

ST BARNABAS' C.E. PRIMARY SCHOOL



Minutes of the meeting of the Full Governing Body held on Wednesday, 6th July 2022 at 6.15pm at the school

Present: Karen Boardman (Headteacher) Anne Williamson (Chair)
 Maguire Agnew Jo Patton
 Reverend Paul Millard Katharine Harbord
 Lorna Longman Dan Wilkinson
 Lindsay Graystone (until 7.15pm)

In Attendance: Rachel Pena Harran – Deputy Headteacher
 Barbara Kybett - Governance Advisor, Clerk
 Lesley Irving – Governance Support, Officer

		Action								
	<p>Welcome Prayer The meeting was opened with a brief message and prayer led by Paul Millard.</p>									
1.	<p>Any Other Business None was raised.</p>									
2.	<p>Apologies for absence, consents and declarations of interest (related to this agenda) The Chair welcomed everyone to the meeting. Apologies for absence were received, with consent, from John Halsall.</p> <p>There were no declarations of interest.</p>									
3.	<p>Minutes of the meeting held on 11th May 2022, matters arising and action plan Previously distributed.</p> <p>A governor had suggested the following amendments to the minutes:</p> <p>Page 1, Item 3 the sentence “With reference to Action Point 8, the Chair had arranged for parent governors to be in school at pick up time to meet with potential parent governors but there had been very little response” to be changed to “With reference to Action Point 8, the Chair had arranged for two parent governors to be in school at pick up time to meet with potential parent governors. Unfortunately, there was no response from parents to the invitation. It was agreed that there might be further opportunity to attract new parent governors in September”.</p> <p>Resolved: With that amendment, the minutes of the meeting held on 11th May 2022 were agreed to be a true and accurate record and were duly approved.</p> <table border="1"> <thead> <tr> <th>Number</th> <th>Action</th> <th>Person</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Discuss playgroup rent with MAT CFO</td> <td>HT</td> <td>On agenda</td> </tr> </tbody> </table>	Number	Action	Person	Status	1.	Discuss playgroup rent with MAT CFO	HT	On agenda	
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	2.	Add resources from Finance training to Google Drive	Lorna Longman	Complete
	3.	Contact the SBM to ask that the budget figure for staff teaching costs in 2026/27 be corrected	HT	Complete
	4.	Review Attendance Policy	HT	Carried forward
	5.	Circulate Pathfinder MAT's governance structure for information	Chair	Complete
	6.	Circulate Maxine Squire's report on governance	Chair	Complete
	7.	Organise a staff drop in session	Chair	Complete
	8.	Make safeguarding link governor visit	Lorna Longman	Carried forward
	<p>With reference to Action Point 8, Lorna Longman, safeguarding link governor, agreed to visit early in September.</p> <p>There were no further matters arising from the minutes.</p>			
4.	<p>Finance Update</p> <p><u>4.1 Latest monitoring report – for information</u> Previously distributed.</p> <p>The Headteacher reported that she had met with the SBM and she advised that this year's budget was on track thus far. Some staffing changes for the next academic year had not yet been incorporated but would be once the budget was transferred to Pathfinder MAT's system.</p> <p>A governor noted that there was a £2k adverse variance. The Headteacher explained that one child with an EHCP who had been expected to attend alternative provision would now be staying on in the school; this accounted for the variance as the extra cost of TA support had been added in. This was partly offset by SEND funding.</p> <p>A governor asked about the figure for reserves - the Headteacher noted that this was influenced by the lagged PFI funding. The Headteacher reported that an SBM provided by Pathfinder MAT, supported by the Chief Financial Officer (CFO), had begun to work with the school.</p>			
5.	<p>Headteacher's Report</p> <p><u>5.1 End of year data headlines</u> Previously distributed.</p> <p>Statutory Data (EYFS / Phonics / KS1 / KS2) The Headteacher reported that the Year 6 SATs results had been published on 5th July and</p>			

she tabled a paper detailing the outcomes. She highlighted the following:

- in Early Years, 69% of the cohort had reached a Good Level of Development (GLD); the EYFS teacher's judgements had been rigorously moderated and the Headteacher highlighted the progress which pupils had made through the year
- in KS1 data: the Headteacher explained that the Year 2 cohort was stronger in Maths but had made progress in Phonics over the year supported by the Little Wandle scheme for part of the year; Writing was an area for development and the Headteacher would seek advice from a literacy consultant, Alison Bailey, on possible strategies to implement; the Headteacher highlighted the progress made by the cohort overall which she confirmed had been tracked throughout the year
- KS2 data – Year 6 SATs:
 - in Reading, 70% of the cohort had met the expected standard which was only just below early indications of the national average
 - in Writing, 50% had met the expected standard; the Headteacher underlined that Writing had been impacted by the pandemic, particularly in relation to pupils reaching greater depth standard although some were extremely close; the outcome was below the national average
 - in Maths, 50% of the cohort had reached the expected standard; again some children had been very close to the expected standard
 - in Grammar, Punctuation and Spelling, 50% of the cohort had met the expected standard
 - in Reading, Writing and Maths combined, 40% of the cohort had met the national average.

The Headteacher observed that the results were a mixed picture but she would expect better in future years as pupils now in school benefited from strong teaching.

The Chair asked if there was comparative data from other York schools. The Headteacher explained that this was not yet available.

The Headteacher referred to the progress scores which she had calculated using an in-house method based on attainment at KS1. She noted that pupils who had reached greater depth standard at KS1 had not maintained this in KS2 SATs. There was some discussion on how validated progress scores might be calculated.

The Headteacher drew attention to the Year 4 multiplication check; Lindsay Graystone explained how the test worked and noted that some pupils had been put off by the online test format. There was discussion as to how this might be mitigated. Lindsay noted that TT Rock Stars was used regularly by pupils so they were used to online testing.

In terms of comparison to 2019, the Headteacher noted that the results in Writing and Maths were not as good although Reading scores were improved. Attainment of pupils with SEND had also improved.

A governor asked if the strategies now in place would drive up outcomes. The Headteacher noted that Year 5 and Year 4 were higher ability cohorts, so future years' results should improve.

A governor asked if parental support made more difference to Reading outcomes than other subjects. The Headteacher responded that there was no particular evidence for this. Lindsay observed, however, that reading with children at home tended to make a difference to their outcomes. There would be more strategies introduced next year to incentivise Reading at home.

5.2 Peer Review Report

The Headteacher tabled the draft peer review report and explained the format of the process. Governors read the report. The Chair invited questions and comments.

A governor noted that the report seemed quite negative in tone, with the positives seeming to be of secondary importance. Another governor drew attention to the references to low level disruption and passive attitudes to learning. The Headteacher explained that this had been discussed at the feedback session. The Chair noted that the observations made, such as the lack of use of the outdoor area, might also be identified by Ofsted. The Deputy Headteacher explained that none of the feedback was unexpected, and that progress was being made in addressing the issues raised.

The Chair highlighted that the team had identified "pockets of good learning" and she quoted other positive comments in the report which recognised the school's strengths.

A governor asked about the two year/four year cycle mentioned in the report. Lindsay explained that this related to the History curriculum; she advised that a decision had now been made to teach the History curriculum on a two year cycle.

A governor noted that the report had identified where the school had made progress in embedding areas of the curriculum.

A governor asked why the "non-negotiables" were not yet embedded in teaching strategies. Lindsay responded that strategies were being used but may not have been evident at the precise time the reviewers were visiting classrooms.

(Lindsay Graystone left the meeting at 7.15pm)

The Headteacher reported that another visit would be made during the year by Mr Herbert, the Pathfinder peer review lead, and a second review would take place at the same time next year. The Deputy Headteacher commented that the review process had been supportive in nature. The Headteacher reported that her experience of a peer review of another school had been extremely valuable.

It was noted that the draft report would be shared with staff and would be circulated to governors if there were significant changes. Governors suggested that the positive comments could be highlighted before the report was shared with staff.

5.3 Updated SEF& SIP

Previously distributed.

Governors received the updated Self-Evaluation and School Improvement Plan and questions were invited. The Headteacher noted that the document would be significantly reviewed over the summer.

There was some discussion on a whole school strategy for securing pupils' attention.

The Deputy Headteacher confirmed that she was booked on mental health training so this action was due to be completed soon.

5.4 Attendance

Previously distributed.

The Headteacher advised that this had been updated with the latest data. Attendance rates had remained at around 93%. The Headteacher highlighted the rise in exclusions but noted that this sanction was having a positive effect on some pupils' behaviour. The Chair added that the exclusion might also be a trigger for support from external agencies.

It was noted that the fixed term exclusions were now called suspensions and that if a pupil received over 15 days in one term, the suspension must be reviewed by a sub-committee of the Governing Body. There was further discussion on the reasons for the suspensions.

The Headteacher reported that a number of term time holidays were being booked. She had discussed fining with the other Pathfinder MAT headteachers – this was at the discretion of individual schools depending on their context. In response to a question, the Headteacher confirmed that a record was kept of all requests for term time holidays. She explained the process in place for fining parents within the city and assured them that she was mindful of the decision about whether or not to fine parents, and it would be kept under review. The school's approach was contained with the Attendance Policy.

5.5 Leeman Road Playgroup

Jo Patton reported that the playgroup would close permanently at the end of term, as it was financially unsustainable. The playgroup Committee had asked if the school was interested in maintaining the playgroup provision. The Headteacher explained that the school might be impacted by siblings of pupils losing places at the playgroup, which would significantly affect income.

The Headteacher advised that the Pathfinder MAT CEO had been informed by the LA that the playgroup was closing, and she had emphasised to him the importance of the playgroup to the school. Further discussion on a pre-school provision would be held the next day with the CEO and CFO of the Trust. The Headteacher asked if governors would be willing to waive the £600 last rent payment due from the playgroup. Governors agreed that they would waive the rent. There was a suggestion that the PCC of St Barnabas Church might cover this amount as a gesture of goodwill.

The Chair noted that the academy conversion would be delayed by any legal process involving the playgroup. Governors supported the Chair in contacting the CEO and CFO, on

	<p>behalf of governors, to emphasise that the playgroup was an essential element of the school community.</p> <p><u>5.6 Out of School Club</u></p> <p>The Headteacher advised that the Out of School Club would continue next year as it was currently financially viable.</p> <p><u>5.7 Staffing and Class arrangements for September</u></p> <p>The Headteacher provided a brief staffing update.</p>	
6.	<p>Academy Update</p> <p>The Chair reported that good progress was being made towards conversion, although the process was being hindered by the complex legal procedures. She provided some further details. The Headteacher reported that a meeting would be held between all parties the next day. Governors were pleased to hear that the Pathfinder Trust Board had formally approved the school's admittance into the Trust; the Chair advised that she was in communication with the Chair of the Board about the percentage of the PFI contract paid by the school. The Chair advised that she had spoken with the Chair of the Board about his concerns that the percentage of the PFI contract paid by the school, did not rise significantly from 17.4%.</p>	
7.	<p>Chair's Report</p> <p>The Chair reported that:</p> <ul style="list-style-type: none"> • she had sent governors by email a monitoring visit report undertaken by Maxine Squire in May • monitoring objectives had been sent by email the day before. <p>The Chair urged governors to complete their link visit reports; she briefly reported on John Halsall's recent visit to school.</p> <p>Katharine Harbord had visited the school in her Behaviour and Attendance link role, with a focus on behaviour. She provided a verbal report.</p> <p>The Chair had visited in her SEND link role and had met with the Deputy Headteacher. She would circulate the "SEND on a Page" document to governors and would send the new CYC framework for SEND. She would also circulate a link to new KCSIE information and one to the recent government White Paper. She highlighted some relevant points from this. A new Ofsted inspection handbook would be released in September.</p> <p>The Chair and Katharine Harbord had attended the PMAT governor conference on Saturday 2nd July and would circulate the slides from the conference. Katharine commented that it was very reassuring that Trust leaders seemed prepared to listen to local governors' views and valued their role.</p> <p>The Chair encouraged governors to attend end of term events in school. She would include a section in the last newsletter of the year and encouraged governors to submit ideas. She drew attention to the CYC governor training programme for 2022/23 which had recently been circulated.</p>	<p><i>Chair</i></p> <p><i>Chair</i></p> <p><i>Chair</i></p>

	<p>The Chair also proposed an informal meeting at the start of next term.</p> <p>Finally, the Chair thanked governors and senior leaders for their work throughout the year. She asked the Headteacher and Deputy Headteacher to relay governors' thanks to staff.</p>	
8.	<p>Governance Matters</p> <p><u>8.1 Governor Training (CYC and Diocese)</u></p> <p>The Chair had attended Diocesan governor online forum on 5th July.</p> <p><u>8.2 Governor vacancies (1 Co-opted Governor, 1 x LA Governor and 2x Parent Governor)</u></p> <p>The Chair reported that there were now likely to be only two vacancies on the Governing Body, one parent and one co-opted governor, as an expression of interest had been received for the LA vacancy. The Chair had made contact with this potential governor.</p>	
9.	<p>Safeguarding (including Child Protection and Health and Safety)</p> <p>The Headteacher would provide a session on changes to KCSIE in the autumn term.</p> <p>Lorna reminded governors to undertake safeguarding training each year. The Clerk advised that Pathfinder governors were asked to complete the NGA course "Safeguarding - a governor's role" and it was agreed that all governors would complete this by the end of September.</p>	<p><i>HT</i></p> <p><i>All gobs</i></p>
10.	<p>Policies</p> <p>There were no policies to review.</p>	
11.	<p>Committee Reports</p> <p><u>11.1 Curriculum Committee - minutes of the meeting held 24th May 2022 and draft minutes of the meeting held 28th June 2022</u></p> <p>Governors received the minutes of these meetings. The Chair encouraged governors to read Committee minutes, and the Chair of the Committee provided a brief verbal update.</p> <p><u>11.2 Resources Management Committee – draft minutes of the meeting held 4th May 2022</u></p> <p>Governors received the minutes of this meeting.</p>	
12.	<p>Correspondence</p> <p>There was no correspondence to report.</p>	
13.	<p>Any Other Business</p> <p>There was no other business.</p>	
14.	<p>Confidentiality</p> <p>There were no items recorded as a separate confidential minute.</p>	
15.	<p>Meeting dates 2022/23 - for approval</p> <p>Previously distributed.</p>	

	<p>Governors unanimously approved the meeting dates for 2022/23 on the understanding that they might be amended once the school had converted to academy status.</p> <p>Next meeting: Wednesday 21st September 2022 at 6.15pm</p>	
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The meeting closed at 8.30pm

_____ Jo Patton _____
Chair for the meeting

_____ 21st September 2022 _____
Date

Action Plan following the Meeting of the Full Governing Body held on Wednesday, 6th July 2022

Number	Action	Item	Person	Date
1.	Review Attendance Policy	3	HT	Autumn term
2.	Make safeguarding link governor visit	3	Lorna Longman	September 2022
3.	Send the following to governors: <ul style="list-style-type: none"> • "SEND on a Page" document • new CYC framework for SEND • link to new KCSIE information • link to the recent government White Paper • slides from the PMAT conference on 2nd July 	7	Chair	After the meeting
4.	Include a governance section in the last newsletter of the year	7	Chair	After the meeting
5.	Provide a session on changes to KCSIE	9	HT	Autumn term
6.	Complete the NGA module "Safeguarding - a governor's role"	9	All govs	By the end of Sept 22

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: