

ST BARNABAS' C.E. PRIMARY SCHOOL



Minutes of the virtual meeting of the Full Governing Body held on Wednesday, 27th January 2021 at 6.15pm

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

In Attendance: Maria Riley (Governance Support Officer, Clerk)
 Arran Brown (SBM)
 Sarah Curry – EYFS & KS1 lead

		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> The Chair welcomed everyone to the meeting. She reminded governors to refer to the school's Vision & Values and to ask questions throughout the meeting.</p> <p>There were apologies from Lorna Longman and Dan Wilkinson with consent. Reverend Paul Millard declared he was friends with employees at the Ebor Trust and Pathfinder Academy.</p>																
3.	<p>Minutes and confidential minutes of the meeting held on 9th December 2020 Previously distributed. Both sets of 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>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.</td> <td>Completed.</td> </tr> <tr> <td>2.</td> <td>The Chair will contact Ann Rawlinson and the clerk will remove the details from the database.</td> <td>Completed.</td> </tr> <tr> <td>3.</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>Awaiting an email from York Cares.</td> </tr> <tr> <td>4.</td> <td>The Early Years priority– Dan Wilkinson and one other governor the Chair will source.</td> <td>No longer needed.</td> </tr> </tbody> </table>		ACTION	STATUS	1.	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.	Completed.	2.	The Chair will contact Ann Rawlinson and the clerk will remove the details from the database.	Completed.	3.	John Halsall suggested he contact York Cares for any volunteers to come into school <i>(carried forward from May 2020)</i> .	Awaiting an email from York Cares.	4.	The Early Years priority– Dan Wilkinson and one other governor the Chair will source.	No longer needed.	JH
	ACTION	STATUS															
1.	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.	Completed.															
2.	The Chair will contact Ann Rawlinson and the clerk will remove the details from the database.	Completed.															
3.	John Halsall suggested he contact York Cares for any volunteers to come into school <i>(carried forward from May 2020)</i> .	Awaiting an email from York Cares.															
4.	The Early Years priority– Dan Wilkinson and one other governor the Chair will source.	No longer needed.															
5.	<p>Covid update/Headteacher's Report <i>Confidential minutes followed.</i></p> <p>The Headteacher reported the current capacity of the school leadership team was reduced due to an absence of one of the SLT team. Pathfinder and the LA had been made aware of this and they had started discussions around Pathfinder supporting the school further from February to August 2021. Also the YSAB board had decided to award extra funding to the school to support them. A governor challenged why this support had not been in place already, the Headteacher responded they had</p>																

been supported by Nicola Massey and Sheena Powley from Pathfinder, however due to having a member of the SLT currently absent they required further support. The Chair added the governors had decided to put two phase leaders in place to replace the Deputy Headteacher to build up the leadership capacity in school and for succession planning, however Covid 19 and a phase leader being on sick leave were unforeseen. Having a phase leader off school had reduced the Headteacher's time to focus on strategic work and only gave her time to focus on the operational running of the school. The governor further challenged that they should have had a contingency plan in place for the Deputy Headteacher leaving and for new staff to learn their roles. The Headteacher replied their plans had been thorough but no-one had planned for Covid 19 and they needed to turn around the school faster than other schools needed to. She added Pathfinder's support would be helpful and positive. The governor suggested they all needed to be aware if support was still needed in the future and plan in advance for this.

Attendance of key worker and vulnerable pupils

The Headteacher reported there were 25% of the pupils attending school throughout the week which was made up of mainly key worker children. The most vulnerable children were attending school and children who were not engaging with home learning or did not have access to a device were advised to attend also. They had loaned devices to families where needed. The Headteacher advised they were expecting around 34% of pupils in school the following week due to encouraging the non-engaging pupils into school and they would be in class bubbles. They were supporting vulnerable pupils well, with 47% of Pupil Premium (PP) children in school, rising to 60% from the next week. They had invited all SEN pupils and pupils with a My Support Plan (MSP), overall 50% were attending, rising to 57% the following week. The staff were working online with pupils at home and their parents to engage them in the learning.

A governor queried if both parents needed to be key workers to send their child into school, the Headteacher replied only one parent needed to be a key worker however the LA had asked schools to appeal to parents to keep their children at home if they were able to. The governor questioned if the numbers would increase, the Headteacher said they had received more requests for places. A governor asked how often the teachers communicated with their pupils, the Headteacher explained every class had a live catch up once a week with KS2 pupils having two to three catch ups within a week. In addition, teachers from Year 2 to Year 6 were in touch daily via Google Classrooms. She added live lessons were tricky due to teaching in school at the same time. A parent governor shared parents had added comments to the school Facebook page regarding live sessions and he suggested the Facebook page needed more monitoring by school staff to aid communication and any issues. The Headteacher replied a member of the office staff would be monitoring and responding on the Facebook page and accepting requests where appropriate.

Remote Learning Offer

The Headteacher shared the remote learning offer document they had been sent was a statutory document around the expectations for remote learning. The LA had issued a letter to parents about live lessons and not all schools were offering live lessons. She added they were always looking at ways to improve the remote learning offer. The Headteacher informed governors the parent survey results in relation to the remote learning offer had been very positive. A governor questioned why some parents may not responded positively, the Headteacher her explained the parents had not added a reason why and she would like to let parents know what the school had done and put in place in response to their feedback.

Provision for Free School Meals (FSM)

The Headteacher explained families had received food parcels but were now receiving supermarket vouchers.

Safeguarding

The Headteacher informed governors they were contacting all parents where children weren't engaging in the remote learning, which was time consuming and had visited homes when they did not get a response via the phone. The Chair questioned what staff could do if a parent was not responding to the school, the Headteacher responded they recorded all attempts at communicating

	<p>on CPOMS and they needed to confirm with the LA the next steps. The staff governor added the families had a check in within the catch ups, then a phone call the next day followed by a home visit if their family was not engaging. A governor queried if there was anything on the visions and values around encouragement, the Headteacher confirmed there was and it was in the expectations document all families had received also.</p> <p><u>Testing of school staff</u> The Headteacher shared all staff had been invited to take a lateral flow test twice a week and they had no positive results as yet.</p> <p><u>Staff wellbeing</u> The Headteacher explained it was very challenging in school and everyone was trying to offer the most efficient way of remote learning which they discussed in staff meetings. The more staff learned about Google Classroom, the more they could lighten the work load. She added staff morale was low at the moment. The Chair suggested all class link governors send their teachers an email to support them, the staff governor agreed the governors supportive messages meant a lot to them all and perhaps a check in video or class story would help too. The Headteacher added the Chair was running a worship time with the children and parents had been supportive and sent positive comments to the staff. They would be discussing building staff morale and relationships with Pathfinder.</p>	All Gov
6.	<p>Multi Academy Trust The Chair asked the governors for their thoughts regarding joining a Multi Academy Trust. A governor commented he liked the spiritual message and ethos of Pathfinder and the development of children’s wellbeing. Another governor commented he was sceptical about joining a Trust and questioned where the finances would come from. He added it would be great to have more resources but the welfare of the children was the number one priority. A different governor added they would want a MAT to help drive improvement in the school and he felt that the Hope Trust and Pathfinder Trust were the most established and reflected the schools vision.</p> <p>The Chair reminded governors they needed to make a decision regarding which MAT to join that would support the school well and they would need to consult with parents and staff also. She added the Headteacher and Chair had met with Pathfinder for a long meeting in which they had asked lots of questions. A governor questioned what the staff thought about joining a MAT, the staff governor responded one of the best aspects of St Barnabas was that it was a small school however in the current situation it would be helpful to have more staff to share ideas with and support each other. The staff governor pointed out, as the SENDCo, it had been really helpful to have the support from Pathfinder and the schools within Pathfinder were still individual with their own processes which was good. A staff attendee commented being part of a MAT would be good for protecting the school and they could carry out assessments with other schools which would be helpful. The Chair added they had discussed the benefits of having nine primary schools supporting each other.</p> <p>A governor questioned what guarantee a MAT would offer and what would happen if St Barnabas failed the criteria, the Chair replied if a MAT accepted the school they would support the school and it would be difficult to end this support. The Headteacher pointed out collaboration was one of the main benefits for staff and the Headteacher. She added Pathfinder’s vision and values matched St Barnabas’, the people they had talked to in Pathfinder lived out these values and Andrew Daly as the CEO was great.</p> <p>A governor challenged what would prevent Pathfinder from accepting the school, merging St Barnabas into another school and selling off the school site, the Headteacher responded this was not easy to do and required a legal process. She pointed out that no contract had been agreed upon yet. Another governor highlighted as the school was Church of England the Diocese would be involved also and it would be better for the MAT to say they had supported a school from Requires Improvement to Good. A different governor questioned the capacity pf Pathfinder and would they be taking in any other schools, the Chair explained Pathfinder had spoken about a three to five year plan and within this taking in one more secondary school and two to three more primary schools only.</p>	

	<p>The Chair proposed everyone should vote on whether they were happy to progress possibly joining the Pathfinder MAT.</p> <p><u>Vote</u> In favour - Seven governors voted in favour of looking further into joining the Pathfinder MAT. Against – One governor voted against joining the Pathfinder MAT. No governors abstained.</p> <p>The Chair thanked the governors for their questions and opinions and asked them to send any further questions for Pathfinder to the Headteacher and Chair.</p>	
7.	<p>Governance Matters <u>Governor Training</u> The Chair reported she attended a governor briefing on the 14th January and Reverend Paul Millard was attending Welcome to Governance the following week.</p> <p><u>Link Governor visit reports</u> The Chair stated they would look into the reports further for common themes and questions.</p> <p><u>Governor Vacancies</u> The Chair informed governors Philip Halsall had tendered his resignation and thanked Philip for his advice as a governor. The Headteacher will send out parent nomination forms for the vacancies.</p> <p><u>Skills Audit</u> Once all skills audits had been collected, the clerk will compile the skills matrix.</p>	HT
8.	<p>Services to Schools (1.4.21 – 31.3.22) 8.23pm – the clerk left the meeting for a few minutes.</p> <p>When the clerk returned to the meeting, the Chair shared the governors had decided they would like the same level of training and meetings as the last academic year.</p>	
9.	<p>Chair's Report The Chair highlighted that as part of the SLT of the school, the governors needed to step up to the role, challenge and monitor, evaluate and support the Headteacher and staff. They needed to think about the schools vision and values. The Chair explained the five priorities they had reviewed at the last FGB had changed. The Chair suggested the following: Effectiveness of Leadership and Management - Anne Williamson, Paul Millard, Gary Mogan Quality of Teaching – John Halsall, Maguire Agnew and Anne Williamson. Remote Learning – Jo Patton and Jessica Gilmour Behaviour & SEN Offer – Hannah Denley, Lorna Longman and Daniel Wilkinson.</p> <p>The Chair requested governors be a part of what was happening in school, perhaps a book scrutiny or parent drop ins or joining a staff meeting. The Chair agreed to share the priorities and governors via email.</p>	Chair
10.	<p>Safeguarding The Headteacher shared they had worked with the Pathfinder safeguarding lead on the audit. They safeguarding link governor would review the audit when it was finalised.</p>	
11.	<p>Policies <u>Online Safety Policy including Acceptable Use Policy</u> The Headteacher explained they needed the pupils to read and sign this also. A governor pointed out in the KS2 section on the 'acceptable usage' point 2 and point 17 needed amending. The Headteacher agreed to amend these. Approved.</p>	

	<p><u>Safeguarding Policy Addendum</u></p> <p>The Headteacher informed governors the safeguarding leads were Julie Woolgar and the Headteacher, Sarah Curry would attend training to become a safeguarding lead too. The Chair queried if they needed to carry out a review of the school website, the governor who carried out the check would do this after half term.</p> <p>Approved.</p>	
12.	<p>Health and Safety</p> <p><u>Covid Risk Assessment (National Lockdown) v 20.01.21</u></p> <p><u>Covid Testing of School Staff Risk Assessment</u></p> <p>The Headteacher informed governors the updates on the risk assessment were highlighted in yellow.</p>	
13.	<p>Any Other Business – follow up</p> <p>None.</p>	
14.	<p>Confidentiality</p> <p>Separate confidential minutes.</p> <p>The Chair thanked the Headteacher and staff on behalf of the governors. She also thanked the governors for their questions and thoughts.</p>	
15.	<p>Date of next FGB meeting:</p> <p>Wednesday, 24th March 2021 at 6.15pm</p>	

The meeting closed at 8.40pm

____ Approved _____ 24/03/2021 _____
Chair Date

Action Plan following the Meeting of the Full Governing Body held on Wednesday, 27th January 2021

Number	Concern	Action	item	Person	Date
1.	More volunteers needed in school.	John Halsall was awaiting an email from York Cares regarding any volunteers available to go into school.	4	JH	By the next FGB
2.	Staff wellbeing and being supported.	A governor suggested all class link governors send their teachers an email to support them, the staff governor agreed the governors supportive messages meant a lot to them all and perhaps a check in video or class story would help too.	5	All Gov	By the next FGB
3.	The school need parent governor vacancies filling.	The Headteacher will send out parent nomination forms.	7	HT	By the next FGB
4.	To ensure governors had an overview of the school priorities.	The Chair agreed to share the priorities and governors via email.	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