

ST BARNABAS' C.E. PRIMARY SCHOOL



Minutes of the virtual meeting of the Full Governing Body held on Wednesday, 28th April 2021 at 6.15pm

Present: Nicola Massey (Acting Headteacher) – *until 7.05pm* Anne Williamson (Chair)
 Jo Patton
 Maguire Agnew
 Hannah Denley
 Reverend Paul Millard
 Jessica Gilmour
 Dan Wilkinson
 Gary Mogan
 Lorna Longman
 John Halsall

In Attendance: Maria Riley - Governance Support Officer, Clerk
 Sheena Powley – Pathfinder School Improvement
 Arran Brown – School Business Manager (*until 7.18pm*)

		Action															
	<p>Welcome Prayer The meeting was opened at 6.20pm with a prayer led by Reverend Paul Millard.</p>																
1.	<p>Any Other Business The Chair shared they would be a few items for AOB.</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 welcomed Sheena Powley and Nicola Massey to the meeting. The Chair explained Nicola Massey would be the Acting Headteacher whilst the Headteacher was away from school. The Acting Headteacher introduced herself with some background information.</p> <p>There were no apologies and no declarations of interest.</p>																
3.	<p>Minutes of the meeting held on 24th March 2021 Previously distributed. The Chair requested a change in paragraph two, sentence two suggesting replacing the sentence with 'the Headteacher expressed her disappointment at the comments'. The clerk will make the change.</p> <p>The minutes were agreed to be a true and accurate record with the amendment above 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 will remind the remaining governor regarding their business interest form and safeguarding certificate.</td> <td>Carried over. John Halsall will complete and send to the clerk.</td> </tr> <tr> <td>2.</td> <td>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.</td> <td>Completed.</td> </tr> <tr> <td>3.</td> <td>The Headteacher will send out parent nomination forms again at a later date.</td> <td>Not needed at this time.</td> </tr> <tr> <td>4.</td> <td>A parent governor volunteered to help with reorganising, the Headteacher and Rachel Bruce will contact him to book a date.</td> <td>The AHT will contact Maguire Agnew when this is possible.</td> </tr> </tbody> </table>		ACTION	STATUS	1.	The clerk will remind the remaining governor regarding their business interest form and safeguarding certificate.	Carried over. John Halsall will complete and send to the clerk.	2.	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.	Completed.	3.	The Headteacher will send out parent nomination forms again at a later date.	Not needed at this time.	4.	A parent governor volunteered to help with reorganising, the Headteacher and Rachel Bruce will contact him to book a date.	The AHT will contact Maguire Agnew when this is possible.	<p>JH</p> <p>AHT</p>
	ACTION	STATUS															
1.	The clerk will remind the remaining governor regarding their business interest form and safeguarding certificate.	Carried over. John Halsall will complete and send to the clerk.															
2.	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.	Completed.															
3.	The Headteacher will send out parent nomination forms again at a later date.	Not needed at this time.															
4.	A parent governor volunteered to help with reorganising, the Headteacher and Rachel Bruce will contact him to book a date.	The AHT will contact Maguire Agnew when this is possible.															

	<p><u>Parent Survey</u></p> <p>The Chair highlighted two of the questions; The School makes me aware of what my child will learn and My child can take part in clubs in non Covid times and shared that the answers had remained the same or had lowered in percentage. The parent survey responses had shown a more positive picture and had been sent to parents before they were receiving the new newsletter which gave them more information about class activities etc. The Chair added it was important the staff and governors read the parent’s comments and check any communication issues. The Vice Chair added they needed to send regular surveys to keep a check on how the school was doing.</p> <p>A governor suggested adding the disagreements from the parent survey straight into the SIP, perhaps quarterly or termly and anything critical raised was addressed. Another governor highlighted any negative areas in the survey over 10% needed tackling as it was impossible to tackle everything, below 10% could be managed and over 10% addressed. A parent governor shared he thought parents wanted communication in one place, but that it was difficult to satisfy everyone all of the time. The Chair noted if only 50% of parents attended parents evening then they needed to ensure they knew the barriers for those who did not attend. She added they would address this within a smaller group. The staff governor explained they had asked parents about why they were not attending parents evening and some had responded to say that they felt parents evening was not needed as staff had been in touch so much throughout lockdowns. She added, the historic problems between parents and school seemed to have come to an end due to better communication and solving problems quicker.</p>	
7.	<p>Governance Matters</p> <p><u>Governor Training</u></p> <p>The Chair reported she had discussed governors accessing Ofsted Ready Training with the Acting Headteacher and Sheena Powley, there was a new date for safeguarding training of the 27th May and a governor explained he had attended mental health first aid training if the staff needed any support.</p> <p><u>Link Governor Roles and Reports</u></p> <p>The Chair advised they would discuss link governor roles within the Chair’s report and requested governors completed a summary document after they had visited the school. She added the academy conversion documents were on the Google Drive for governors to read.</p> <p><u>Governor Vacancies</u></p> <p>The Chair informed everyone they had a parent interested in becoming as they were looking to join the Pathfinder MAT the Governing Body numbers may be reduced if they became a Local Governing Committee (LGC).</p>	
8.	<p>Chair’s Report</p> <p><u>Multi Academy Trust Update</u></p> <p>The Chair reported the staff and parent consultation had taken place and another staff consultation would happen in the future. They had met with Tim Priestly who was guiding them through the conversion process, York Diocese had been sent the conversion timeline and they had contacted the DfE also. The process of converting could take some time and cost more money due to being a PFI school. The Chair of the Resources committee requested they discussed the PFI at the next FGB.</p> <p><u>Governor Monitoring</u></p> <p>The Chair asked if a few governors could be present at the next face to face parents evening to talk to parents and informed governors of the following:</p> <ul style="list-style-type: none"> • Jo Patton and Jessica Gilmour would be meeting with the Reading subject lead to question her about reading across school. • The safeguarding, Single Central Record and Risk assessment were in the process of being updated. • The Vice Chair and Chair would meet for a follow up discussion with the SENDCo next term. 	Agenda

	<ul style="list-style-type: none"> • Maguire Agnew and Jessica Gilmour would meet with pupils to ask questions and this could be followed up with another visit at the end of the summer term. • Reverend Paul Millard and Daniel Wilkinson would need to meet with the Chair to review the SIAMS framework. • Governors were asked to keep in touch with their class link and if they were arranging a meeting they needed to remember to question and challenge. The staff governor added it would be useful for the staff if the link governors sent their questions in advance so the staff could prepare any documents. <p><u>Risk Register</u></p> <p>The Chair asked governors if the risk register was still needed as a separate document to the SIP or could they be combined. A governor commented the risk register needed ownership and updating regularly and perhaps moving it into the SIP would dovetail the school information. Another governor challenged the risk register was a fundamental part of what the school needed to improve and the SIP was a product of the risk register. He added all organisations needed a risk register as it gave opportunities for everyone involved to select areas that needed changing, improving and addressing. A governor highlighted as the governor meetings only happened every six weeks how could the risk register be kept up to date. Sheena Powley highlighted the documents needed to be streamlined and she would help to make sure the areas on the risk register were covered within the SIP. The Chair agreed to send the risk register to Sheena Powley.</p>	Chair/ SP
9.	<p>Safeguarding</p> <p>The Chair informed governors the Designated Safeguarding Leads would be the Acting Headteacher and Julie Woolgar, whilst Sarah Curry was completing the training also. Gaynor Stainsby and Carolyn Wood from Pathfinder would discuss safeguarding with the Acting Headteacher.</p>	
10.	<p>Committee Reports</p> <p><u>Resources Management Committee – verbal update</u></p> <p>The Chair of the Resources Committee reported if they joined Pathfinder there would be more help available with the budget which was positive.</p> <p><u>Curriculum Committee minutes from 9th March 2021</u></p> <p>These were for governor’s information.</p>	
11.	<p>Policies</p> <p><u>Equality Policy</u></p> <p><u>Children with Health Needs who cannot attend school</u></p> <p><u>Looked after Children Policy</u></p> <p><u>Data Protection Policy (Veritau model)</u></p> <p><u>Staff Discipline (CYC model)</u></p> <p><u>Staff Grievance (CYC model)</u></p> <p>All Approved.</p> <p>The Chair explained the Accessibility Plan was only partly completed and would be brought back to the next FGB.</p>	Agenda
12.	<p>Health and Safety (H&S)</p> <p>The Chair reported H&S inspections were planned in the summer and Sam Wilsden had visited to check the fire regulations and would continue to visit to look at Covid updates. The governing board needed an H&S link governor.</p>	
13.	<p>Any Other Business – follow up</p>	

	<p>The Chair shared the Headteacher's surgery had gone well and she was recovering, the governors were asked to send any well wishes or contributions for flowers to the Chair.</p> <p>The Chair informed governors she had spoken to the Chair of the PTA to thank the PTA for their fundraising. The PTA were donating £1,000 for reading in school and had given £1,000 for chrome books also.</p>	
14.	Confidentiality Separate confidential minutes.	
15.	Date of next FGB meeting: Wednesday, 14 th July 2021 at 6.15pm	

The meeting closed at 8.50pm

____APPROVED_____
Chair

14th July 2021_
Date

Action Plan following the Meeting of the Full Governing Body held on Wednesday, 28th April 2021

Number	Action	item	Person	Date
1.	The governor will complete their business interest form and safeguarding certificate and send to the clerk.	45	JH	ASAP
2.	A parent governor volunteered to help with reorganising the reading books, the Acting Headteacher will contact him to book a date when this is possible.	4	AHT	When possible
3.	A governor had suggested a teacher and a TA from Pathfinder could talk to the staff about the process and reassure them, Sheena Powley agreed to arrange this.	4	SP	By the next FGB
4.	The Chair reminded governors they needed someone to complete the safer recruitment training. Maguire Agnew agreed to complete the NSPCC training and the AHT and Sheena Powley will send him the link.	4	AHT/SP	ASAP
5.	A governor questioned if they were going to identify why the SEF/SIP plans had been made and what the benefits would be, Sheena Powley responded they could add the costs to the SIP.	6	SP	By the next FGB
6.	Sheena Powley highlighted the documents needed to be streamlined and she would help to make sure the areas on the risk register were covered within the SIP. The Chair agreed to send the risk register to Sheena Powley.	8	Chair/SP	By the next FGB

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

- SEF & SIP
- PFI
- Accessibility Plan