ST BARNABAS' C.E. PRIMARY SCHOOL

Minutes of the virtual meeting of the Full Governing Body held on Wednesday, 14th July 2021 at 6.15pm

Present: Maguire Agnew Anne Williamson (Chair)

Reverend Paul Millard Jo Patton
Dan Wilkinson Jessica Gilmour
Lorna Longman Gary Mogan

John Halsall

Welcome Prayer

In Attendance: Maria Riley - Governance Support Officer, Clerk

Sheena Powley - Pathfinder School Improvement



Action

	The state of the s							
	The meeting was opened with a prayer led by Reverend Paul Millard.							
	Any Other Business							
		ernor shared he would like to raise a conversation he had with Mrs Ga		1				
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.							
	There	were apologies from Hannah Denley and no declarations of interest.						
3.	Minutes and Confidential Minutes of the meeting held on 28 th April 2021 Previously distributed. The Chair requested a change on the non-confidential minutes in in item 7, Governor Training, the word 'health' needed adding to 'mental health first aid training' sentence. The clerk will make the change.							
	ameno	inutes and confidential minutes were agreed to be a true and accurat dment above and the clerk will add approved to the final minutes and						
4.	Action Plan and Matters Arising							
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	7.66.6	ACTION	STATUS					
	1.		STATUS Completed.					
		ACTION The governor will complete their business interest form and		SP				
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register were covered within the SIP. The Chair agreed to send the risk register to Sheena Powley.

5. Headteacher's Report

Sheena Powley presented the report, SEF and SIP to governors as the Acting Headteacher was absent. She thanked Gary Mogan for discussing the risk register in another meeting which had been forwarded it to Glen Duxbury in Pathfinder and would be brought back to the governors in the autumn term.

Confidential minutes followed.

SIP

Sheena Powley reported that the SIP showed where the school was in the summer term and how well they had progressed. She reported the Acting Headteacher had worked hard on embedding reading in school in the term. A governor asked how they could ensure the good changes continued in the autumn term when the Headteacher returned to school, Sheena Powley explained any changes had been discussed with the Headteacher first and she had been kept updated throughout so the good work would continue.

A governor pointed out certificates were given out via Class Dojo and the SIP highlighted this as area to work on, Sheena Powley responded some of the communication with children and parents had happened whilst some had not and they wanted to ensure they were doing everything they planned. A governor asked how governors could track that everything, like communication, was being done. Sheena Powley replied the newsletter went out weekly to classes but that the community did not really know the challenges the school was facing.

Headteacher Report

The Chair shared the report showed updates on data, pupil voice and reading and she signposted the Yorkshire English Hub project which would be starting in September. Sheena Powley highlighted Clifton with Rawcliffe would support the school with phonics, the data had been impacted by Covid and other difficulties, they needed to communicate with parents on how to support their children at home. They had also contacted Family Learning for support with parents.

A governor queried if they had any spring writing data to compare with, Sheena Powley responded she would check the data system and report back. A governor highlighted this term was about wellbeing and there needed to be a balance between data and wellbeing. He added often teachers in other schools would present to parents on different areas of the curriculum and suggested this as an idea to engage parents. Another governor commented there was a parent pack on the school website with the expectations for different year groups and this could be sent to parents. Sheena Powley agreed and will ask Kerry Davies to get this circulated to parents.

A governor highlighted phonics results in September 2019 had been in line with the national average and today they had children who needed more phonics intervention and staff who needed CPD. He challenged that they needed to look at the reasons for this change in phonics and the links to the impact of Covid. Another governor commented they needed to review the phonics teaching in the playschool as they had not felt confident in the past with the transition between playschool and Reception in terms of the children's phonics ability. Sheena Powley added they needed to work with playschool to marry up the teaching of phonics between the two settings and low phonics data would be a concern to Ofsted. A governor suggested they needed to focus on what the children needed and not what Ofsted would want. Another governor responded they had been informed that the impact of Covid would not be taken into consideration by Ofsted and that the school needed to address phonics and reading for the children as well as Ofsted. Sheena Powley agreed and pointed out the Yorkshire English Hub would help in these areas and the lockdowns had not helped children progress in phonics.

A parent governor asked John Halsall what kind of support he had received and the communication from his children's school. John Halsall explained the teachers had offered training for parents on different areas, the children had weekly spellings, banded reading books, lots of communication,

SP

SP/KD

stickers and celebrations. He added this all took a lot of energy. The parent governor asked if he felt supported during lockdowns without an education background, John Halsall replied he did feel supported and they could ask if they were unsure. A different governor highlighted they used to have a weekly planner with key spellings and expectations to sign off weekly and they were helpful for parents. The parent governor commented the teachers could not be asked to do anymore this year and perhaps planners were something to introduce in September 2022.

The Chair reported attendance had gone down in summer two and this needed to be monitored and the RSE policy was sent out to parents but no changes or comments were returned. The community week had gone well with a visiting vet, Year 6 visited Homestead Park and were taking part in bush craft. There were 23% of pupils on the SEND register which showed the work carried out by the SENDCo and Carolyn Ray from Pathfinder. The SEND report showed ten pupils had a My Support Plan (MSP) and they had one Education Health Care Plan (EHCP) being processed. Teachers were completing their own MSP and pupils on band 1 and 2 were making great progress due to great first quality teaching.

Period 2 monitoring report from the SBM

The governors had some questions about the report and the Chair of the Resources Committee agreed to contact the SBM to clarify.

LL

6. Governance Matters

Governor Training

The Vice Chair informed governors she had attended a Chair training course which had very useful discussions. She suggested they needed a governor responsible for governor training. The Chair and Reverend Paul Millard had attended training offered by the Diocese.

Link Governor Roles and Reports

Link governor roles would be discussed in September. A governor reported he had a follow up meeting with Rachel after his initial visit and she was positive about the progression in school. The Chair informed governors Rachel had supported school this year however her hours had been reduced next year due to finances. A governor raised their concerns that experienced staff were being offered reduced hours and they had two members of staff leaving. She added she wanted to highlight this a risk for the future as the part-time staff could decide to leave the school. The Chair responded that the 2 members of staff had been told that in September they would be working their contracted hours only. The staff were not being asked to reduce the hours to which they were contracted. The Chair responded they had spoken to the staff who had been told this and Rachel had said she was happy to focus on St Barnabas and the other teacher was happy to work two days.

Agenda

Agenda

Governor Vacancies

The Chair informed governors they had a parent interested in becoming a governor and they would revisit this in the autumn FGB

7. Chair's Report

Multi Academy Trust Update

The Chair reported the HTB (Headteacher Board) had met to review the school's application to join a MAT, which was granted by the DfE. The next steps involved meetings with staff and parents and work on the PFI, which Tim Priestly an independent advisor from Leadership and Management assurance, was offering guidance on.

The Chair informed governors the Acting Headteacher was beginning to feel better (after being taken ill at school and signed off work) and was being supported by Andrew Daly and Michelle Bowling. The Chair had met with Sheena Powley, Andrew Daly and Maxine Squire about the best way to move forward in school with leadership and answering parent questions, following emails from parents and a particular letter from parents which was sent to CYC and others as well as school. It was decided that bringing different leaders into school just before the end of term would not be helpful. The Chair

thanked Sheena Powley and Kerry Davies for stepping in to support the school with leadership through this time.

The Chair explained Maxine Squire had met with the parents who had sent the letter to CYC in order to answer their questions directly. In order to allow parents to ask further questions, two parent meetings were set up (one virtual and one face to face) and date and times conveyed to all the parents of children in school. Unfortunately only five parents had attended, but had asked great questions. The main points to come out of the meetings were around communication, questions about merged year groups and asking about staffing for September. They particularly wanted more clarity around statements in letters. The Chair highlighted they needed to be more aware of explanation in letters and to encourage parents to ask if they are unsure.

Earlier in the school year, the Chair said we appeared to be getting communication right according to the responses received from the survey sent to parents. We need to encourage parents to come back to school to ask further questions if they don't understand anything sent out to them. This year has been particularly challenging as parents have not been able to come into school because of covid. Parents had responded well and were positive about their children being at St Barnabas.

She added her thanks to the following people:

- Nicola Massey, Sheena Powley and Kerry Davies in leading the school.
- All the staff for their hard work in this challenging year.
- Julie Woolgar for being an anchor in KS2 and Year 6 for many years and stepping up into the leadership role.
- Hannah Denley for being a staff governor and the SENDCo.
- Di McLaughlin, TA, who was retiring after a long career at the school.
- To governors for their tolerance, support and contacting staff, which had been much appreciated.

The Chair wished everyone a safe and relaxing summer break.

The Chair highlighted the next steps:

- Communication with parents and staff.
- The Curriculum.
- Senior Leadership Team.
- Behaviour
- Safeguarding
- Children with additional needs/SEN
- Governors and staff needed to be ready for September and Ofsted. The governors needed to have an overview of the year, eg booking in when they would carry out their link governor visits and ask probing questions, so we would have an improved overview of the school.

The Chair asked governors if they were happy to meet over summer in smaller groups to get prepared for the autumn term, the governors agreed they were and the Chair would be in touch with governors about possibly meeting on the 8th September, prior to the September FGB. The Chair asked governors to send any points for discussion to her for the smaller groups as well as the above list.

8. Safeguarding

The Chair informed governors the safeguarding link governor would meet with the Headteacher in September and the staff were using CPOMS in school.

9. Committee Reports

Resources Management Committee – Minutes from 21st April 2021 For information only.

<u>Curriculum Committee minutes from 22nd June 2021</u>

Chair

	For information only.	
10.	Policies	
	Accessibility Plan – Approved.	
	Code of Conduct – Approved by Chair's Action.	
11.	Health and Safety (H&S)	
	The Chair reported they needed a link Health & safety governor.	
12.	Any Other Business – follow up	
	A governor reported he had talked to Mrs Galley and she wanted to chat to someone about the	
	challenging term at school, Jessica Gilmour offered to contact Mrs Galley before the end of summer	
	and in September to talk.	
13.	Confidentiality	
	Separate confidential minutes.	
14.	Date of next FGB meeting:	
	Wednesday, 29 th September 2021 at 6.15pm	

The meeting closed at 8.55pm

APPROVED	29/09/2021
Chair	Date

Action Plan following the Meeting of the Full Governing Body held on Wednesday, 14th July 2021

Number	Action	item	Person	Date
1.	A parent governor volunteered to help with reorganising the reading books, Sheena Powley will contact him to book a date when this is possible.	4	SP	By the next FGB
2.	The Chair reminded governors they needed someone to complete the safer recruitment training. Maguire Agnew agreed to complete the NSPCC training and Sheena Powley will send him the link.	4	SP	By the next FGB
3.	A governor queried if they had any spring writing data to compare with, Sheena Powley responded she would check the data system and report back.	5	SP	By the next FGB
4.	Another governor commented there was a parent pack on the school website with the expectations for different year groups and this could be sent to parents. Sheena Powley agreed and will ask Kerry Davies to get this circulated to parents.	5	SP/KD	By the next FGB
5.	The governors had some questions about the report and the Chair of the Resources Committee agreed to contact the SBM to clarify.	5	LL	By the next FGB
6.	The Chair would be in touch with governors about possibly meeting on the 8 th September.	7	Chair	ASAP

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

- Link Governor roles
- New Parent governor

Risk Register

