

# ST BARNABAS' C.E. PRIMARY SCHOOL



## Minutes of the virtual meeting of the Full Governing Body held on Wednesday, 2<sup>nd</sup> February 2022 at 6.15pm

Present: Karen Boardman (Headteacher) Anne Williamson (Chair)  
 Maguire Agnew Jo Patton  
 Reverend Paul Millard (*until 7pm*) Lindsay Graystone (*until 8.08pm*)  
 Dan Wilkinson Katharine Harbord  
 Lorna Longman

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

		Action						
	<b>Welcome Prayer</b> The meeting was opened with a prayer led by the Chair.							
1.	<b>Any Other Business</b> None was raised.							
2.	<b>Apologies for absence, consents and declarations of interest (<i>related to this agenda</i>)</b> The Chair welcomed everyone to the meeting. Governors were reminded to refer to the school's Vision & Values throughout the meeting and encouraged to ask questions of the type identified on the agenda.  There were no apologies for absence and no declarations of interest.  Paul Millard and Lindsay Graystone indicated that they may need to leave the meeting early.							
3.	<b>Minutes of the meeting held on 1<sup>st</sup> December 2021, matters arising and action plan</b> Previously distributed.  The Chair of the Resources Committee referred to a discussion on Item 9 on page 5 of the minutes noting that she had said 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. The Headteacher advised that any extension to the school day would not involve the use of catch up funding. (See Item 5.6)  <b>Resolved:</b> With this addition to the main set of minutes, both the main and confidential minutes were agreed to be a true and accurate record of the meeting.							
<table border="1"> <thead> <tr> <th>Number</th><th>Action</th><th>Status</th></tr> </thead> <tbody> <tr> <td>1.</td><td>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.</td><td>See note below</td></tr> </tbody> </table>			Number	Action	Status	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.	See note below
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4.	<p data-bbox="188 1151 400 1180"><b>Finance Update</b></p> <p data-bbox="188 1189 576 1218"><u>4.1 Budget monitoring report</u></p> <p data-bbox="188 1227 480 1256">Previously distributed.</p> <p data-bbox="188 1274 1409 1626">The Headteacher reported that she had met with the SBM and the Chair of the Resources Committee to discuss the budget. The position had not changed since the last report and there were no significant variances expected. The SBM was now working on the Start budget. The Chair of the Resources Committee agreed that there had been little change to the budget since December but there had not been opportunity to discuss the significant changes which would impact on next year's budget, for example, the deployment of TAs. The Chair commented that the deployment of TAs was now much more focussed and the Headteacher provided further details on this.</p> <p data-bbox="188 1680 1409 1850">A governor asked if there was an ideal surplus figure, that is, was there a target the school was working towards, and what would happen to the surplus at the end of the year. The Headteacher explained that any surplus was good but schools should not be carrying forward more than 5% of income. Any surplus would carry forward into the next financial year.</p> <p data-bbox="188 1901 304 1930"><u>4.2 SFVS</u></p> <p data-bbox="188 1939 480 1968">Covered under Item 3.</p> <p data-bbox="188 2018 496 2047"><u>*5.7 Out of School Club</u></p> <p data-bbox="188 2056 655 2085"><i>It was agreed to take this item next.</i></p>										

	<p>The Headteacher referred to the details of the OOSC income and expenditure in the budget monitoring report, noting that there was a small surplus of £245. She advised that numbers in the Breakfast Club were increasing but numbers for the After School Club were variable and the viability of the after school provision was in question. She noted that the Club was regularly advertised in the newsletter and that there had been special events organised but these had not translated into regular bookings. The Chair commented that governors would need to consider when a final decision on the After School Club should be made, as parents should be given ample notice of closure.</p> <p>A governor asked the reasons for the low uptake. The Headteacher responded that, whilst the Breakfast Club was viable, demand for the After School Club was low, and had not recovered from the impact of the pandemic. The Chair added that the school had tried to support the After School Club as it was needed by some parents, who might otherwise send their children to another school, and she invited governors' suggestions for increasing the uptake. There had been a suggestion to invite childminders to use the After School Club as part of their service but there had been no interest in this.</p>	
5.	<p><b>Headteacher's Report</b></p> <p><u>5.1 Autumn Term Data</u> Previously distributed.</p> <p>The Headteacher reported that the Autumn Term data had already been scrutinised by the Curriculum Committee and referred to the minutes of this meeting which had been circulated with the papers. She advised that the data was based on assessments undertaken towards the end of the autumn term. Reading was the strongest subject and Maths the weakest. Years 2 and 3 were the most affected by disruption to their education, caused not only by the pandemic but also by changes to staffing, in the case of Year 3. However, pupils were now making good progress. In some year groups, teaching was taking place in smaller groups which should result in more rapid improvement and a better data set at the end of the Spring term. Year 6 data looked more positive and results in the summer should be at least in line with national averages.</p> <p>A governor referred to some apparent anomalies in the Year 6 data. The Headteacher explained that the percentage of pupils reaching the expected standard in Reading, Writing and Maths combined could not be higher than the lowest individual percentage from these three subjects.</p> <p><u>5.2 School Self-Evaluation: update SEF/SDP</u> Previously distributed.</p> <p>The Headteacher highlighted that the school was now self-evaluating as Requires Improvement in the Quality of Education and Leadership and Management, as a number of areas had been addressed since the last update. The curriculum in Reading, Phonics, and Maths was now consistent throughout the school and Writing was the next priority.</p> <p>The Headteacher reported that Maxine Squire, CYC's Assistant Director of Education and Skills, had visited the school during the previous week; she had wanted to see more evidence of improvement in pupils' books but had been of the view that the school was on the cusp of</p>	

	<p>an overall Requires Improvement judgement. The Headteacher added that she may need to add some qualifying statements to some of the judgements in the SEF. The Chair considered that Ms Squire's view of the school's position was positive news.</p> <p>The Headteacher referred to the context section of the SEF and noted that she had altered the emphasis on support from Pathfinder MAT as this had been reduced since the Deputy Headteacher had begun in role. Mrs Davies was still visiting for one day each week to quality assure the work in school.</p> <p>The Chair formally welcomed the Deputy Headteacher to her first FGB meeting and governors thanked the SLT for their work on the SEF; a governor noted that it was positive to see the journey of improvement. The Headteacher agreed that teaching and learning had improved but the quality of the curriculum was key to the overall Ofsted judgement. She paid tribute to her staff team for their work.</p> <p>The Headteacher advised that the impact of changes to the teaching of Reading, Phonics and Maths was not yet apparent in the data, the impact in lessons was evident, and provided some further details of this.</p> <p>The Chair made suggestions on amendments to the SEF which the Headteacher agreed to action, including the addition of references to the teaching of Phonics in KS2 and to CPD for TAs.</p> <p><i>(Revd Millard left the meeting at 7pm)</i></p> <p>The Headteacher undertook to add a section to SEF regarding the new Maths scheme.</p> <p>Moving to the section on Behaviour and Attitudes, the Headteacher reported that this had not been updated since the last meeting but she would be making changes. The Behaviour Policy had been reviewed but would undergo a more in depth revision at a later date. The Headteacher noted the high priority actions, which were to send out the parent survey and to improve attendance and attitudes for learning.</p> <p>The Headteacher highlighted changes to the Leadership and Management section around the reduced support from Pathfinder and noted that she would further update the section. She also advised that the EYFS section had not been updated since the last review and no further significant changes were planned.</p> <p>The Chair wondered whether parents or governors could contribute to developing the outside space for EYFS. The Headteacher explained that the developments needed were around promoting learning rather than in making changes to the space. She noted that feedback from Rachel Lanzillotti, CYC's School Effectiveness and Achievement Advisor, had encouraged the EYFS lead to change the layout of the provision in Early Years to promote communication.</p> <p>The Headteacher referred to the previously distributed Attendance and Behaviour report, highlighting that absence data now included absence due to COVID; the aim was for an attendance rate of 96%. The current rate of 93.5% was in part due to the effect of some children on reduced timetables. The Headteacher provided further details of these, noting</p>	<p>HT</p> <p>HT</p>
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that the school worked closely with external agencies to support children to achieve better attendance. She also advised that the Attendance Policy would be reviewed.

The Headteacher reported that persistent absence for the autumn term had reached 21% but clarified that this figure would usually decrease over the year, as each day of absence counted for less as a proportion of the total days available. Persistent absence was carefully monitored and had improved over the term. The Headteacher highlighted the information in the report on fixed term exclusions and gave assurances that pupils receiving this sanction were given additional support to manage their behaviour. The Headteacher had also added reports of bullying and gave assurances that every incident was investigated. Finally the Headteacher referred to the FFT data in the report and noted that the school was tracking above the national average.

In response to a question, the Headteacher explained that absences were measured in terms of sessions, which equated to a half day. A pupil would also be marked absent if they arrived after registers had closed. Overall, there had been an improvement in punctuality.

A governor asked about behaviour in classrooms. The Headteacher advised that the majority of children were well behaved but a small minority were struggling to regulate their emotions in school. She explained how these children would be supported and also what sanctions would be used. The Chair reported that children appeared calm and focussed on learning when she visited the school recently.

#### 5.3 School on a Page

This would be circulated after the meeting.

#### 5.4 LA visit report – Rachel Lanzillotti

The Headteacher reported that she had only just received this report and would circulate it after the meeting. She commented that the report was very positive and explained how Ms Lanzillotti had spent her time in school.

Governors were invited to send any questions on the report to the Headteacher or the Deputy Headteacher.

#### 5.5 Staffing and Classes January 2022

Previously distributed.

Governors noted this information. A governor asked if TAs were being supported, given some of the behavioural challenges. The Headteacher agreed that they were and gave details of some of the arrangements put in place for TAs. She noted that the Deputy Headteacher's teaching load had increased.

#### 5.6 Consultation to extend the school day

Previously distributed.

The Headteacher referred to the results of the survey to parents, noting that most were in favour of the extension of the school day to 3.15pm from Monday, February 28<sup>th</sup> 2022. The Chair advised that the LA were also aware of the proposed change and all stakeholders had now been consulted.

HT

	<p><b>Resolved:</b>  <b>Governors unanimously agreed to extend the school day to 3.15pm from Monday 28<sup>th</sup> February 2022.</b>  The Headteacher undertook to communicate this change to stakeholders.</p>	HT
6.	<p><b>Risk Register</b>  Previously distributed.</p> <p>The Headteacher outlined the context of the risk register; she explained that Pathfinder MAT had provided the template and had asked all its schools to hold a risk register. She considered therefore that it was good practice for the school to hold one and explained that she would be able to clarify the risk ratings once they had been discussed at a forthcoming Pathfinder Headteachers' Group meeting.</p> <p>The Headteacher highlighted the number of red rated risks which reflected the vulnerable position of the school; she observed that none of these should be unexpected as they had been identified in the SEF or in committee meetings. The Headteacher advised that she had completed further work on the risk register since its distribution.</p> <p>A governor commented that the risk register would prove useful but queried the workload involved in maintaining it. The Headteacher was of the view that the risks would not change regularly – only the ratings would need to be reviewed.</p>	
7.	<p><b>Academy Update</b></p> <p>The Chair reported that St Barnabas Church had been asked to provide the original trust deed for the school land and she had discovered that this was held at the Borthwick Institute. Legal matters regarding the PFI contract were still ongoing.</p> <p>The Headteacher advised that the consultations for both parents and staff would be re-run in the next few weeks, as so much time had elapsed since the first consultations. She confirmed that a conversion date of 1<sup>st</sup> September 2022 was still the aim.</p>	
8.	<p><b>Services to Schools 1.4.22 – 31.3.23 – SLA for approval</b>  Previously distributed.</p> <p>The Headteacher advised that she had discussed the Services to Schools contracts with Adrian Fletcher from the MAT, who had then liaised with the SBM regarding the school's buy-in. The Headteacher summarised details of the proposed buy in.</p> <p><b>Resolved:</b>  <b>Governors agreed that the SLA for Governance Advice, Training and Organisational Support should be maintained. The clerking support would be for six FGB meetings and seven committee meetings.</b></p> <p>The Chair queried buy-in for Health and Wellbeing support. The Headteacher agreed to check that this was added to the contract.</p>	HT
9.	<p><b>Chair's Report</b></p> <p>The Chair advised that the Headteacher's Performance Management meeting had taken</p>	

	<p>place with Ms Squire in attendance. Rigorous targets, based on the SIP and SEF priorities, had been set for the Headteacher. Maxine Squire had advised a small group of governors to meet regularly with the Headteacher to monitor specific targets around teaching and learning, monitoring, safeguarding and communication with stakeholders to keep these updated. The governors involved in the meeting would monitor progress against targets on a three week cycle. The Chair advised that she would circulate a report after the meeting.</p> <p>The Chair commented that there had been a number of positives to take from Ms Squire's monitoring visit to school, and it was clear that the school was moving in the right direction. The Chair had noticed that pupils were more engaged in their learning and she expanded on what was now in place to move the school on. She advised that Ms Squire had wanted to see in place a whole school strategy for supporting pupils with dysregulation issues. There would be further work on this during the inset day at the end of this half term and Ms Squire would attend the staff meeting on the following day to give a presentation about Ofsted. Ms Squire would also expect to see evidence in future that new schemes of work were improving writing outcomes.</p> <p>The Chair encouraged governors to read the school newsletters and the staff bulletin and highlighted the importance of a safeguarding culture in school. She asked governors to organise a link visit to their class before Easter and to provide a written visit report. She clarified that governors needed to link the purpose of their visit to the SEF and she undertook to circulate a list of appropriate questions for governors to ask, noting that English and Maths should be a focus of their monitoring visit.</p> <p>The Chair noted that the Governing Body was currently holding four vacancies and as a result capacity was stretched. She asked governors to consider volunteering for the Resources Committee and to let her know before the next meeting on 9<sup>th</sup> March.</p> <p>The Chair encouraged governors to attend Parents' evenings on 23<sup>rd</sup> and 24<sup>th</sup> March.</p> <p>Governors agreed to use the school email addresses which had been set up for them, with effect from 7<sup>th</sup> February. The Headteacher agreed to send these addresses to governors. With these in use, there would be no further need to password protect agenda packs.</p> <p>The Chair hoped that there would be an opportunity for training at the next FGB meeting and she would discuss the focus of this with the Headteacher.</p> <p>Finally, the Chair thanked staff for their efforts in school and undertook to send a note to them to this effect. Lindsay Graystone thanked governors for their recognition of staff's work, as this would be much appreciated.</p>	<p><i>Chair</i></p> <p><i>All gobs</i></p> <p><i>HT</i></p> <p><i>Chair</i></p> <p><i>Chair</i></p>
<p><b>10.</b></p>	<p><b>Governance Matters</b></p> <p><u>10.1 Governor Training</u></p> <p>John Halsall reported that he had completed a two day online course in Mental Health First Aid. He would send his certificate to the Headteacher and the Clerk. John offered his</p>	<p><i>JH</i></p>

	<p>informal support school staff, should this be helpful.</p> <p>Katharine Harbord had completed the “Welcome to Governance” training on 1<sup>st</sup> February.</p> <p>Lorna Longman had completed safeguarding training, alongside Lindsay Graystone, and would book onto safer recruitment training.</p> <p><i>(Lindsay Graystone left the meeting at 8.08pm)</i></p> <p><u>10.2 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> <p>The Chair advised that she had discussed with the Headteacher how interest in the parent governor vacancies might be encouraged, and suggested the current governors who were parents might make themselves available after school for informal meetings with potential parent governors.</p> <p>The Clerk was asked to check that there were no potential applicants for the LA governor vacancy.</p>	<i>Clerk</i>
<b>11.</b>	<p><b>Safeguarding</b></p> <p><u>11.1 Safeguarding Annual Report to Governors</u></p> <p>Previously distributed.</p> <p>The Headteacher advised that the Annual Safeguarding Report provided an overview of staff training, key actions and progress towards actions from last year, and planned areas for improvement this year. She advised that there had been an external safeguarding review recently undertaken by Caroline Wood, CYC Safeguarding Advisor, which Lorna had attended. The SCR had been checked. The visit report was still awaited; the Headteacher summarised the recommendations from the report, the main one being around the need for a new “low level concerns” reporting procedure. She advised that a policy had been drafted and would be put in place. She detailed the other key actions being addressed.</p> <p>A governor queried how often training in physical restraint was delivered to staff. The Headteacher responded that she had requested that Team Teach training would be delivered to the whole staff on the February inset day. She was waiting for confirmation of this. This would be valid for three years.</p> <p><u>11.2 LA safeguarding review report</u></p> <p>The Headteacher agreed to circulate this once received.</p> <p><u>11.3 Health and Safety paperwork inspection – January 2022</u></p> <p>Previously distributed.</p> <p>It was noted that this would be reviewed by the Resources Committee.</p>	<p><i>HT</i></p> <p><b>Agenda-Res</b></p>
<b>12.</b>	<p><b>Policies</b></p> <p>All previously distributed.</p>	

	<p><u>12.1 Anti-Bullying Policy</u> Governors approved the Anti-Bullying Policy.</p> <p><u>12.2 RSE Policy</u> The Headteacher noted that the policy had been amended to reflect the new statutory curriculum. She agreed to make amendments to the terminology used in the policy so that it was consistent throughout.</p> <p>With these amendments, governors approved the RSE Policy.</p> <p><u>12.3 Behaviour Policy</u> The amendments to the policy had been highlighted. The Headteacher advised that additional information regarding key behaviours had been added, along with details of the new rewards system and sanctions. The Headteacher noted that this was an interim revised policy, pending a more in depth review which Mr Levick would contribute to with expertise gained from relevant CPD.</p> <p>Governors approved the Behaviour Policy.</p> <p><u>12.4 Exclusion Policy</u> – for information - approved by the Curriculum Committee</p> <p><u>12.5 Marking and Feedback Policy</u> – for information - approved by the Curriculum Committee A governor commented that the format of this policy was different to the others. The Headteacher agreed to ensure that the formatting was consistent. In response to a governor's suggestion, the Deputy Headteacher agreed to add an appendix to the policy with examples of marking and feedback, and to add in information about steps to be taken if either pupils or staff were colour blind. She confirmed there were no colour blind pupil or staff members currently.</p> <p><u>12.6 Pupil Premium Statement</u> – for information - approved by the Curriculum Committee Lorna Longman agreed to be the link governor for Pupil Premium.</p>	<p>HT</p> <p>HT DHT</p>
<p><b>13.</b></p>	<p><b>Committee Reports</b> Previously distributed.</p> <p><u>13.1 Curriculum Committee - minutes of the meeting held 9<sup>th</sup> November 2021 and draft minutes of the meeting held 18<sup>th</sup> January 2022</u> Governors received these minutes.</p> <p>Jo Patton, Chair of the Curriculum Committee provided a brief verbal report of the last meeting.</p> <p><u>13.2 Resources Committee - draft minutes of the meeting held 17<sup>th</sup> November 2021</u> Governors received these minutes.</p> <p>Lorna Longman, Chair of the Resources Committee, noted that the Committee had scrutinised the budget in detail.</p>	

<b>14. Term Dates 2022-23</b> Previously distributed. Governors noted the term dates for 2022-23. The Headteacher noted that full inset days would be held next year rather than twilight sessions. The term dates would be sent to parents.	
<b>15. Correspondence</b> There was no correspondence to report.	
<b>16. Any Other Business</b> There was no other business.	
<b>17. Confidentiality</b> There were no items recorded as a separate confidential minute.	
<b>18. Date of next FGB meeting:</b> Wednesday, 30 <sup>th</sup> March 2022 at 6.15pm	

The meeting closed at 8.40pm

\_\_\_\_\_  
Anne Williamson  
Chair

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30<sup>th</sup> March 2022  
Date

#### Action Plan following the Meeting of the Full Governing Body held on Wednesday, 2<sup>nd</sup> February 2022

Number	Action	Item	Person	Date
1.	Email the SFVS to governors for comment before submission to the LA	3	Chair	Once finalised
2.	Amend the SOAP as discussed and circulate to governors	3	HT	Once amended
3.	Amend the SEF as discussed	5.2	HT	By the next FGB meeting
4.	Circulate Ms Lanzillotti's LA visit report	5.4	HT	ASAP
5.	Communicate decision about change to school day to all stakeholders	5.6	HT	Before half term
6.	Check SLA buy-in for Health and Wellbeing Support	8	HT	Before deadline for submission
7.	Send regular reports to all governors on monitoring targets set in Dec 2021, related to School SEF"	9	Chair	Ongoing
8.	Undertake link visits, informed by the list of questions sent by the Chair and by SIP priorities, and follow up with a written report	9	All governors	Spring term
9.	Send school email addresses to governors	9	HT	ASAP

10.	Discuss focus of training at the next FGB meeting with the HT	9	Chair	Before next FGB meeting
11.	Send thank you note to staff	9	Chair	ASAP
12.	Send training certificate to HT and Clerk	10.1	John Halsall	ASAP
13.	Check that there are no potential applicants for the LA governor vacancy	10.2	Clerk	Before next FGB meeting
14.	Circulate safeguarding review report	11.2	HT	Once received
15.	Amend policies as discussed	12	HT/DHT	Before publication

**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

**Items for next Resources Committee meeting:**

H&S paperwork inspection report