



Heaton St Barnabas CoE Primary School

Minutes and Actions

Type of meeting	Full Governing Body
Date and Time	18 March 2025 at 9:00 am
Governors Present (alphabetical)	Jasmin Arif (JA) – Staff Governor, Chris Chorlton (CC) – Foundation Governor, Diane Smith (DS) – Headteacher;
Others in attendance	Joyce Simpson (JS) – SBM,
Chair	Chris Chorlton on IG's behalf
Clerk to Governors	Minute taking by Shahzia Alam and send to the clerk

Meeting start time: 09:00 am

Agenda item	Minutes including agreements, actions, and challenges	Action												
26/24	Apologies for absence and acceptance <table><tr><th>Apologies received</th><th>Reason for absence</th><th>Absence no apologies</th><th>Apologies accepted?</th></tr><tr><td>Ian Grant</td><td>Holiday</td><td>-</td><td>Yes</td></tr><tr><td>Mohammed Ali</td><td>-</td><td>-</td><td>No</td></tr></table>	Apologies received	Reason for absence	Absence no apologies	Apologies accepted?	Ian Grant	Holiday	-	Yes	Mohammed Ali	-	-	No	
Apologies received	Reason for absence	Absence no apologies	Apologies accepted?											
Ian Grant	Holiday	-	Yes											
Mohammed Ali	-	-	No											
27/24	Notification of any urgent other business and order variation There were no items of AOB or requests for order variation.													
28/24	Declarations of interest in items on the agenda There were no declarations of interest in items on the agenda.													
29/24	Minutes and matters arising from 22 October 2024 and 17 December 2024 Actions:													



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	There were no matters arising. CC proposed and JA seconded. All governors agreed all sets of minutes were a true reflection of the meetings. CC signed off the minutes in the meeting.										
30/24	Head teachers' report The Head teacher's report was uploaded on TEAMS prior to the meeting. DS gave the following headlines: • There has been a fairly settled return to the new term with fewer absences recorded at the start of term with mainly support staff having a couple of days due to illness. • One member of staff is due to go on maternity leave in May (after SATS) and two staff members are returning from maternity leave over the next term. • The school have secured a Y5 supply teacher to remain in KS2 for the next year to cover maternity leave. • Support staff continue to receive CPD for Phonics in KS1 and KS2 staff are receiving reading, writing and maths support to ensure quality support is given when they are delivering interventions for small groups of pupils. • A learning environment monitoring and book monitoring was completed this last term, and the school have completed a data check.										



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- Lesson monitoring will be a drop-in to a maths lesson and a report completed straight after Easter break.
- **Intervention** support - Catch up clubs have recommenced and are running well for Y2 (20) and Y5 (14).
- **Administrative support** – the apprentice is successfully trained in website management. A decision needs to be made regarding funding to retain her post Easter.
- **Trips and Activities:**
 - Forest school learning has been with Y2 and Y4 this term.
 - Weekly swimming has been provided for Y3 and Y5.
 - Visits to Skipton Castle (Y2), Cliffe Castle (Y3 & Y5) and an upcoming Ribble Valley river walk (Y4).
 - Next term there are two residentials – Nell Bank (Y3) and Buckden Hall (Y5).
- **Workshops** have run in the school by Yorkshire Band of Hope on drug awareness, positive choices and county lines (KS2).
- **Extracurricular** - After school Karate club is subsidised and runs on a Friday with a small cost to families.
- In the final weeks of term there will be:
 - Y3 and Y4 performance of the Pirates Vs Mermaids.
 - Easter service in church.
- **SIP Priority One – Quality of Education:**
 - Consistent phonics delivery and a strong KS1 to KS2 transition.
 - The Spring assessment shows reading across school is at least Good if not better.
 - Fixing Fluency interventions (Y4 & Y5) has improved reading speed, fluency and confidence.
 - The Educational Psychologist is assessing the lowest 20% of Y3 readers to tailor interventions.
 - Y6 pupils participated in a national broadcast for the BBC World Book Day Live Session.
 - **Writing:**
 - Handwriting and presentation have improved significantly.
 - Short burst writing and cross-curricular writing are stronger.
 - Spelling remains a focus area, particularly in two classes.
 - **CPD** – English consultant Alison Philipson has visited school to moderate writing with teachers provide CPD on how to assess writing.



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	Alison agreed with teacher assessment in most year groups, noting their accuracy and the improvements in handwriting. ○ Next Steps: ▪ Continue phonics interventions and track impact. ▪ RW Phonics audit (April 28th): £5K-£8K secured for new books & resources. ▪ Develop comprehension and speed reading in KS2 for test performance. ▪ Targeted planning support for writing and spelling. ● SIP Priority Three – Pupil Wellbeing and Safety: ○ Behaviour is generally positive with effective pastoral interventions. ○ Pupil Parliament have delivered assemblies on Anti-Bullying, Eco Team sustainability, World Book Day and charity initiatives. ○ My Happy Mind programme has been implemented. ○ Next steps: ▪ Increase Pupil Parliament's role in decision-making. ▪ Yorkshire Band of Hope workshops on vaping, drugs and county lines awareness for KS2. ▪ Wellbeing activities: • Parent bike riding, • Zumba, • Coffee mornings, • Forest School trips. ● SIP Four – Leadership and Management; Performance and CPD: ○ Pupil Progress meetings took place (March 3 – 6) – to review progress and monitor vulnerable groups: FSM, EAL, SEND and persistent absence. ○ Lesson observations in Maths reviewing areas for development from data outcomes and pupil progress meetings. ○ Governors raising questions at meetings challenging leadership, visits to school. ○ A parent governor and two governors have been elected. ○ Next steps: ▪ Increase governor involvement with book scrutinises, moderation and subject leader meetings. ▪ Governor training on Skills4Bradford.	
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- SLT training on Health & Safety and Safer Recruitment.

- **SIP Five – Early Years (Phonics & Reading CPD):**

- Monitoring of phonics CPD impact through Pupil Progress meetings.
- EYFS leader has attended an Early Years conference for the latest strategies.
- **Next steps:**
 - There will be further phonics training for EYFS staff.
 - SENS Skills team will work with support staff on precision teaching.
 - In June there will be a Read/Write Development day prepping for Y1 phonics screening 2025-26.

- **Attendance:**

	School	Local	National
Whole School	95.8%	93.7%	94.4%
Authorised Absences	3.4%	4.1%	4.0%
Unauthorised absences	0.8%	2.2%	1.6%
No. of children with persistent absences	9.2% (37)	18.8%	14.9%

- Persistent absences have dropped from 20% to 9.2% in two years.
- The school has strict monitoring involving 6-week panel meetings, home visits and interventions.
- Extended leave applications are refused unless for exceptional reasons.

- **Mobility:**

- 9 children have joined the school.
- 14 have left the school.

- **SEND & Vulnerable groups:**

	School	Local	National
Children on SEND register	77 (19.2%)	24%	14.7%
Children with EHCPs	5 (1.24%)	3.6%	2.1%
Pupil Premium	73 (18.2%)	30.5%	25.2%



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Free School Meals	73 (18.2%)	34.3%	25.1%
Looked-After children	2 (0.5%)	4.7%	2.1%
Children with English as an additional language	27.7%	27.9 Comparative	23.1

- Support provided by:
 - Educational Psychologists,
 - SCIL teacher,
 - Speech & Language therapy.
- Interventions include:
 - Precision teaching for KS2 & KS1 staff.
 - Great Minds Together referrals for SEMH support.
 - Speech therapy for younger pupils.
 - SEMH team is assisting with Autism-related needs.
 - CAMHS waiting time is now exceeding 2.5 years – alternative mental health referrals are being made.
- **Staffing update:**
 - One support staff resignation.
 - Two staff returning from maternity, one new staff member to start maternity leave in May.
 - One support staff is on long-term absence due to a shoulder injury.
 - There are no current staff vacancies, but a decision is needed on whether to retain the apprentice administrator.
- **Safeguarding and Behaviour:**
 - There have been no exclusions this term.
 - There is targeted support for challenging SEND needs.
 - Great Minds Together is helping support students with SEMH.
- **Bullying and Racism:**
 - Friendship issues in Y6 and Y4 are being managed through pastoral interventions.
 - There has been one incident of racist language (online gaming) which has been addressed with the PCSO and parents.
- **GDPR Compliance:**
 - There have been no data breaches.
 - GDPR has been reviewed within the Finance committee and all policies are compliant.



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	• Health & Safety: ○ Termly site risk assessments have been completed. ○ The recent fire drill took 2 minutes 22 seconds for evacuation. ○ Rodent control visits are ongoing. ○ The Road Safety team are in school this term to deliver roadside training with Y3 and workshops/assemblies with classes across school. ○ Targeted staff have completed fire safety training via Smartlog, and all staff are completing Food Hygiene training. • Site & Premises update: ○ New gym equipment has been installed, replacing the Trim Trail. Younger pupils will need supervision and support when using the equipment. ○ Rubber matting is to be extended across the whole area to allow grass to grow through when very wet and avoiding mud patches. ○ There has been a reduction in rodent activity over the winter months, but monitoring continues. ○ The site manager will be on sickness leave from mid-March for possibly 6 – 8 weeks. The assistant site manager and a cleaner/lunchtime supervisor will be covering during his absence. • Upcoming refurbishments: ○ Year 5/Year 6 boys toilets are in a poor condition. ○ Year2/3 girls toilets are due to be updated (10 years old). ○ Both are financially dependent on funds available. • Leadership & Management: ○ The governors are actively engaged in whole school monitoring and the subject leader feedback cycle is initiated. ○ CPD review and timetable for 2025 to include areas in need of development – reading and maths to be updated more frequently to address areas of weakness. ○ HTPM year end and new targets set for 2025/26. ○ Leaders have high expectations of pupils to ensure consistency and better outcomes. • Resources & Budget update: ○ A draft budget for 2025/26 has been started. ○ Decisions for governors regarding Maternity insurance following the local authority decision to stop providing the service. ○ SFVS – has been uploaded to FGB and is ready to be signed off.	
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- A decision needs to be made regarding whether the school keeps the apprentice administrator after Easter.
- DS/JS are looking at the staffing structure and financial management of staffing for 2025/26. This will be decided at the next FSP meeting.

- **Pupil Premium & Pastoral Support:**

- There are currently 73 pupils on Pupil Premium.
- This funding is used for:
 - Contribution to funding external coaching from Alison Philipson moderating writing across school.
 - Year 4/5 teachers have participated in a funded reading programme 'Fixing Fluency' to improve pupil's speed and understanding of retrieval and inference in comprehension.
 - Funding Pastoral support with social and emotional well-being, including delivery of My Happy Mind by class teachers.
 - The provision of Breakfast Club to 25 vulnerable pupils.
 - Subsidisation of trips.
 - After school catch-up clubs targeting pupil premium pupils.

Pastoral Interventions:

Sessions delivered either in follow up to Early Help or Child in Need plans/New concerns logged/ ongoing pupil support.

September	10
October	15
November	14
December – to date	1

Pastoral Support timetable:

Year 1	6
Year 2	4
Year 3	6
Year 4	5
Year 5	5
Year 6	11



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Signed by..... Date.....



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	- The draft budget is being prepared for the next finance committee and several scenarios will be available. - Maternity leave insurance will no longer be provided from the local authority. A proposal will go to the finance committee for covering this in-house for the first year. - The Light Touch Financial Management scorecard – for quarter 4 it remains green. - The final draft of the SFVS is now available for sign-off. The submission deadline is 31 March 2025.	
35/24	Governor Matters: (<i>standing item</i>) Governor Visits: - CC is visiting school later this week. Governor Training: - Skills4Bradford booking confirmed.	
36/24	Any Other Business Skills Audit: ACTION: The skills audit for the new governors Charlene, Shogufta and Andy to be chased. ACTION: JS will investigate the IT issues with SA's log in. ACTION: DS to upload latest version of PP progress from R-Y6	JS DS
37/24	Dates of FGB meetings 2024-25 all at 4:30 pm unless stated: 29 April 2025 15 July 2025	

Meeting ended: 11:15 am

Summary of Actions

Agenda Item	Description	Action for:
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24/24	The clerk will send out Skills Audit forms to the new governors once they are set up.	Clerk
33/24	DS to draft a letter and check with HR regarding the 5-day absence with no unpaid leave.	DS
33/24	CC will sign the letter on behalf of the Chair.	CC
36/24	JS will investigate the IT issues with SA's log in.	JS
36/24	DS to upload latest version of PP progress from R-Y6	DS