

# ST BARNABAS' C.E. PRIMARY SCHOOL



## Minutes of the meeting of the Full Governing Body held on Wednesday, 11<sup>th</sup> May 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

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

		Action																				
	<p><b>Welcome Prayer</b>                      The meeting was opened with a prayer led by Dan Wilkinson.</p>																					
1.	<p><b>Any Other Business</b>                      None was raised.</p>																					
2.	<p><b>Apologies for absence, consents and declarations of interest</b> <i>(related to this agenda)</i>                      The Chair welcomed everyone to the meeting. Governors were reminded to refer to the school's Vision &amp; Values throughout the meeting.</p> <p>Apologies for absence were received, with consent, from Lindsay Graystone. John Halsall did not attend.</p> <p>There were no declarations of interest.</p>																					
3.	<p><b>Minutes of the meeting held on 30<sup>th</sup> March 2022, matters arising and action plan</b>                      Previously distributed.</p> <p>A governor raised a query about the decrease in per pupil funding for 2022-23 referred to in Item 4.1, which was resolved.</p> <p><b>Resolved:</b>                      The minutes of the meeting held on 30<sup>th</sup> March 2022 were agreed to be a true and accurate record and were duly approved.</p> <table border="1" data-bbox="188 1684 1324 2132"> <thead> <tr> <th>Number</th> <th>Action</th> <th>Person</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Email the finalised version of the SFVS to governors</td> <td>HT</td> <td>Complete</td> </tr> <tr> <td>2.</td> <td>Meet with the Headteacher to discuss strategies to positively raise the profile of the school</td> <td>Chair</td> <td>Complete</td> </tr> <tr> <td>3.</td> <td>Amend the SEF as discussed</td> <td>HT</td> <td>Complete</td> </tr> <tr> <td>4.</td> <td>Circulate the link to the Ofsted Parent View survey</td> <td>HT</td> <td>Complete</td> </tr> </tbody> </table>	Number	Action	Person	Status	1.	Email the finalised version of the SFVS to governors	HT	Complete	2.	Meet with the Headteacher to discuss strategies to positively raise the profile of the school	Chair	Complete	3.	Amend the SEF as discussed	HT	Complete	4.	Circulate the link to the Ofsted Parent View survey	HT	Complete	
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5.	Discuss playgroup rent with MAT CFO	HT	Carried forward
6.	Contact Katharine Harbord to discuss allocating her a link governor role	Chair	Complete
7.	Add resources from Finance training to Google Drive	Lorna Longman	Carried forward
8.	Email governors re strategies to attract parent governors	Chair	See note below

With reference to Action Point 2, the Chair reported that she had met with the Headteacher and the Deputy Headteacher regarding strategies to raise the profile of the school. Katherine Harbord had been invited to join future meetings.

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.

There were no further matters arising from the minutes.

<p><b>4.</b></p>	<p><b>Finance Update</b></p> <p><u>4.1 Outturn 2021-21</u> Previously distributed.</p> <p>Lorna Longman, Chair of the Resources Management Committee, referred to the outturn papers, highlighting the surplus position for 2021-22 and the increasing deficits in future years. She noted that the SBM had emphasised the higher costs of supporting pupils with high levels of need and the costs of the school's experienced staff. Lorna observed that governors should already be aware of the issues raised in the SBM's budget report.</p> <p><u>4.2 Start budget 2022-23 – for approval</u> Previously distributed.</p> <p>The Start budget had been recommended for approval by the Resources Management Committee.</p> <p>It was noted that the budget for 2022-23 had been predicated on a four class structure. The Headteacher explained that there were a number of staffing changes. She reported that Sarah Curry had tendered her resignation and would be leaving at May half term for a new post. Her post would be covered by an agency teacher for the last half term of this academic year, which was a low risk option, and would generate some savings. The Chair observed that the new class structure would enable the school to make a fresh start from the autumn term. The Deputy Headteacher would lead EYFS next year and the budget assumed two to two and a half days of non-contact time for her. The Headteacher advised that there was some uncertainty around whether two pupils with high needs would move to specialised provision, and underlined that other pupils without an EHCP needed one to one support but the school was not funded for this. She provided further details about how the class structure for next year would operate, and advised that she and the Deputy Headteacher would undertake further research on Reception/Year 1 mixed classes before the end of this</p>
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year. **The Chair asked if the Reception/Year 1 class mix would be reviewed.** The Deputy Headteacher responded that pupils' progress would be constantly monitored and tracked.

**A governor asked when a child needing one to one support would be deemed eligible for funding.** The Headteacher explained that the support needed to be in place, and the impact evaluated, before an EHCP application could be completed, as evidence was needed on the impact of the support. Even with an EHCP, the funding did not cover the full cost of the support that would be needed. The Chair explained that the school might use all of its allocation of Educational Psychology service hours for one EHCP application.

A governor asked if the staff team were aware of the changes. The Headteacher confirmed that all teachers knew which classes they would be with next year and seemed content with the changes.

The Deputy Headteacher reported that she had applied, on behalf of the school, for support from the University of York voluntary scheme "York Students in Schools" and explained how the students could be deployed in school. The Headteacher was planning to apply for an academic mentor from the national School Led Tutoring programme who would be able to work with small groups. This cost was not in the budget but the government would pay most of the mentor's salary.

**In response to a question, the Headteacher explained how the ring-fenced funding for the School Led Tutoring programme had been used in school: it had been used on the split of Years 2, 3 and 4 and also on Phonics interventions.** The remainder of the funding was likely to be clawed back by the DfE. The Headteacher commented that the way in which the funding was designed to be used would not suit pupils' needs in the school's context.

It was noted that the Deputy Headteacher was now a deputy Designated Safeguarding Lead (DSL) and relevant information around the school had been updated to reflect this.

**The Chair referred to the budget predictions for teaching staff costs in 2026/27, on page 4 of the report, which had been recorded as £2k.** This was clearly an error. The Headteacher would contact the SBM to ensure that the figure was corrected.

HT

The Chair of the Resources Management Committee referred to the previously distributed Start budget narrative and drew attention to the summary position on page 6. The Headteacher advised that the budget had been set on the basis that Breakfast Club would continue but After School Club would close. However, at a recent meeting with the CEO and CFO of Pathfinder, she had been encouraged to retain the After School Club as a selling point for the school. It was likely that the Trust would support the school financially to offset the cost. The Chair noted that the budget would look different once the school had joined the Trust and extra funding should be available.

The Chair reminded governors that this budget would need to be approved by CYC. The SBM would provide evidence of the school's efforts to reach a balanced budget.

	<p><b>Governors unanimously approved the Start budget for 2022/23.</b></p>	
<p><b>5.</b></p>	<p><b>Headteacher’s Report</b></p> <p><u>5.1 SEF update</u> Previously distributed.</p> <p>The Headteacher advised that she had RAG rated the action plan and that the SEF was fully up to date. She invited questions and comments but noted that it had been only a few weeks since the last FGB meeting. There were no questions or comments.</p> <p>The Headteacher advised that she would aim to review the Attendance Policy this term.</p> <p><u>5.2 Attendance Report</u> Previously distributed.</p> <p>Katharine Harbord had agreed to be the link governor for Attendance and Behaviour. The Headteacher noted that the attendance figures contained data for a child who found attendance at a mainstream school very difficult. She reported that plans were in place to increase the attendance of pupils with high needs and she provided further details of individual cases. Even without the impact of these individual cases, attendance overall was just over 94% which was below the target of at least 96%. The Headteacher reminded governors that COVID absences were included in this year’s figures. She advised that pupils with attendance under 90% were closely monitored, and often there were specific reasons for their poorer attendance. A governor asked if the children identified as persistent absentees in each term were the same children. The Headteacher confirmed that most were the same children. She added that requests for term time holidays had increased, but none would be authorised.</p> <p>The Headteacher underlined that she had continued to make every effort to encourage full attendance. She was pleased to report that the number of “lates” was decreasing. A governor asked if there were more parents late in collecting children from school. The Headteacher responded that it was only a small number of the same parents.</p> <p><u>5.3 Behaviour Action Plan</u> Previously distributed.</p> <p>The Headteacher advised that there was a focus on behaviour this term and provided details on some of the initiatives in school to promote behaviour for learning. Kerry Davies, Deputy Headteacher at Clifton with Rawcliffe Primary School, was focussing on behaviour during her time in school each week.</p> <p><b>A governor asked if the actions in the plan were informed by Mr Levick’s CPD course on behaviour.</b> The Headteacher responded that he had contributed some ideas but it was too early in the course for it to have informed the action plan. She commented that the approach to behaviour management had not changed but it was the right time to reinforce the principles again. She underlined that the majority of children were very well behaved and even those with special needs could often respond to the specific language used to regulate their behaviour. There was further discussion on the impact of the behaviour focus and the</p>	<p><i>HT</i></p>

	<p>use of volunteers in class to support this.</p> <p><u>5.4 Monitoring of Teaching and Learning</u></p> <p>The Headteacher reported that she had undertaken a learning walk with Mrs Davies to look at differentiation and teacher questioning. There were many positive examples and staff were provided with feedback.</p> <p>The Headteacher was pleased to report an improvement in learning behaviour in the Year 3 cohort. The impact of splitting the cohort was evident and would hopefully continue into next year.</p> <p><u>5.5 Out of School Club</u></p> <p>Covered under Item 4.2.</p>	
<p><b>6.</b></p>	<p><b>Academy Update</b></p> <p>The Chair reported that she and the Headteacher had met with Tim Priestley, who was overseeing the academy conversion. There were a number of documents which needed to be in place for 1<sup>st</sup> July 2022. Mr Priestley was of the view that the process was on track and that this would be achievable, and it had been a positive meeting overall.</p> <p>The Chair advised that, in terms of the size and composition of the Governing Body, the relevant documents stated that the Governing Body would be composed of twelve governors. As there were ten governors currently, this would leave two vacancies. Three members of the Governing Body would be foundation governors, in recognition of the school's Voluntary Controlled status.</p> <p>Dan Wilkinson indicated that he may have to step down from the Governing Body at the end of the summer term due to time constraints. There was further discussion on the core purpose of the Governing Body once the school became an academy. The Chair agreed to circulate the Trust's governance structure.</p> <p>The Chair advised that the Trust's CEO considered that the PFI element of the school's finances would be the area about which the Board would need most clarification. She had emailed John Hattam, Chair of the Trust Board, to discuss this. The next steps would be to ensure that the CFO had full information about the PFI contract, so that the Board could look to approve the application to join the Trust at its meeting in July. Mr Hattam had been positive about the steps made by the school towards balancing the budget and developing the curriculum. The Chair emphasised that all meetings with the CEO, CFO and COO of the Trust had been positive so far.</p> <p>The Headteacher reported that TUPE process for staff was underway and provided further details. There had been no significant issues raised by staff.</p>	<p><i>Chair</i></p>
<p><b>7.</b></p>	<p><b>Chair's Report</b></p> <p>The Chair reported that:</p> <ul style="list-style-type: none"> <li>• Maxine Squire had sent her report on governance which the Chair would circulate; Ms Squire had suggested meeting with governors to consider possible Ofsted questions – this was scheduled for Tuesday 14<sup>th</sup> June 2022 from 6-7pm</li> <li>• Ms Squire would carry out a monitoring visit on Wednesday 25<sup>th</sup> May; the Chair</li> </ul>	<p><i>Chair</i></p>

	<p>invited governors to consider coming into school to take part in this</p> <ul style="list-style-type: none"> <li>governors would meet on 19<sup>th</sup> May via Zoom to discuss the Headteacher's objectives</li> <li>link governor visits had taken place and the Chair gave details of those still outstanding</li> <li>behaviour of pupils had been raised in link governor visit reports, so it was positive that this was a current school focus</li> <li>Katharine Harbord would meet the Headteacher on 24<sup>th</sup> May to discuss behaviour and attendance, as well as marketing strategies.</li> </ul> <p>The Chair observed that as the school would be part of a Trust in September, this would be a good time to elect a new chair of the Governing Body. The Chair would support anyone taking on the role. She noted that the idea of a governance review had been suggested at the Resources Management meeting and this could be progressed in the autumn term.</p> <p>Finally, the Chair asked whether governors could usefully offer support to staff in terms of their wellbeing. The Headteacher reported that there was positive feedback from some staff in terms of their wellbeing. The Chair agreed to organise a staff drop in session.</p>	<i>Chair</i>
8.	<p><b>Governance Matters</b></p> <p><u>8.1 Governor Training</u></p> <p>There was no training to report.</p> <p><u>8.2 Governor Vacancies</u></p> <p>The following vacancies were noted:</p> <ul style="list-style-type: none"> <li>one co-opted governor,</li> <li>one LA governor</li> <li>two parent governors.</li> </ul>	
9.	<p><b>Safeguarding (including Child Protection and Health and Safety)</b></p> <p>The Headteacher reported that there had been a Premises Health and Safety inspection the day before which had gone well: there were a few minor issues to address. Staff had undertaken Fire Awareness training.</p> <p>There was nothing further to report. Lorna Longman agreed to make a safeguarding link visit during the next half term.</p>	<i>LL</i>
10.	<p><b>Policies</b></p> <p><u>10.1 Emergency Plan</u></p> <p>Previously distributed.</p> <p>The policy above was presented for information as it had been approved by the Resources Management Committee. The Headteacher had highlighted some sections to demonstrate the difference between a full and a partial lockdown. She confirmed that a lockdown drill would be held.</p>	
11.	<p><b>Committee Reports</b></p> <p><u>11.1 Curriculum Committee - no meeting held</u></p>	

	<b>11.2 Resources Management Committee - draft minutes of the meeting held 4<sup>th</sup> May 2022</b> The minutes of this meeting were with the Chair of the Committee and the Headteacher for approval.	
<b>12.</b>	<b>Correspondence</b> There was no correspondence to report.	
<b>13.</b>	<b>Any Other Business</b> There was no other business.	
<b>14.</b>	<b>Confidentiality</b> There were no items recorded as a separate confidential minute.	
<b>15.</b>	<b>Date of next FGB meeting:</b> Wednesday, 6 <sup>th</sup> July 2022 at 6.15pm Governors were asked to note the change of date.  <b>Governors delegated authority to the Chair to sign any relevant academy documents before the date of the next FGB meeting.</b>	

The meeting closed at 8.05pm

Anne Williamson

6<sup>th</sup> July 2022

Chair

Date

#### Action Plan following the Meeting of the Full Governing Body held on Wednesday, 11<sup>th</sup> May 2022

Number	Action	Item	Person	Date
1.	Discuss playgroup rent with MAT CFO	3	HT	Before next FGB meeting
2.	Add resources from Finance training to Google Drive	3	Lorna Longman	After the meeting
3.	Contact the SBM to ask that the budget figure for staff teaching costs in 2026/27 be corrected	4.2	HT	After the meeting
4.	Review Attendance Policy	5.1	HT	Before the end of the summer term
6.	Circulate Pathfinder MAT's governance structure for information	6	Chair	After the meeting
7.	Circulate Maxine Squire's report on governance	7	Chair	After the meeting
8.	Organise a staff drop in session	7	Chair	Summer term
9.	Make safeguarding link governor visit	9	Lorna Longman	Summer term

**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**

**Items for next Resources Committee meeting:**

APPROVED