

ST BARNABAS' C.E. PRIMARY SCHOOL



Minutes of the virtual meeting of the Full Governing Body held on Wednesday, 1st December 2021 at 6.15pm

Present: Karen Boardman (Headteacher) Anne Williamson (Chair)
 Maguire Agnew Jo Patton
 Reverend Paul Millard Lindsay Graystone
 Dan Wilkinson Katharine Harbord
 Lorna Longman

In Attendance: Maria Riley - Governance Support Officer, Clerk
 Sheena Powley – Pathfinder School Improvement
 Jean Lewis – SBM (until 6.50pm)
 Maxine Squire – Assistant Director of Education and Skills (From 7.15pm until 8.08pm)

		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 (related to this agenda) The Chair welcomed everyone to the meeting, in particular the new parent governor Katharine Harbord. Governors were reminded to refer to the school's Vision & Values throughout the meeting.</p> <p>There were apologies from John Halsall and Kerry Davies with consent. There were no declarations of interest.</p> <p><u>Co-opting Lorna Longman</u> All governors agreed to co-opt Lorna Longman for another four year term of office.</p>																
3.	<p>Minutes of the meeting held on 29th September 2021 Previously distributed. Resolved. The 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>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.</td> <td>Completed.</td> </tr> <tr> <td>2.</td> <td>The Chair will update the link governor list and send out to all governors.</td> <td>Completed.</td> </tr> <tr> <td>3.</td> <td>The Headteacher and Chair had started an annual planner which they would send out.</td> <td>Completed.</td> </tr> <tr> <td>4.</td> <td>The 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.</td> <td>Completed.</td> </tr> </tbody> </table>		ACTION	STATUS	1.	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.	Completed.	2.	The Chair will update the link governor list and send out to all governors.	Completed.	3.	The Headteacher and Chair had started an annual planner which they would send out.	Completed.	4.	The 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.	Completed.	
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<p>5.</p>	<p>Finance Update presented by Jean Lewis and Lorna Longman <u>Revised Budget Ratification</u> The SBM explained the Resources committee had reviewed the draft revised budget, since then there had been some changes and they had recast the figures which now showed an improved position. The SBM reported the verbal budget update which governors had received showed the reduced hours for the Pathfinder teacher and the SENDCo would be funded by the York Schools and Academy Board (YSAB), they would need an additional teacher to replace the Pathfinder teacher but the reduction in costs was just under £10,000.</p> <p>The SBM explained the updated revised budget included the reasons for the variances and showed an underspend of £17,000 with a cumulative surplus of £16,500.</p> <p><i>Confidential minutes followed.</i></p> <p>The SBM reported the high needs funding was not included in the budget as it had not been allocated yet and it would be extra income in the budget. The Headteacher informed governors they were hoping more children would receive their EHCPs however the process took 20 weeks to complete. She added they were reducing expenditure however they needed more children in school and to help with this they were holding an open afternoon and the playgroup were also promoting the school. A governor queried if playgroups rent needed reviewing, the Chair of Resources pointed out they could not increase their rent if they had falling pupil numbers too. The Chair and Headteacher agreed they needed to discuss playgroups rent in a future meeting.</p> <p>The Chair thanked the SBM, the Headteacher and Chair of Resources for all their hard on the budget. Revised Budget Approved.</p> <p><u>SFVS</u> The SBM explained the SFVS submission date had been deferred until the end of February 2022 and the SFVS needed reviewing. The Chair responded she would review the SFVS with the Headteacher, the Chair of Resources and the SBM and send it out to all governors to review in the February 2022 FGB.</p> <p><i>6.50pm- The SBM left the meeting.</i></p>	<p>Agenda</p> <p>Chair, HT, SBM & CoR</p> <p>Agenda</p>
<p>6.</p>	<p>Headteacher's Report <u>Curriculum Intent</u> The Headteacher shared the curriculum intent showed the way the vision applied to the curriculum and what they did and wanted to achieve for the children. The curriculum needed to meet the needs of the children and engage their interests. The Chair noted the document was easy to review. A governor asked if it included the new maths and English curriculums, the Headteacher responded it did however they needed to be more explicit. The Headteacher explained they would share the document with staff and then governors again so that they could use it in any visits to school.</p> <p><u>School on a Page</u> The Headteacher reported this was a very useful Pathfinder document giving an overview of the school and asked if governors thought anything else needing adding. A governor suggested adding a section on the green and open spaces around school as many schools did not have this and how the school had a village and family feel. The Headteacher agreed to add this into the context. Another governor suggested adding a section on marketing the school, which the Headteacher agreed with.</p> <p>A governor queried if the staff had GDPR training as it was not clear on the document, the Headteacher responded she had and the office manager along with all Pathfinder staff in school all had this training. The Chair suggested adding this and adding that staff would all be trained by a particular date.</p>	<p>HT</p>

	<p><u>School Evaluation Form (SEF) and School Improvement Plan (SIP)</u> The Headteacher explained they had both been updated with any context and staffing changes. They had also added a useful Pathfinder document, Supporting our School Priorities.</p> <p>7.15pm – Maxine Squire joined the meeting.</p>	
7.	<p>Ofsted – Presented by Maxine Squire Assistant Director of Education and Skills</p> <p>The Assistant Director screen shared an Ofsted PowerPoint and reported the 2019 Ofsted Framework was now being used across all schools and HMI had requested Ofsted visited all schools, even those given exemption, to reassure parents. At St Barnabas they were expecting Ofsted in a shorter timeframe and the key aspect for governors was to know the school very well.</p> <p>The Assistant Director shared Ofsted would focus on three questions;</p> <ol style="list-style-type: none"> 1. What was it like to attend this school? 2. What does the school do well and what does it need to do better? 3. What was the effectiveness of the schools approach to safeguarding? <p>She explained governors needed to be honest, accurate about the schools performance, know any areas for improvement and what school were doing about these areas. Ofsted would want to know how the children did during lockdowns and how the planning changed from March 2021 as this was a key date when children returned to school. Governors needed to know how school had assessed the gaps and what they were putting in place to close the gaps; the recovery plan and its effectiveness.</p> <p>The Assistant Director explained safeguarding was at the heart of the inspection and they would review how the school had created a safe environment and culture and how the governing body understood their responsibility towards keeping children safe in education. Ofsted would look at any reports of bullying or sexual harassment and the schools robust systems in handling these reports. The Assistant Director informed governors they were responsible for the safeguarding procedures being properly in place and followed. Governors needed to consider how school was identifying children who were at risk from harm and how did school keep children’s needs in sight when they were not attending school.</p> <p><u>Core functions of governance</u></p> <p>The Assistant Director outlined the core functions;</p> <ul style="list-style-type: none"> • Holding leaders to account for educational performance and management of staff. The governors were the guardians of school. • To oversee the financial performance of the school and that money was well spent. Governors need to authorise the budget and be assured that any money spent was on delivering a good, quality education. Governors should challenge where needed. <p>The Assistant Director continued explaining that what the Headteacher would report to Ofsted was no different to what the governors would report as governors were part of the leadership and management of the school. Governors needed to know the SEF, areas the school were good at and areas they needed to improve and also how this was monitored.</p> <p><u>How would Ofsted gather evidence?</u></p> <p>The Assistant Director shared Ofsted would test the quality of the education and want to see the day to day experiences for the children. They would review leadership and management, personal development and behaviour and attitudes. The quality of education was a key aspect of the inspection and the curriculum was the key to whole school planning. Ofsted should be able to see how children were making progress and how the curriculum was allowing them to do this. They would interview subject leaders and review the intent, implementation and impact of the curriculum and teaching and learning.</p> <p>The Assistant Director highlighted the progress in reading was a big focus and they would review how children were reading for meaning and using key skills such as inference and deduction. They would also review how phonics was taught and they would want to see an increase in the levels of fluency in reading from EY to Year 6.</p>	

Deep Dives

Ofsted would phone the Headteacher and discuss the curriculum and then test out what they had been told by the Headteacher whilst inspecting the school. In a deep dive, Ofsted would talk to the subject leaders about how their subject was led across the school and they would talk to the children. Governors would need to consider how they knew what the quality of education was like in school and consider what the evidence would say in a deep dive situation. Governors needed to be visiting the classes, focusing on the impact for the children and how the teacher was adapting for the children's needs, to give challenge and any misconceptions.

Summary

The Assistant Director summarised the following points for consideration the governors;

- How well did the governors know the school? Governors could talk about standards, good teaching, the curriculum, phonics and reading, provision for SEND, parent feedback and the schools local and wider reputation.
- Triangulate the evidence and give a consistent message from all leaders.

She added in preparation, governors needed to talk to subject leaders which would also be good preparation for the teachers and gave examples of some of the questions they could ask.

1. What is your view of the quality of education?
2. How effectively to children learn the curriculum?
3. Do you have credible plans for addressing underperformance and what difference is it making and where is the evidence?
4. What are the priorities for staff development and what will be the impact on the curriculum?
5. Is the school moving forward with their priorities?

The Assistant Director agreed to send the PowerPoint to the Chair to share with governors. The Chair and governors thanked the assistant Director for the informative presentation. A governor asked if there would be an appreciation from Ofsted that they had many governors new to the role, the Assistant Director responded Ofsted would understand this and wanted governors to be open and honest and realised this was part of the journey of the school.

8.08pm – Maxine Squire left the meeting.

8. Headteacher's Report Continued

Review of the SIP – Autumn term

The Headteacher reported the reviewed sections in the SIP showed what the Assistant Director had highlighted, showing the implementation of the curriculum and the impact would be reported to governors. Implementing maths was a focus for next term and embedding the phonics program. Staff training was mainly focused around phonics and all TAs had completed phonics training.

The Headteacher shared the next steps were to address pupils who were late comers to school and they had started opening the doors 10 minutes earlier to monitor children arriving at school.

Leadership and Management

They had subject leaders presenting to the Curriculum committee and they would return to a future meeting to highlight the impact. The new Deputy Headteacher would be visiting school and working on her induction and the EY lead, Rachel Lanzillotti was working with the EY team. A governor questioned was the monitoring and gathering evidence in phonics the same format from EY to Year 6, the Headteacher answered it was the same standard phonics assessment throughout school. The governor queried how would the governors know what to look for in different year groups in a book scrutiny, the Headteacher responded the governor would work with a member of staff at the same time to guide them.

Staffing

The Headteacher explained Kerry Davies and Sheena Powley's time supporting school would change when the new Deputy Headteacher started. Sheena Powley would step away from school and Kerry Davies would support for one day a week. The Headteacher and Chair thanked Sheena Powley for her input into school. The Headteacher also reported Rob Smith was leaving and a teacher on maternity

	<p>leave would return into Year 2.</p> <p><u>Out of School Club</u> The Headteacher shared the pupil numbers in the club were low and it was currently making a loss but should be sustainable for this year due to grants received.</p>	
9.	<p>Consultation of extend the length of the school day The Headteacher informed governors the school day at St Barnabas was shorter than most schools and they wanted to extend the day by finishing at 3:15pm instead of 3:00pm. They would consult with parents and staff and hopefully make the change after February half term. The staff governor shared staff had discussed this and thought it was the right option for the school.</p> <p>A governor noted that other schools in York had communicated via letter that the school day would be lengthened to allow for Covid catch up commencing in September 2021 and the school was behind the curve in waiting until February. The school needed to be demonstrating that there were plans in place to catch up and could demonstrate usage of catch up funding.</p> <p>A governor challenged why they were not extending to 3.30pm, the Headteacher explained they needed to ensure that the hours were inside the teachers' directed hours of 1265 hours per year. Another governor questioned if the parents to staff objections would be taken into consideration, the Headteacher confirmed they would.</p> <p>A governor challenged if parents thought the new time would be problematic would the school put something in place for them. The Headteacher answered they could not give individuals a different end time however they would look at the individuals' circumstances.</p> <p>Approved.</p>	
10.	<p>Academy Update The Chair informed governors the Academisation process was still ongoing.</p>	
11.	<p>Chair's Report and Multi Academy Trust Update The Chair had been keeping the governors informed about school and governor information via regular emails, so just added the following that Gary Mogan had stepped down as a governor and thanked him for his support. The Chair thanked the clerk who was leaving and shared Barbara Kybett would join the meetings as the governance advisor. She reminded governors to arrange link governor visits and to stay in touch with school.</p>	
12.	<p>Governance Matters</p> <p><u>Governor Training</u> The governors will send any extra training attended to the clerk.</p> <p><u>Governor Vacancies</u> They had the following vacancies; one co-opted governors, one LA governor and two parent governors.</p> <p><u>Meeting dates and Committee Membership</u> The Chair asked governors to consider if they could join the Resources Committee and to let the Chair and Headteacher know.</p>	
13.	<p>Safeguarding The Chair informed governors that Lorna Longman was the new safeguarding governor and in light of changes to Covid they had updated the risk assessment.</p> <p>The Headteacher shared they had attended safeguarding training and Sewell's had added a new set of double doors with fob access for safety, to prevent children going to the hall unaccompanied where they could potentially leave the building via the fire doors.</p>	
14.	<p>Policies</p>	

	<u>Pay Policy</u> – Chair’s Action taken <u>Appraisal Policy</u> – Approved by Resources <u>Capability Policy</u> – Approved by Resources <u>Budget Management Policy</u> – Approved by Resources <u>SEND Policy</u> – Approved by Curriculum <u>SEND Report</u> – Approved by Curriculum All policies Approved.	
15.	Committee Reports and Terms of Reference <u>Curriculum Committee</u> The Chair of the Curriculum Committee shared they had scrutinised the terms of reference and two members of staff had done presentations on phonics and maths in the last Curriculum meeting which were excellent. <u>Resources Committee</u> Covered in item 5. The clerk will add the minutes from the Curriculum and Resources meetings to the next FGB.	Clerk
16.	Correspondence None.	
17.	Any Other Business None	
18.	Confidentiality Separate confidential minutes.	
19.	Date of next FGB meeting: Wednesday, 2 nd February 2022 at 6.15pm	

The meeting closed at 8.55pm

_____ Anne Williamson _____
Chair

_____ 2nd February 2022 _____
Date

Action Plan following the Meeting of the Full Governing Body held on Wednesday, 1st December 2021

Number	Action	item	Person	Date
1.	The Chair responded she would review the SFVS with the Headteacher, the Chair of Resources and the SBM and send it out to all governors to review in the February 2022 FGB.	5	Chair, HT, Chair of Resources & SBM	By the next FGB
2.	Add reference to “green spaces” to the SOAP	6	HT	By the next FGB
3..	The Chair suggested adding the GDPR training and add that staff would all be trained by a particular date to the school on a page document.	6	HT	By the next FGB
4.	The clerk will add the minutes from the Curriculum and Resources meetings to the next FGB.	15	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
Safeguarding

Next FGB items

Playgroup rent

SFVS

Add the last minutes from Curriculum and Resources Committees

APPROVED