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 Anne Williamson (Chair)

Headteacher) – *until 7.05pm* 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	
	Welcome Prayer The meeting was opened at 6.20pm with a prayer led by Reverend Paul Millard.				
1.	Any Other Business The Chair shared they would be a few items for AOB.				
2.	Welcome, Apologies for absence, consents and declarations of interest (related to this agenda) 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. There were no apologies and no declarations of interest.				
3.	Minutes of the meeting held on 24 th 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. 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.				
4.	Action Plan and Matters Arising				
		ACTION	STATUS		
	1.		Control of the last		
	2.	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.	JH	
		The clerk will remind the remaining governor regarding their	Halsall will complete	JH	
	3.	The clerk will remind the remaining governor regarding their business interest form and safeguarding certificate. John Halsall was awaiting an email from York Cares regarding any volunteers available to go into school. Clerk will ask JH if he has	Halsall will complete and send to the clerk.	JН	

5.	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.	Carried forward. Sheena Powley will arrange a teacher and TA from Pathfinder.	SP	
6.	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.	Completed.		
7.	The Vice Chair requested the clerk book her onto the Ofsted Ready training in May.	Completed.		
8.	The Chair reminded governors they needed someone to complete the safer recruitment training. Maguire Agnew agreed to complete the NSPCC training.	Carried forward. The AHT and Sheena Powley will send the link.	AHT/S	
7.05p	m until 7.20pm- Hannah Denley left the meeting for this period. m — the Acting Headteacher left the meeting. teacher's Report of Self-Evaluation Form (SEF) and School Improvement Plan (SIP)			
Sheer Head Head sets i	Sheena Powley led the Headteacher's report and shared with governors they were getting to know the staff in school and were supporting their growth and development. Sheena Powley reported they had updated the school context on the SIP to reflect that the Headteacher would be absent for the summer term and the school would be run by the Acting Headteacher and herself with the support of the governors. They were reviewing the different skills sets in school and working on the curriculum. The SENDCo was working closely with the Pathfinder SENDCo and two years ago parents had felt unsupported in their child's SEN needs, whereas this opinion had been turned around.			
	on had been turned around.			
Sheer repretent the sed decide this version of the sed	na Powley reported they had streamlined the documents in school so the sented within the SEF and SIP and these would be shared with Ofsted. It shool was moving forward and would be questioned by Ofsted on this are done to employ a Deputy Headteacher at this time due to the Headte would give them time to recruit an outstanding Deputy Headteacher, also have to support the school next year.	Governors ensured that area. She added they had eacher being absent and		

Sheena Powley pointed out the Chairs additions to the SIP had been highlighted and would be sent onto governors and discussed in the July FGB. The Chair noted it was important for governors to keep a check on these documents. Sheena Powley informed the governors parents evening had been offered through zoom and only 50% of parents had responded. They needed to communicate with parents about investing in their child and ask them if they would prefer other methods of communicating. A governor shared that communication was very important and the parent survey showed this had been the weakest area with 20% of parents stating they did not know what their child was being taught. Sheena Powley agreed and explained communication would be a focus for this term and parents needed to feel the staff's presence.

A governor challenged did the documents address the Ofsted recommendations from their last inspection, Sheena Powley responded they contained the YSAB and Rapid Improvement Groups (RIG) recommendations and were written with Ofsted in mind. 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. The governor said it would be good to know the school was getting value for money. The Chair thanked Sheena Powley and the Acting Headteacher for updating the SIP.

SP

Parent Survey

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.

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.

7. Governance Matters

Governor Training

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.

Link Governor Roles and Reports

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.

Governor Vacancies

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).

8. Chair's Report

Multi Academy Trust Update

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.

Agenda

Governor Monitoring

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:

- 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.

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. Risk Register 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 Chair/ could the risk register be kept up to date. Sheena Powley highlighted the documents needed to be SP 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. Safeguarding 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. **Committee Reports** Resources Management Committee – verbal update The Chair of the Resources Committee reported if they joined Pathfinder there would be more help available with the budget which was positive. Curriculum Committee minutes from 9th March 2021 These were for governor's information. **Policies Equality Policy** Children with Health Needs who cannot attend school Looked after Children Policy Data Protection Policy (Veritau model) Staff Discipline (CYC model) Staff Grievance (CYC model) All Approved. The Chair explained the Accessibility Plan was only partly completed and would be brought back to

13. Any Other Business – follow up

needed an H&S link governor.

Health and Safety (H&S)

the next FGB.

9.

10.

11.

12.

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 **Agenda**

	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.	
	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.	
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
1110	meeting	CIOSCA	uι	O.SOPIII

APPROVED	14 th July 2021
Chair	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

<u>Items for next FGB agenda: Always add the Visons and Values to the top of the agenda</u>

- SEF & SIP
- PFI
- Accessibility Plan