENDCo explained as pupils moved up through school sometimes the gap became bigger and they were looking at when pupils needed extra support and intervention rather than just carrying on covering year group objectives. The SENDCo added there was a higher percentage of Cognition and Learning needs in KS2 also. The governor asked if these needs affected the children’s behaviour, the SENDCo replied sometimes although pupils with Social, Emotional and Mental Health (SEMH) needs usually showed more challenging behaviour and often pupils on the SEN register had more than one need.</p> <p>A governor queried how children with dyslexia and dyscalculia were assessed, the SENDCo explained it depended upon the need of the children as they were assessed in different ways. Autistic children were assessed through CAMHS, the school had dyslexic screening systems in place and accessed external assessors if needed and they could buy in assessments for dyscalculia also.</p> <p>The SENDCo reported parent’s feedback on the support given to their SEN child during lockdown and their teachers support had been positive The Chair thanked the SENDCo for the report and for empowering all the staff to support their children.</p>	
8.	<p>Governance Matters</p> <p><u>Governor Training</u> – The Chair thanked governors who had attended training and stated they would look at any training gaps once the skills audit had been collated.</p> <p><u>Link Governor Visits</u> – A governor commented it was good to get in touch with their link class and seeing the children develop and progress over the years. He added the teachers were very excited about the play based/creative learning. The staff governor commented governors visits and conversations were really helpful for the staff to celebrate achievements whilst also voice any concerns. The Chair highlighted this showed the positive impact of the governor’s involvement.</p> <p><u>Governor Vacancies</u> – The Headteacher will write to parents regarding the parent vacancy in January 2021.</p> <p><u>Skills Audit</u> – The clerk will forward the skills matrix to the Chair when all the audits have been returned.</p>	
9.	<p>Chair’s Report</p> <p>The Chair highlighted it was important for governors to pull together in these times particularly as the school was being so well supported by the YSAB plan and Pathfinder. Governors needed to positively challenge, monitor and support and they also needed to support the Headteacher, SLT and all staff working hard in school. The Chair asked if governors agreed with this, a governor responded they each needed to think about their roles and the parts of the YSAB plan they were overseeing and added they could support each other through a buddying system. The Chair agreed and pointed out the steering group had discussed that the SEF was also an important document for the governors to oversee. The Chair requested governors to assign themselves to the five priorities from the YSAB plan</p>	

	<p>which they could feedback on at future FGB meetings:</p> <ol style="list-style-type: none"> 1. Quality of Education – Anne Williamson, Maguire Agnew and John Halsall. 2. Pupil Premium and Attitudes of the children – Lorna Longman and Hannah Denley. 3. Quality of pupil’s personal development – Jo Patton and Jessica Gilmour. 4. Effectiveness of Leadership and Management – Rev Paul Millard and Anne Williamson 5. Early Years – Dan Wilkinson and one other governor the Chair will source. <p>The Chair thanked the governors for volunteering for these roles adding the year ahead would be hard but together they could move forward.</p>	Chair
10.	<p>Committee Reports</p> <p><u>Resources Committee</u> – The Chair of the Resources Committee reported they had reviewed the budget in depth and would like to produce a one page summary for future FGB meetings. She added the effect of 30 pupils leaving the school was a £30,000 loss and infant school funding could be £20,000 less also. The Resources governors would be meeting early in 2021 to make some big decisions moving forward.</p> <p><u>Resources Committee Terms of Reference</u> – Approved.</p> <p><u>Curriculum Committee</u> – The Chair reported they had reviewed the risk register, YSAB support plan and policies for review.</p> <p><u>Curriculum Committee Terms of Reference</u> – Approved.</p> <p><u>Notification that the Pay Committee meeting was held</u> – The Chair of the Pay committee reported the governors had been rigorous and questioned the Headteacher after reviewing the evidence and targets. They had highlighted wellbeing as a focus and would meet half yearly to check on this.</p> <p><u>Headteacher’s Performance Management Review Group</u> – This group had not been able to meet yet and were awaiting a date from Mr Sutherland.</p>	
11.	<p>Finance</p> <p>The SBM reported there were falling pupil’s numbers in school and across York and they needed to look at where savings could be made.</p> <p>The governors approved the revised budget.</p> <p><u>SFVS</u> – Approved.</p>	
12.	<p>Safeguarding – standing agenda item</p> <p>The Headteacher reported the safeguarding lead from Pathfinder would review the school’s safeguarding and check for any improvements.</p>	
13.	<p>Policies</p> <p>Budget Management Policy including the scheme of delegation</p> <p>Pay Policy (which was approved by the Chair using Chair’s Action)</p> <p>Appraisal Policy (CYC Model)</p> <p>Capability Policy (CYC Model)</p> <p>Recruitment and Selection (CYC Model)</p> <p>Remote Learning Policy</p> <p>SEN Information Report & Policy</p> <p>All Approved.</p>	
14.	<p>Health & Safety</p> <p>The Headteacher explained they were following Covid advice from Public Health who had been helpful.</p>	

15.	Holiday dates – 2021-22 For information only.	
16.	Any Other Business – follow up None.	
17.	Confidentiality Separate confidential minutes.	
18.	Date of next FGB meeting: Wednesday, 27 th January 2021 at 6.15pm	

The meeting closed at 8.45pm

_____ Approved _____
Chair

_____ 27/01/2021 _____
Date

Action Plan following the Meeting of the Full Governing Body held on Wednesday, 9th December 2020

Number	Concern	Action	item	Person	Date
1.	BI, skills audit and safeguarding training need completing asap.	The clerk reminded governors to send their completed business interest forms, skills audits and safeguarding certificates and will email a reminder to those governors who need it.	2	Clerk & All Govs	By the next FGB
2.	An associate governor was no longer needed.	The Chair will contact Ann Rawlinson and the clerk will remove the details from the database.	2	Chair & Clerk	By the next FGB
3.	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>).	3	JH	By the next FGB
4.	Governors to cover the 5 priorities on the YSAB plan.	The Early Years priority– Dan Wilkinson and one other governor the Chair will source.	9	Chair	By the next FGB

Items for next FGB agenda: Always add the Visions and Values to the top of the agenda

- Look at the skills audit results