

ST BARNABAS' C.E. PRIMARY SCHOOL



Minutes of the virtual meeting of the Full Governing Body held on Wednesday, 29th September 2021 at 6.15pm

Present: Karen Boardman (Headteacher) Anne Williamson (Chair)
 Maguire Agnew Jo Patton
 Reverend Paul Millard (*until 7.09pm*) Lindsay Graystone
 Dan Wilkinson Jessica Gilmour (*until 6.27pm*)
 John Halsall

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 Anne Williamson.</p> <p>The new staff governor, Lindsay Graystone, was welcomed to the meeting and the clerk will add Kerry Davies from Pathfinder to the Curriculum Committee members.</p> <p>Anne Williamson thanked Jessica Gilmour for her support and advice as a parent governor as this was her last meeting. Jessica Gilmour thanked the governors adding being a governor had been a huge learning curve which she had enjoyed.</p> <p><i>6.27pm – Jessica Gilmour left the meeting.</i></p>	
1.	<p>Election of Chair and Vice Chair The clerk asked for nominations for Chair, Anne Williamson indicated that she would be happy to continue in post but with succession plans in place for a replacement Chair next year. All governors agreed</p> <p>Anne Williamson was duly elected as Chair for a period of one year.</p> <p>The clerk asked for nominations for Vice Chair, Lorna Longman had indicated to the Chair that she would be happy to be the Vice Chair and asked the Chair to let the governors know. All governors agreed.</p> <p>Lorna Longman was duly elected as Vice Chair for a period of one year.</p>	
2.	<p>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.</p> <p>There were apologies from Lorna Longman, Gary Mogan and Jessica Gilmour for the rest of the meeting. There were no declarations of interest.</p> <p>The clerk thanked those governors who had returned their business interest forms and safeguarding certificates. The clerk will send a reminder to the governors who need to return these.</p> <p><u>Code of Conduct</u> The governors agreed to the code of conduct.</p>	Clerk
3.	<p>Minutes and Confidential Minutes of the meeting held on 14th July 2021 Previously distributed. The Chair requested a change in the non-confidential minutes in item 7, Tim Priestly was not from</p>	

	<p>CYC but was an independent advisor from Leadership and Management assurance. The clerk will make the change.</p> <p>The minutes and confidential 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>																						
<p>4.</p>	<p>Action Plan and Matters Arising</p> <table border="1"> <thead> <tr> <th data-bbox="188 369 272 405"></th> <th data-bbox="272 369 1099 405">ACTION</th> <th data-bbox="1099 369 1407 405">STATUS</th> </tr> </thead> <tbody> <tr> <td data-bbox="188 405 272 517">1.</td> <td data-bbox="272 405 1099 517">A parent governor volunteered to help with reorganising the reading books, Sheena Powley will contact him to book a date when this is possible.</td> <td data-bbox="1099 405 1407 517">The HT will book this in with MA. Remove the action.</td> </tr> <tr> <td data-bbox="188 517 272 663">2.</td> <td data-bbox="272 517 1099 663">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.</td> <td data-bbox="1099 517 1407 663">Completed.</td> </tr> <tr> <td data-bbox="188 663 272 775">3.</td> <td data-bbox="272 663 1099 775">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.</td> <td data-bbox="1099 663 1407 775">Completed.</td> </tr> <tr> <td data-bbox="188 775 272 913">4.</td> <td data-bbox="272 775 1099 913">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.</td> <td data-bbox="1099 775 1407 913">Planned for this term. Remove the action.</td> </tr> <tr> <td data-bbox="188 913 272 1025">5.</td> <td data-bbox="272 913 1099 1025">The governors had some questions about the report and the Chair of the Resources Committee agreed to contact the SBM to clarify.</td> <td data-bbox="1099 913 1407 1025">Completed.</td> </tr> <tr> <td data-bbox="188 1025 272 1137">6.</td> <td data-bbox="272 1025 1099 1137">The Chair would be in touch with governors about possibly meeting on the 8th September.</td> <td data-bbox="1099 1025 1407 1137">Completed.</td> </tr> </tbody> </table>		ACTION	STATUS	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.	The HT will book this in with MA. Remove the action.	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.	Completed.	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.	Completed.	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.	Planned for this term. Remove the action.	5.	The governors had some questions about the report and the Chair of the Resources Committee agreed to contact the SBM to clarify.	Completed.	6.	The Chair would be in touch with governors about possibly meeting on the 8 th September.	Completed.	
	ACTION	STATUS																					
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.	The HT will book this in with MA. Remove the action.																					
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.	Completed.																					
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.	Completed.																					
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.	Planned for this term. Remove the action.																					
5.	The governors had some questions about the report and the Chair of the Resources Committee agreed to contact the SBM to clarify.	Completed.																					
6.	The Chair would be in touch with governors about possibly meeting on the 8 th September.	Completed.																					
<p>5.</p>	<p>Headteacher's Report</p> <p>The Headteacher reported the return to school had been positive and the staff had shown energy and enthusiasm in school. Children and parents had started the term positively and the teachers were getting to know their children and their academic capabilities. They had attended a great Harvest festival with the whole school in the church which was led by Anne Williamson and Reverend Paul Millard and the children were back in whole school assemblies.</p> <p><u>Staffing</u></p> <p>The Headteacher informed governors a member of the administrative team had resigned during the summer holidays which meant a tricky start in the autumn term. They had received great support from Pathfinder, which the Headteacher and Chair thanked, and currently had a temporary admin assistant who was doing well. They had advertised the post for an office manager and after interviewing strong candidates had appointed an experienced office manager who would start after half term.</p> <p>They had placed an advert for a Deputy Headteacher and had started showing candidates around school. The advert highlighted the journey the school was on, the Headteacher requested a governor present on the interview panel.</p> <p><u>Covid</u></p> <p>The Headteacher updated the governors the school was well ventilated and PCR tests were encouraged where needed. There had been three cases in school; one staff and two children. The Chair highlighted the Covid risk assessment was on the school website. The Headteacher added they were planning events back in school where they could invite parents in.</p> <p><u>School Improvement Plan (SIP)</u></p> <p>Sheena Powley outlined the progression and any changes in the SIP.</p>																						

- The phonics and early reading audit would take place on the 15th October and was a key priority in school.
- They had decided not to move ahead with the Reading Plus intervention in Year 5 and 6 and the staff had worked hard on their curriculum plans.
- The focus in school was on teaching and learning strategies and in class teaching support. The Headteacher and Kerry Davies would be supporting this.
- They would re-launch the schools behaviour strategy and policy with staff and children needed to be reminded of the rewards and sanctions.
- In personal development, ELSA and the use of TAs was still happening and staff had worked hard on interventions in this area.
- Ensuring British Values was running throughout the curriculum was important and they were successful in securing a £3,000 bid which allowed children to visit the council chambers and investigate freedom of choice.
- In leadership and management the new class teacher felt supported and there was lots of induction activities for new staff. They were working with other schools in the MAT on SEN needs and CPD.
- In the foundation stage, the teacher was working with a new curriculum, a new baseline and a new TA. They had one child with an EHCP with 1 to 1 support.
- The Headteacher shared the reading audit from the English Hub would be extremely rigorous, with a thorough report and next steps. The Pathfinder SENDCo, Carolyn Ray, was working in school one day a week and meeting parents. She would also meet with staff about SEND pupils.

7.09pm – Reverend Paul Millard left the meeting.

Pupils on roll

The Headteacher reported there were 101 pupils on roll with 15% Ever 6 Free School Meals (FSM). Pupil Premium (PP) and FSM combined was 34% across the school with 22% of pupils SEND and one child with an EHCP.

Attendance

This was 94.4% which was slightly below the national average however they were only at the start of the year and Persistent Absentees (PA) was 13%. One pupil had two suspensions earlier in the year and they were working to make the child feel settled through the use of a 1 to 1 TA and a reduced timetable. Also they had met with the inclusion officer and CAMHS. The Chair added sometimes a suspension could be a trigger to get the support needed for a child and at a governor forum with the Diocese they had advised vulnerable pupils or pupils with social worker involvement needed tracking.

Finance

The Headteacher shared the SBM was off work at the moment and Jean Lewis was working on the budget monitoring report. Pathfinder staff, Adrian Fletcher and Sam Willsden, were also supporting the school.

Data

The Headteacher reported she was reviewing the data alongside Kerry Davies and the data would be presented to the Curriculum Committee in November. The Year 6 data from initial practice SATS in September showed in reading 32% were at expected with a further 39% working towards expected or very close which could mean 71% of the Year 6 pupils at expected or above in reading by the end of the year. In writing 31% were at expected, 21% working towards and 47% below. In maths 31% expected with 5% working towards however 40% of the maths curriculum had not yet been taught.

The Year 2 teacher had carried out a phonics check with 40% of the pupils passing hence why this was a key priority in school. The Chair added that Ofsted had highlighted how important it was that phonics work continued into KS2 also and reminded governors they needed to be asking about phonics in their visits to school. The Headteacher explained they tracked all children who did not pass the phonics screening in KS1 and gave them extra support in KS2. In recent training attended, the

	<p>Headteacher highlighted the key message was reading needed to be prioritised above everything else.</p>	
<p>6.</p>	<p>Committee Updates</p> <p><u>Curriculum Committee Members</u> – Karen Boardman, Anne Williamson, Dan Wilkinson, Jo Patton, Lindsay Graystone, Lorna Longman, Maguire Agnew and in attendance Kerry Davies.</p> <p><u>Resources Committee Members</u> – Karen Boardman, Lorna Longman, Gary Mogan, John Halsall and in attendance the SBM and Anne Williamson.</p> <p><u>Pay Committee Members</u> – Anne Williamson, Dan Wilkinson, Jo Patton and in attendance Karen Boardman.</p> <p><u>Headteacher Appraisal Committee Members</u> – Anne Williamson, Jo Patton and Reverend Paul Millard.</p> <p><u>Pay Appeals Members</u>- Lorna Longman, John Halsall and Maguire Agnew.</p> <p><u>FGB and Committee meeting dates</u> Previously distributed.</p>	
<p>7.</p>	<p>Chair’s Report and Multi Academy Trust Update</p> <p>The Chair highlighted the link governor roles had been distributed and governors were with the same year group but different children each year. All governors were happy with this.</p> <p><u>Governor links</u> Subject and Area link governors linked to the SIP – John Halsall, Maguire Agnew and Jo Patton. Behaviour and Attitudes governor – Lorna Longman PE and Healthy Lifestyles – A governor needed. Personal Development – Dan Wilkinson and Reverend Paul Millard Leadership and Management – Anne Williamson and another governor needed. Pupil Premium – Lorna Longman SEN – Anne Williamson Early Years link – Dan Wilkinson. The Chair will update the list and send out to all governors.</p> <p>The Chair informed governors that Gary Mogan was going to be extremely busy with work and would struggle to cover the safeguarding link governor role he undertook which would need addressing. Also they needed a Health, Safety and Premises link governor.</p> <p>The Chair reminded governors to keep updating the Google Drive and complete link governor reports linked to the SDP. Governors needed to meet with class teachers twice a year if possible and the Headteacher and Chair had started an annual planner which they would send out. The Chair continued updating governors explaining Keeping Children Safe in Education (KCSIE) had been updated and thanked Maguire Agnew for reviewing the safeguarding policy. DBS checks needed to be up to date and if they attended any governor training that had been useful could they ask for the PowerPoint for the clerk to distribute out to all governors. The annual governor plan would include all visits and it would be good to have governors present at the parents evening coming up. Collective worship was in place once a week.</p> <p><u>Academy Update</u> The Chair and Headteacher had met with Tim Priestly, Michelle Bowling, Glen Duxbury and Sheena</p>	<p>Chair</p> <p>Chair & HT</p>

	<p>Powley to review the plans for moving into Pathfinder MAT. Solicitors were in place for the school, Diocese and Pathfinder and post conversion the Governing Body would be confirmed but they had decided on 12 governors with 25% being foundation governors. Formal consultations would take place in January 2022 and they would meet with the LA regarding the PFI conversion. The Chair added Maxine Squire wanted to visit school on the 2nd November to look around.</p>	
8.	<p>Governance Matters</p> <p><u>Governor Training</u> The Chair shared they had received the training schedule from CYC and the Diocese and asked governors to send any training attended to the clerk and Chair.</p> <p><u>Governor Vacancies</u> The Governing Body had one co-opted and three parent vacancies. The Chair had been contacted by two parents interested and hopefully they would attend the next FGB. They Governing Body needed new governors with experience in finance, the risk register, health and safety and perhaps a project manager background. The clerk will pass this information to Debra Wilcock.</p>	Clerk
9.	<p>Safeguarding The Headteacher informed governors the staff inset day had updated everyone on changes to KCSIE and safeguarding training. Single Central Record and DBS's had been updated. A governor asked if they would have a separate lanyard when visiting school, the Headteacher replied they would and it would be a photo card.</p>	
10.	<p>Policies</p> <p><u>Pay Policy CYC</u> – This was not available. The Chair would possibly take Chairs Action to approve for the pay committee.</p> <p><u>Child Protection and Safeguarding Policy</u> – The Headteacher explained this was based on a model policy from the Pathfinder Safeguarding Lead and reflected the changes in KCSIE. The peer on peer abuse policy ran alongside the bullying policy.</p> <p>Approved.</p> <p><u>Staff Appraisal Policy CYC</u> – Approved.</p>	
11.	<p>Correspondence None.</p>	
12.	<p>Any Other Business The Chair queried how after school club was doing and as it was now part of school should this be included as a standing item in FGBs. Sheena Powley agreed and asked for this to be a standing item. She continued explaining the registration was being arranged under the school so that Ofsted would inspect the school and club. Invoicing was set up, staffing arranged starting at 7.30am with paediatric training and the food hygiene certificate in place. The policies needed were being written and they had received the Ward funding of £3,000. The Headteacher added the numbers at breakfast club were around seven to eight children and were higher than after school club. They had good ideas for how to promote the club further and build the numbers. Kerry Lee from CYC would be visiting the club and suggested Maguire Agnew could attend too to discuss the club.</p>	
13.	<p>Confidentiality No confidential minutes.</p>	
14.	<p>Date of next FGB meeting: Wednesday, 1st December 2021 at 6.15pm</p>	

The meeting closed at 8.25pm

_____ APPROVED _____ 01/12/2021 _____
 Chair Date

Action Plan following the Meeting of the Full Governing Body held on Wednesday, 29th September 2021

Number	Action	item	Person	Date
1.	The clerk thanks those governors who had returned their business interest forms and safeguarding certificates. The clerk will send a reminder to the governors who need to return these.	2	Clerk	By the next FGB
2.	The Chair will update the link governor list and send out to all governors.	7	Chair	By the next FGB
3.	The Headteacher and Chair had started an annual planner which they would send out.	7	HT and Chair	By the next FGB
4.	They Governing Body needed new governors with experience in finance, the risk register, health and safety and perhaps a project manager background. The clerk will pass this information to Debra Wilcock.	8	Clerk	By the next FGB

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

Standing items:

Out of school club