

ST BARNABAS' C.E. PRIMARY SCHOOL



Minutes of the virtual meeting of the Full Governing Body held on Wednesday, 24th March 2021 at 6.15pm

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

In Attendance: Maria Riley (Governance Support Officer, Clerk)
 Sheena Powley – Pathfinder School Improvement

		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. The Chair welcome Sheena Powley to the meeting.</p> <p>There were apologies from Gary Mogan and John Halsall and with consent and no declarations of interest. The clerk will remind the remaining governor regarding their business interest form and safeguarding certificate.</p> <p><u>Co-opt Jo Patton</u> The governors unanimously agreed to co-opt Jo Patton for a 4 year term of office.</p>	Clerk/JH															
3.	<p>Minutes and confidential minutes of the meeting held on 27th January 2021 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>John Halsall was awaiting an email from York Cares regarding any volunteers available to go into school.</td> <td>Carried over. Clerk to ask JH.</td> </tr> <tr> <td>2.</td> <td>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.</td> <td>Completed.</td> </tr> <tr> <td>3.</td> <td>The Headteacher will send out parent nomination forms.</td> <td>Completed. HT will re-send the parent nominations letter again.</td> </tr> <tr> <td>4.</td> <td>The Chair agreed to share the priorities and governors via email.</td> <td>Completed.</td> </tr> </tbody> </table>		ACTION	STATUS	1.	John Halsall was awaiting an email from York Cares regarding any volunteers available to go into school.	Carried over. Clerk to ask JH.	2.	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.	Completed.	3.	The Headteacher will send out parent nomination forms.	Completed. HT will re-send the parent nominations letter again.	4.	The Chair agreed to share the priorities and governors via email.	Completed.	JH HT
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5.	<p>Covid update/Headteacher's Report <u>School Evaluation Plan (SEF) and School Improvement Plan (SIP)</u> The Headteacher screen shared the SEF and informed governors this first draft of the SEF would be</p>																

sent out to governors to digest and ask any questions after the meeting. The Headteacher thanked Sheena Powley and Sarah Curry, EY lead for all their help and now the SEF needed the governors input. Sheena Powley added Ofsted would be likely to visit the school from September so it would be useful for governors and staff to have training in the summer term. Sheena added that she would be happy to lead this.

The Headteacher highlighted the school context in the SEF and explained the changes in staffing since the last Ofsted inspection and why the school was where it was today. The Chair suggested the Governing Body needed to be mentioned as part of the SLT in the context as they were part of the leadership in school. A governor suggested adding that two new teachers had started in school whilst two established teachers had left and another governor added the SENDCo role had seen a high turnover which had effected the school and needed reflecting in the SEF. Sheena Powley added the new SENDCo in school was being well supported by the Pathfinder SENDCo and there had been excellent improvements in SEND over the last few months. The SENDCo said she would add information into the SEF from recent SEN update meetings with governors.

The Headteacher informed governors about the different Ofsted categories and where they had judged the school was currently

- Overall Effectiveness – Requires Improvement
- Effectiveness of Leadership & Management – Inadequate
- Quality of Teaching & Learning and Assessment – Inadequate
- Personal Development, Behaviour and Welfare – Requires Improvement
- Outcomes for Pupils – Requires Improvement
- Early Years Foundation Stage – Requires Improvement

The Headteacher reported since the school's last inspection in 2019 they had made some progress but the Ofsted framework had changed since then. In the new framework Ofsted would review the whole curriculum and would want to see clear progression in all subject areas and how children's knowledge had been deepened. At St Barnabas' there were some inconsistencies in subjects which was why they had judged this section inadequate. Sheena Powley clarified this did not mean inadequate teaching in school and the staff were keen to work together and rapidly, it was just the consistency. She added having spent time in Early Years (EYFS) she had seen the good work, lovely environment, and good questioning. Under the old framework EYFS would be likely to be judged as good however under the new framework it would be requires improvement and they were all working hard to grow consistency throughout the school.

A governor **challenged** what the strategy was behind their judgements on the SEF, the Headteacher responded the judgements were honest and accurate. The Headteacher shared the inadequate section from the Ofsted Framework with the governors to demonstrate why they had judged the school inadequate in specific areas

The Headteacher explained Pupil Premium (PP) numbers in school were slightly higher than national average and SEN was much higher as more children needed support and My Support Plans (MSP). The school currently had no Education Health Care Plans (EHCP). The Headteacher highlighted the results from a parent survey from 2020 showing 70% of parents would recommend the school. Sheena Powley highlighted the SLT had identified reading as a focus area and under the new framework Ofsted would carry out a deep dive in reading so it was appropriate to focus on this area. The Headteacher pointed out the aims of the school and shared this was where they wanted the school to be, the Chair added it was important for governors to keep the aims in mind when carrying out governor visits.

The Headteacher moved on to share the Quality of Education section in the SEF and explained the curriculum was split into three areas; intent, implementation and impact. Whilst the governors read the section, the Chair highlighted the governors needed to add the governor's point of view and ask any questions in this section. The Headteacher explained it was important they made improvements to teaching & learning in particular. A governor asked for more information about the Ashley Booth reading approach mentioned in this section, the Headteacher explained this approach allowed the

children to cover a breadth and broader range of texts to deepen their understanding. Rachel Bruce was leading this and was unifying the way lessons were taught in KS2, which would also feed into the KS1 approach. The governor asked if the school would need more resources for this, the Headteacher replied that they would need more books and class sets of books and they needed volunteers to reorganise the book banded books also. A parent governor volunteered to help with reorganising, the Headteacher and Rachel Bruce will contact him to book a date.

The Headteacher moved onto the Behaviour and Attitudes section and highlighted they had worked on this so that the school was calm and the children knew the expectations. The Chair pointed out they needed to add governor's questions and link governor visits into this section and another governor suggested adding the accountability of governors around exclusions and panels. The Headteacher highlighted attendance had improved this year and all parents had sent their children back into school once fully reopened. A governor **challenged** what the process was for following up the small percentage that were persistent absentees (PA), the Headteacher explained each half term they reviewed the PA children and the reasons, they would then talk to the parents to improve the attendance and situation. Sometimes this then escalated to a formal meeting with targets and other times it would feed into wider plans, such as a FEHA. Occasionally this was then escalated to the attendance officer or social worker but the staff in school tried to understand what was happening at home first and supported and engaged with families.

The Headteacher shared the section on Personal Development, a governor queried if they had added in about the Children's Champion, the Headteacher agreed to add this in. The Headteacher moved onto the Leadership and Management section and explained it needed more around governance. The Chair suggested adding in some of the questioning from FGB and committee meetings. The Headteacher added governors CPD would be included.

The Headteacher reported on The Quality of Education in Early Years Foundation Stage (EYFS) section, they needed to ensure children leaving the foundation stage had the correct level of challenge further up the school. Sheena Powley added there were lots of good practices in EYFS and the work completed on reading and non-negotiables had been good. A governor suggested there needed to be more thought around the move from playgroup to Reception and how this could be improved. The SENDCo explained they were reviewing the transition from Playgroup to Reception and on identifying needs earlier.

The Headteacher thanked the governors for their comments and added improvement work in school was happening rapidly and all staff were on board. A governor asked who would see the SEF, the Headteacher replied it was a live document to reflect what was happening in school and Ofsted and the LA would have copies, as part of their support plan. A governor questioned whether the SEF had an impact on staff's performance management target or the Headteacher's appraisal targets, the Headteacher responded most of the staff's targets fitted in with the SEF and would be reviewed. Sheena Powley added that work through the YSAB support plans, would include looking at the appraisal process including targets and how these would feed into the staff and professional development, governors had a responsibility to all staff in supporting them.

Headteacher's Report

The Headteacher asked for any questions, a governor asked how the staff were doing with the non-negotiables. The Headteacher responded many of the expectations were not new to the staff and it was clear from observations that all classes were adhering to them. The Chair highlighted Sarah Curry was relinquishing her TLR from Easter and asked if this would reduce the SLT capacity, the Headteacher explained Sarah Curry would retain some leadership aspects due to her pay grade and she would still be the EY lead. The TLR roles would be replaced by a Deputy Headteacher next year. A governor queried if the TAs received CPD, the Headteacher confirmed they did. The Headteacher informed governors they would receive action plan updates.

SEND Updates

The Chair informed the governors that she had attended an SEND staff meeting along with Daniel Wilkinson led by the SENDCo and Carolyn from Pathfinder. The SENDCo reported the highest need in

	<p>school was cognition and learning, they also had many dyslexic children so had purchased a program named NESSI to support these children. The Vice Chair thanked the SENDCo for meeting to discuss SEN and the Chair thanked the Headteacher, SENDCo and Sheena Powley for their information and support in SEND.</p>	
6.	<p>Multi Academy Trust</p> <p>The Headteacher reported the staff had a consultation with Andrew Daly from Pathfinder and had asked challenging questions. The Chair added staff wanted to know if the school would retain its identity. The Headteacher shared that the staff were nervous and asked governors to bear this in mind when discussing working conditions, she added parents would be consulted next. The Chair informed the governors they FGB would become a sub-committee of the academy board, a Local Governing Committee (LGC) which would work in the same way as they did now and to drive achievement. She added the school ethos would remain the same.</p> <p>A governor asked if there was a way they could let the staff know that the governors wanted to support the staff and children, the staff governor responded the staff did know this and the personal emails from governors really helped the staff. The Chair asked the staff governor to let all staff know they could talk to the Headteacher and governors with any concerns. A governor suggested a teacher from Pathfinder could talk to the staff about the process and reassure them, Sheena Powley agreed to arrange this with the Headteacher and the Chair.</p>	SP
7.	<p>Governance Matters</p> <p><u>Governor Training</u></p> <p>The Chair reminded governors they had received the training booklet and there was Ofsted Ready training on the 11th May and Safer recruitment on the 9th June.</p> <p><u>Skills Audit</u></p> <p>The Chair highlighted there were a few areas below 35 on the skills matrix, one of them was around interpreting data, statistics and national performance measures which she suggested they may need training on. Sheena Powley recommended Pathfinder's training and advised the Chair to ask Andrew Daly about their any training needs. The Chair informed governors they probably needed another two governors to join the Resources committee who had interest and knowledge in finances and she would send any training needs out to governors separately. The Vice Chair requested the clerk book her onto the Ofsted Ready training in May.</p> <p><u>Link Governor Roles and Reports</u></p> <p>The Chair explained the link governors needed to contact their link teachers to assess what was happening in school. The Chair thanked governors for their reports and asked them to add questions to their reports also.</p>	Chair Clerk
8.	<p>Chair's Report</p> <p>The Chair highlighted they all needed to consider how they could further support the Headteacher, either through meetings or asking particular questions. The Chair updated the governors on the following:</p> <ul style="list-style-type: none"> - John Halsall, Lorna Longman and Maguire Agnew would monitor teaching & Learning and SEND. - Jo Patton and Jessica Gilmour would monitor curriculum planning and reading, in particular the impact of the reading scheme. <p>The Chair reported the Rapid Improvement Group (RIG) meeting had been positive and Maxine Squire had thanked the Headteacher for her honesty and reflected they all knew the journey the school needed to take. The areas raised by the Chair in the RIG meeting were being Ofsted ready, the Ofsted Framework, exchanging ideas with governors in other schools and a structured mentoring program.</p>	

	The Chair shared that the governor's action plan objectives were still relevant and that they need to hear some pupil voice in the Curriculum Committee meetings. The Chair informed governors Jo Patton had moved to the Curriculum Committee and they needed more governors on the Resource Committee if possible.	
9.	<p>Safeguarding</p> <p>The Headteacher shared that the teachers would be attending safeguarding training on the 15th April if any governors wished to join them.</p> <p><u>Safer Recruitment Training</u></p> <p>The Chair reminded governors they needed someone to complete the safer recruitment training, the Headteacher added the NSPCC had an online course. Reverend Paul Millard highlighted he had completed this with the Diocese. Maguire Agnew agreed to complete the NSPCC training.</p> <p>The Headteacher reported Gaynor Stainsby was the safeguarding lead for Pathfinder and they renewed their safeguarding training every three years. The Chair queried if staff signed when they had read the policy, the Headteacher confirmed the staff signed the main, statutory policies only. The Chair questioned if the school joined Pathfinder would the Health & Safety maintenance change, Sheena Powley answered all of this would go through Mike Wells at Pathfinder and the legal team.</p> <p><u>Safeguarding Link Governor Visit</u></p> <p>The Headteacher reported the safeguarding governor had visited and added his observations to the report, Gaynor Stainsby would review the Single Central Record (SCR) which the safeguarding governor would review and sign off.</p>	MA
10.	<p>Policies</p> <p><u>Health & Safety Policy</u></p> <p>The Headteacher requested any comments on the policy, the Chair highlighted a small wording change needed on page six and on page seven regarding visitors with DBS being unaccompanied that needed rewording. The Headteacher would amend these. A governor noted parents were not allowed to drive onto the school grounds during the school day, however they had noticed some parents driving in and was this a health & safety issue. The Headteacher responded the council were aware of this and involved in solving the issue, a governor suggested closing the gates during the day. The Chair suggested asking for Gaynor Stainsby's advice too.</p> <p>Approved with amendments above.</p> <p><u>Intimate Care Policy</u></p> <p>Approved.</p> <p><u>Whistleblowing Policy</u></p> <p>Approved.</p> <p><u>RSHE Policy</u></p> <p>Approved.</p>	
11.	<p>Health and Safety</p> <p>Covered earlier.</p>	
12.	<p>Any Other Business – follow up</p> <p>None.</p>	
13.	<p>Confidentiality</p> <p>The Chair thanked the Headteacher and staff on behalf of the governors. She also thanked the governors for their questions.</p>	
14.	<p>Date of next FGB meeting:</p> <p>Wednesday, 28th April 2021 at 6.15pm</p>	

The meeting closed at 9pm

APPROVED
Chair

28th April 2021
Date

Action Plan following the Meeting of the Full Governing Body held on Wednesday, 24th March 2021

Number	Concern	Action	item	Person	Date
1.	Need all BI forms and safeguarding certificates completed.	The clerk will remind the remaining governor regarding their business interest form and safeguarding certificate.	2	MR/JH	By the next meeting
2.	More volunteers needed in school.	John Halsall was awaiting an email from York Cares regarding any volunteers available to go into school. Clerk will ask JH if he has heard from York Cares.	3	MR/JH	By the next FGB
3.	The school need parent governor vacancies filling.	The Headteacher will send out parent nomination forms again at a later date.	3	HT	When possible
4.	The banded reading books need reorganising.	A parent governor volunteered to help with reorganising, the Headteacher and Rachel Bruce will contact him to book a date.	5	HT/RB	When possible
5.	The staff have unanswered questions about joining an academy	A governor suggested a teacher from Pathfinder could talk to the staff about the process and reassure them, Sheena Powley agreed to arrange this with the Headteacher and the Chair.	6	SP	When possible
6.	Not enough governors on the resources committee and training needs to be addressed.	The Chair informed governors they probably needed another two governors to join the Resources committee who had interest and knowledge in finances and she would send any training needs out to governors separately.	7	Chair	By the next FGB
7.	Training needs to be addressed.	The Vice Chair requested the clerk book her onto the Ofsted Ready training in May.	7	Clerk	ASAP
8.	A governor needs to complete the Safer Recruitment training.	The Chair reminded governors they needed someone to complete the safer recruitment training. Maguire Agnew agreed to complete the NSPCC training.	9	MA	When possible.

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