



Heaton St Barnabas'

C of E (VA) Primary School

Rossefield Road, Heaton, Bradford, West Yorkshire, BD9 4DA

Tel: 01274 545019 | Fax: 01274 553910 | Headteacher: Mrs D Smith

Heaton St Barnabas CoE Primary School

Minutes and Actions

Type of meeting	Full Governing Body
Date and Time	17 December 2024 at 4:30 pm
Governors Present (alphabetical)	Mohammed Ali (MA) – LA Representative, Jasmin Arif (JA) – Staff Governor, Chris Chorlton (CC) – Foundation Governor, Ian Grant (IG) – Foundation Governor, Diane Smith (DS) – Headteacher;
Others in attendance	Joyce Simpson (JS) – SBM, Paula Fernandez (PF) -
Chair	Ian Grant
Clerk to Governors	Mandy Simmons

Meeting start time: 16:30 pm

Agenda item	Minutes including agreements, actions, and challenges				Action
15/24	Apologies for absence and acceptance				
	Apologies received	Reason for absence	Absence no apologies	Apologies accepted?	
	Chris Chorlton	Illness	-	Y	
	Taeba Ahmed	-	Y	N	
	Shahzia Alam	-	Y	N	
16/24	Notification of any urgent other business and order variation				
There were no items of AOB or requests for order variation.					
17/24	Declarations of interest in items on the agenda				
There were no declarations of interest in items on the agenda.					
18/24	Minutes and matters arising from 22 October 2024				
	Actions:				
	Agenda Item	Description	Action for:		



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	05/24	The clerk will chase outstanding documents from Governors.	Clerk DONE
	07/24	DS will forward the Safer Recruitment training details to SA.	DS DONE
	07/24	The clerk will send out the skills audit form via email to all the Governors.	Clerk DONE
	07/24	The clerk will inform IG when information is received for Andy Smart (New Governor).	Clerk – DONE. AS awaiting DBS.
Meeting is not quorate so not accepted. 18/12/2024 – The Chair contacted the Governors who had not been able to attend the meeting and got approval that these minutes were a true reflection of the meeting.			
19/24	Head teachers' report The Head teacher's report was uploaded on TEAMS prior to the meeting. DS gave the following headlines: • All roof works have been completed and the scaffolding has been removed. • There has been an increase in staff absence due to illness i.e., winter flu/colds, Norovirus etc. This has had a significant impact on staffing. The school have tried to cover internally but, this term ten supply workers have had to be used. • Wednesday 27 November 2024 the children recorded the 'Song for the Future' and hosted two American artists and musician. The song was developed using the letters the children had written for the future. This work will be incorporated with the intergenerational group work that followed during the day. Heaton St Barnabas was the only primary school involved, and all works will be displayed, played and presented in Salts Mill at the opening of the project in May 2025 • The final run up to the Christmas break has seen the following celebrations: ○ Nativity ○ Christingle service		



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- Christmas Fair
- Christmas dinner and parties
- RockSteady Christmas concert
- Christmas craft afternoon.
- There was a flood in the men's toilets with water coming up through a manhole. The water went under the kitchen units and into the Repo room. Staff managed to stop the water getting to the Server.

QUESTION: IG asked if the carpet is being replaced? JS confirmed that the insurance will cover the repair to the drain and a new carpet.

MA commented that the situation needed to be monitored over the Christmas period to ensure no more flooding occurs.

IG wished it to be noted that the Governing Body gave thanks to all the staff involved in cleaning up after the flooding.

- **SIP priorities:**
 - **Priority One:**
 - PF has delivered a staff meeting session to review the delivery of reading with a key focus on KS2.
 - KS1 and Reception have been phonics focused with Mrs Bakal assisting on observations to ensure consistency in approaches.
 - Y4 and Y5 have attending the Fixing Fluency CPD and are currently completing baseline assessments in readiness for it to be fully introduced in January 2025. This is a research study funded by Research School's network and Heaton St Barnabas applied and was successful. The study is looking at particular reading strategies and whether they will aid lower KS2 i.e., with fluency.
 - Targeted planning support for teachers needing additional support or actions resulting from recent pupil progress meetings.
 - Two groups are fully set up for phonics in the dining room to enable all aspects of the session to be effectively completed.
 - Early Years focus with Read writing. Gaenor Kirby came into school to work with the phonics leader to set out a clear action plan with milestone dates. The initial feedback is positive.



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- Y3 still has twelve children on Phonics. A volunteer is coming into school for additional reading sessions.
- New resources purchased for a Y5 child who is new to English alongside 1:1 daily support with reading English.
- **English – PF:**
 - Assessment data shows good progress in writing across all year groups and also in handwriting. A small adjustment to the 'house style' has made for less curly or looped style.
 - Spelling is still an aspect that all children find challenging. Observations have found that suggests pupils in KS2 are not sufficiently secure on Set 2 and Set 3 sounds (from phonics). The school will be looking next term on how to approach spelling including any adjustments for lower KS2.
- **Maths – Miss White and Miss Atkinson:**
 - Both are working with the Mastery Readiness course. Next week at the staff meeting this will be presented to ensure staff share the same vision and everyone is on board.
 - Pupil Voice, Staff Voice and Parent Voice have been collated which shows very positive responses to date. Any highlighted areas will be worked on throughout the year.
 - On Friday 22 November the school had a TT Rock Stars Day with a Y4 pupil becoming the champion.
 - The school ensures that with the wider curriculum. The children receive a large amount of rich experiences i.e., visits, hands-on experience, workshops and forest schools. The school is currently reviewing a risk assessment for forest school sessions.
 - Clubs and Hub sessions timetable is completed and added to for Term 2.
 - Breakfast is huge at present with 25 children attending.
- **Priority Three:**
 - Behaviour in school is generally positive and pupils are responding well to strategies within school using respectful learning and social behaviours.
 - The school continues to work with SCILS SEND team on zones of regulation.



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- The pastoral support has been effective in interventions for pupils who have had issues or altercations.
- The PCSO is holding meetings to support women experiencing domestic violence.
- There are weekly Zumba sessions for parents.
- Staff wellbeing events have included Breakfast and the annual Christmas panto/taskmaster event.
- Pupil parliament teams have been proactive in delivering a range of assemblies i.e., Anti-bullying, World Peace, Children in Need.

QUESTION: IG enquired whether there was a child on a reduced timetable? DS confirmed there was one child who is now on home schooling and another child on a reduced timetable (three half days and two full days). After Christmas the three half-days will be increased to end after lunch.

○ **Priority Four:**

- Pupil progress meetings have taken place to review progress and monitor vulnerable groups i.e., FSM, EAL, SEND and PA.
- A new parent governor has been elected and a foundation governor.
- Further opportunities for governors to attend whole staff meetings where monitoring of books takes place/moderation/Subject Leader meetings.

○ **Priority Five:**

- All staff have had CPD training to ensure consistent delivery of phonics sessions.
- EYFS lead meets regularly with the phonics leader to review early progress.
- Mrs Bakal has participated in sessions with the Read write Phonics consultant and completed an action plan.

● **Pupil Update:**

- Number on roll = 403. This means the school is currently 16 off of PAN.
- A significant number of parents are coming to look around the school for the September 2025 intake.

QUESTION: PF asked if there has been any update on the current state of birth rate numbers? DS advised there is no change since the post-COVID prediction of a reduced birth rate for three-years. DS advised the



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meeting that the school were not reading to reduce the PAN numbers due to the implications i.e., staffing, room capacity.

- **Attendance:**

	School	Local	National
Whole School	95.8%	93.5%	94.7%
Authorised Absence	3.3%	6.1%	6.6%
Unauthorised Absence	0.9%	1.9%	1.6%
Number of children with Persistent Absences	13% (54)	20.9%	13.3%

- PA is a big issue in school, but Mr Khan has worked tirelessly with parents and the numbers have reduced significantly. This area is also being tackled by the Attendance Officer.
- School is still receiving applications for extended leave; all are refused except for exceptional circumstances.
- PA is also being tackled via six-weekly panel meetings with BCL and Mr Khan.

- **Mobility:**

- Children joining = 8 (2%)
- Children leaving = 12 (2.98%)
- Mobility is significantly lower than schools in the local area.

- **SEND and Vulnerable Groups:**

	School	Local	National
Children on SEND register	57 (14.2%)	24%	14%
Children with EHCP	5 (1.24%)	3.6%	2.1%
Pupil Premium	71 (18%)	30.5%	25.2%
Free School Meals	69 (17.4%)	34.3%	25.1%
Looked-After Children	2 (0.5%)	4.7%	2.1%
Children with English as an additional language	27.7%	24.7%	21.3%

- The provision required to meet the needs of the SEND and vulnerable groups is very challenging especially where SEMH is a key element.
- There has been a rise in Free School Meals.
- EAL has increased significantly.



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- **SEND:**

- 57 children are currently on the SEND register which has been carefully reviewed and updated by the SENCO in collaboration with class teachers and consultation with parents.
- The SENCO continues to engage with external agencies, teachers and parents to ensure the needs of the pupils are met which includes accessing local sensory rooms and guidance on entitlements i.e., eating, toileting and managing specific autistic traits.

- **Staffing update:**

- Two on maternity leave and one to begin May 2025.
- A temporary reduction of hours for a TA until 20/12/24.
- The lunchtime staff restructure has ended, and it is working well but is hard to cover sickness or times when there are trips out of school.

QUESTION: MA asked if volunteers could be brought in? DS agreed and confirmed the school is getting people to volunteer.

- One staff member is on a phased return = work activity adaptations.

- **Safeguarding:**

- There is currently one child on an active Child in Need plan involving a family group. All agencies are working to support the family, and the safeguarding team have been involved in attending meetings, producing reports and providing 1:1 pastoral intervention sessions.
- There are no open Early Help cases. There have been two new contacts regarding incidents, but the parents have declined Early Help involvement. The pastoral care team is supporting the children concerned with 1:1 time to talk sessions.
- There have been a small number of new notifications from Operation Encompass relating to police attendance at domestic abuse incidents.
- **Safeguarding related training:**
 - Three members of staff have attended First Aid requalification training Oct-Dec with another staff member due to attend in January 2025.
 - DS has attended DSL refresher training and shared key learning points with the Safeguarding team and wider staff.



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- Five staff members have attended either Positive Handling training or De-escalation Strategy training to help support children with SEMH or behavioural needs when needed.

- **Statistical overview of the broader picture in Bradford as of November 2024:**

Contacts to IFD	4,330
Referrals to Social Care	586
Children in Care	1,401
Children in Need	1,185
Child Protection	524
Persistently Absent	19,000
Severely Absent	3,000
Permanently Excluded	38 so far
Suspended	4,990 to date
Electively Home Educated	1,158
Missing from Education	171
At risk of exploitation	151
Refugees	1,000
Asylum Seekers	250

MA commented on a drop in numbers. PF responded that the numbers have grown since the beginning of December with more notifications of domestic conflict.

DS commented on the elective home schooled children and how many could be SEND.

PF stated that some children are home schooled without the parents fully thinking through the implications or not home schooling for the right reasons.

DS commented that it is worrying that these children are off the safeguarding radar.

- Eighty reports of bullying this year consisting of:
 - A group of Y6 girls with friendship issues – they are receiving weekly pastoral intervention.
 - Y4 boys falling out – AW is intervening with pastoral support.
 - Y6 boys – targeting online. The PCSO has staged interventions and pastoral support is ongoing.

- **Racism:**



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	▪ Four incidents of online use of inappropriate and racist language. The parents have been contacted and spoken to and intervention has taken place via SLT, pastoral support and a talk by the PCSO. ○ Health & Safety: ▪ Site risk assessment carried out with JS, site manager and assistant site manager at the start of each term. ▪ Risk assessments for educational visits are being followed up by DS and PF. ▪ The Road Safety team are booked in to deliver roadside training next year. ▪ Named H&S governor will meet with the site manager completed a risk assessment for this year. ▪ Pest control visit regularly due to increase in rodents. ▪ Fire evacuation practice is complete, and pupils exited in good time. ▪ The areas in the car park next to the bins are to be monitored to ensure tidiness which will reduce the rodent issues. ▪ Trimming of trees and clearing away leaves to reduce slip hazards. ○ Site and Premises: ▪ Roof works are complete, and ceiling tiles have been replaced. ▪ Rodent checks have been completed. ▪ The removal of the Trim Trail and fitting of new gym equipment will take place on 10 December 2024. ▪ The assistant site manager has been on long-term absence and is due back in January 2025. ▪ Next stage of work is to replace Y5 and Y6 boys' toilets and Y2/Y3 girls' toilets. QUESTION: MA asked the end date for the gym equipment? JS confirmed that this will be completely installed by 08 January 2025. • Effective Leadership and Management: ○ The main focus is CPD for reading.	
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- Continuing professional development for teachers and staff aligned to the curriculum and development plan priorities.
- Leaders seek to engage with parents to positively impact on pupil progress.
- Leaders are looking at the effect of workload and wellbeing of staff.
- The first round of performance management has been completed.
- **Resources and Budget (JS):**
 - The Quarter 3 budget report will be in the new year.
 - The School Fund team have been in touch regarding the increase in Q2 of the deficit. They acknowledged there is room to bring the figure down. If not, they will be back in touch.
 - JS asked if there was any financial aid towards the redundancy costs the school has had to pay out. There does not seem to be any money available to offset these costs.
 - The pay awards were in the November salaries.
 - Support staff pay award was lower than budgeted.
- **Early Years:**
 - The EYFS team has worked closely with the SENDCo to ensure any needs were highlighted before the children arrived at school.
 - There are 36 siblings which made the transition slightly easier for those children being familiar with the school.
 - A large amount of work has been done around social awareness.
 - The cohort is girl heavy which is reflected in the use of texts at present to build on their learning.
 - Maths is stronger with more pupils making Reception Emerging.
- **Pupil Outcomes and Performance:**
 - Maths outcomes are good and there is an increase in reading outcomes.
 - Y6 writing is significantly lower so school have arranged booster sessions for targeted children.

IG commented that there was not a large amount of children with lower attainment.

DS agreed and advised that the school is hopeful they will get to WTS.



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	QUESTION: MA asked for clarity between Y3 and Y4 as there is a higher percentage in Y3 not attaining? DS advised that there are a number of SEND pupils. Y4 also has numbers of FSM and vulnerable children with issues of self-regulation. This is supported with SCILs provision and a TA for Y3. • Pupil Premium: ○ There are 71 pupil premium pupils. ○ The school has spent some of PP money to fund the external coaching from English consultant, Alison Philipson. JA commented that there are emotional issues with these children which equates to a significant amount of emotional support from the pastoral team. • Pastoral intervention: ○ The Pastoral team interventions include: ▪ 1:1 support for SEMH ▪ Follow up to Early Help or Child in Need ▪ New concerns logged ▪ Ongoing pupil support JA advised the meeting that the main area was behavioural but there is an increase in emotional support. JA added that parents are asking the pastoral team to spend time with their children which hasn't happened before. • Quality of Education – Teaching: ○ Senior and Middle leaders are supporting and coaching targeted staff. ○ DS shared a list of training dates up to the new year. IG thanked DS for her comprehensive report.	
20/24	Report from committees: • Curriculum (26/11/24) Due to quoracy issues, IG has emailed Shahzia and Chis to ratify the policies from the meeting. The presentations from the subject leads were excellent.	



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21/24	Chairs Actions and Correspondence There were no chair's actions or correspondence to discuss.	
22/24	Finance update (JS): The Bursar has audited the School Fund for April 23 – April 24 which needs to be submitted before the Christmas break. The opening balance was £24,159.21 with a closing balance of £33,105.75. JS explained that some were restricted funds but have now been released. Some funds are being used for the playground equipment. The Care Club are to be moved to an enabling account. Some are restricted funds but now have been released. And some are being. QUESTION: MA queried that for which this was used? JS advised it was not needed apart from ad hoc purchases. MA signed the audit off in the meeting.	
23/24	Governor Matters: (standing item) Governor recruitment: DS informed the meeting that there will be two new governors, a parent, and a foundation governor – Shagufta and Andy Smart. Governor Visits: • IG visits the school most Fridays and observes how well the school is doing. • CC has visited recently. • MA is visiting in January. QUESTION: IG asked if the lunch-time meals are improving? DS advised there has been some marked improvements but it depends which kitchen supervisor is working. DS is keeping the company informed on the days the meals are good and when they are not as good. JA commented that things are more positive with more good meals than not.	



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	QUESTION: MA asked what was the reason for the decrease in quality? JA advised that it is dependent on who is in charge in the kitchen and it is being addressed. Governor Training: JS has set up all the governors with a SMART log on and several governors have already completed some training. ACTION: JS will inform IG on who has not completed the Cyber Security training. JS advised the meeting that the school can set up their own courses for staff and have them uploaded to the site for the staff to access.	JS
24/24	Any Other Business • Skills Audit – IG thanked everyone who had submitted their forms. They have identified a weakness in the FGB around strategy. ACTION: The clerk will send out Skills Audit forms to the new governors once they are set up.	
25/24	Dates of FGB meetings 2024-25 all at 4:30 pm unless stated: • 18 March 2025 • 29 April 2025 • 15 July 2025	

Meeting ended: 18:00pm

Summary of Actions

Agenda Item	Description	Action for:
23/24	JS will inform IG on who has not completed the Cyber Security training.	JS
24/24	The clerk will send out Skills Audit forms to the new	Clerk



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