



Heaton St Barnabas CoE Primary School

Minutes and Actions

Type of meeting	Full Governing Body
Date and Time	21 May 2025 at 5pm
Governors Present (alphabetical)	Mohammed (Mo) Ali (MA), Jasmin Arif (JA) – Staff Governor, Chris Chorlton (CC) – Foundation Governor, Ian Grant (IG Chair), Diane Smith (DS) – Headteacher;
Others in attendance	Paula Fernandez (DHT), Joyce Simpson (JS) – SBM
Chair	Ian Grant
Clerk to Governors	Rachael James

Meeting start time: 5pm

Agenda item	Minutes including agreements, actions, and challenges	Action
38/24	Apologies for absence and acceptance Andrew Smart sent apologies due to illness which were accepted.	
39/24	Notification of any other urgent business and order variation There were no items of AOB or requests for order variation.	
40/24	Declarations of interest in items on the agenda There were no declarations of interest in items on the agenda.	
41/24	Minutes and matters arising from 18 March 2025 The minutes were agreed as a true record, CC proposed and JA seconded, all in favour. Actions: • Cyber security training – all completed • New Foundation Governor, Charlene awaiting paperwork – school to chase diocese. There were no matters arising.	



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42/24	Headteacher's report The Head teacher's report was uploaded on TEAMS prior to the meeting. DS gave the following headlines: <u>Finance update</u> It had been a difficult start to the term with a finance meeting, followed by a consultation period regarding the redundancy process of the lunchtime supervisory staff. Letters had been issued on 6/5/25 and a meeting had been held with support staff who were taking over the role from September. Teaching assistants will be taking each phase for 45 minutes to allocated areas to oversee activities with the children. Q. Have we enough First Aiders? A. Yes there will be 2 outside. If an issue arises i.e. a cut, graze, it can be treated and then the child taken indoors and passed to another member of staff and the staff member returns outside. The Senior Lunchtime Supervisor came to talk to the curriculum committee (prior to this meeting). She was very calm and she has been in her role for a significant number of years and is a valuable member of the school community. She wanted to ensure continuity of care for the children and stress the importance of independent tasks the children undertake at lunchtimes i.e. litter picking and play groups. She also wanted to make sure that children knew who to go to in order to feel safe and happy. Governors discussed the length of service and notice periods (4-12 weeks) and the start date of 1st September for the new system to be in place. The Chair asked that governors agree to the lunchtime supervisor's redundancy process due to financial constraints. IG proposed and MA seconded the proposal. Decision: All governors were in agreement to proceed with the process. • Notice has also been given to the apprentice whose term of employment has now ended due to lack of funding; they finish at the end of the week. • Sports UK has not been renewed. Q. Who is teaching PE? A. Mr Collins organises swimming and other tournaments and the class teacher's teaching additional PE.	
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- Primary Technology have been retained for IT support two afternoons a week. Each teacher has a laptop in the classroom and PCs have been removed. There are 4/5 spare laptops with the SBM for PPA cover and supply.

Quality of Education/Data update

- Year 6 SATs took place this week in school. The school were not subject to a monitoring visit. IG dropped in to oversee the process. No KS1 SATS took place.
- The school are subject to a Writing Moderation
- Staff continue to address the gaps in learning across the year groups
- Phonics Screening is on 9th June, school are predicting 87% pass rate.
- The Year 4 Multiplication Check is on 13/6 with a practice tomorrow
- Big Books in classrooms continue to provide a wide range of evidence across all subjects and subject leaders feedback to teachers on how further teaching and learning improvements can be made

Enrichment

- A visit to Salts Mill took place where children had the opportunity to read out their 'letters to the future' and be part of the exhibition until the end of October.
- School is part of the Cultural Champions Programme with the Royal Ballet and Opera with involvement in the Bradford Live launch event with an Art and Dance focus
- Children have had the opportunity to take part in Bike ability and Road Safety Assemblies
- The Residential to Buckden took place this week

School Improvement Plan

- SIAMs inspection – school are not on the list to be inspected this next year. The next training will be on reflection and spirituality. RE lessons had been seen this week in Year 3 and were atmospheric and the topic looked at the impact of creation.
- Subject leaders feedback – leaders will be reviewing actions plans and refining the curriculum for 2025-26

Behaviour

- Remains positive around school and in classrooms



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- 1 suspension for 3 days since September 2024 for a Year 3 child who is on a support plan.
- Bullying incidents are minimal with them starting online outside school and bringing the issue into school
- There were a couple of racist incidents reported and dealt with.

SEND

- There are 5 children with EHCPs in school
- 1 child in Reception has been identified as needing a specialist setting
- Pupil Premium is at 18.5%
- School continues to work alongside external agencies, including the LA SCIL team and Educational Psychologist making referrals where necessary. Other support strategies to support self-regulation e.g. yoga is sourced and utilised
- The Pastoral team continue to work closely with all children.
- Lots of positive engagement with parents with coffee mornings and there is an 'open door' approachable policy which families are appreciative of. Parents wish to run an Eid Bazaar event.

Pupil Attendance

- Currently whole school is at 95.4% (NA 93.7)
- PA is 8.2% (reduced from 19%)
- Panel meetings continue to be held for those families whose children's attendance remains below 90%
- The local authority support officer will intervene and visit families whose children's attendance remains a concern
- Mobility is still an issue with 10 joining school and 16 leaving, those leaving are mainly due to moves out of area

Leadership & Management

- Mid-year appraisal reviews have taken place for teaching and support staff this half term
- Lesson observations, learning walks and drop ins to classrooms are ongoing
- The new coaching cycle begins
- Training for staff on updating IEPs has taken place
- Mr Clark is leaving the school to relocate to North Yorkshire after 11 years and will be sadly missed



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	<u>EYFS</u> • The ECT (Early Careers Teacher) has completed their training and will take the Year 5 teacher role from September 2025. • September intake new parents evening happening next half term <u>Pupil numbers</u> • 402 on roll, with most year groups full • 49 children confirmed for Reception Class in September and school are working closely with the LA Admissions Team and awaiting any appeals <u>Staffing</u> • 2 resignations this half term, 1 teacher and 1 teaching assistant • 1 staff member is on maternity leave • 2 teachers have asked for a reduction in hours <u>Staff structure 2025-26</u> • Staffing have been reviewed and structures shared along with roles and responsibilities with subject staff and leadership changes (more detail within the report) <u>Data breaches</u> • None to report <u>Health & Safety & Premises</u> • The School Business Manager and Site Manager are updating site risks assessments • A risk assessment for the Educational Visit (Residential) to Buckden went through Evolve and feedback was received from them to say it was well planned! • Pest control has been into school to deal with a number of visitors e.g. moles (damage to the school field) and mice • Repairs have been made to the outdoor gym and trim trail equipment • Areas for future consideration should budget allow; toilet refurbishment and upgrade of ICT equipment	
43/24	Report from committees: <u>Curriculum (21/05/2025)</u> • Subject leader presentations from Phonics, SEND & English (Reading and Writing)	



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	• Writing Moderation 19/6 • School Teaching and Learning Policies approved	
44/24	Safeguarding report (contained within the HT report) Headlines; • Very few referrals were made to external agencies with a number of meetings with professionals for families needing support • Notifications of domestic violence from the police have dropped significantly • March had been a quite month with no active child protection or child in need cases • Some cases have been closed but need continuing support in terms of counselling, wellbeing services so referrals have been made • Prevent training for new staff will be rolled out using Safe smart	
45/24	Chairs Actions and Correspondence Nothing to report.	
46/24	Finance update (JS): <u>Approval of school budget 2025 – 2028</u> The school had carried forward from 2024-25 a deficit budget of -£35k. The prediction for the end of the next financial year in 2025-26 is a deficit budget of -£101k. School have contacted the LA School Funding Team. The lunchtime supervisor redundancies have helped but have not reduced the impact enough. Pupil numbers are reducing over time and assumptions have been made with 58 pupils coming into Reception in September (currently 49). A marketing campaign is ongoing to promote the school with a new video on a more prominent place on the school website and Heaton Gala during the summer term to raise awareness of the school with the local community. The school continue to try to make efficiencies in reducing expenditure and replacing UPS staffing with MPS where possible whilst maintaining standards. Q. What would be the cost savings realised in making the staff redundant? A. The SBM estimated the cost at around £31k as well as other areas of the budget savings made including staff training, subscriptions and IT resources. There was a plan in place for September the following year if the pupil numbers do not increase. The budget will be monitored closely throughout the year by staff and the Finance Committee.	



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	Decision: Governors approved the 2025-28 School Budget, all in favour.	
47/24	Governor Matters: (<i>standing item</i>) <u>Governor Visits:</u> - IG – hand to mouth 2 weeks ago - CC – supported with the educational visit to Magna unfortunately traffic delays shortened the visit <u>Governor Training:</u> - Skills 4 Bradford have training displayed on their website for the summer term. Action: Skills audit to complete for new governors. Action: AS & SA – DBS to complete – deadline for paperwork 1/7/25	
48/24	Any Other Business	
49/24	Dates of FGB meetings 2024-25: 11th July 2025 3pm – FP & S Committee 14 July 2025 3pm - Governors 2025-26 meeting schedule to be approved	

Meeting ended: 6:30pm

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