

Heaton St Barnabas CoE Primary School

Minutes and Actions

Type of meeting	Full Governing Body including Finance Committee
Date and Time	22 October 2024 at 4:30 pm
Governors Present (alphabetical)	Shahzia Alam (SA) – Parent Governor, 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) - DHT
Chair	Ian Grant
Clerk to Governors	Mandy Simmons

Meeting start time: 16:30 pm

CC started the meeting with a prayer.

Agenda item	Minutes including agreements, actions, and challenges	Action
01/24	Apologies for absence and acceptance It was noted that Taeba Ahmed was absent from the meeting with no apologies given.	
02/24	Election of Chair and Vice-Chair The clerk confirmed she had received no nominations for these positions and asked if anyone wished to nominate themselves or someone else. MA and DS nominated IG as Chair. IG agreed to this for one-year. All Governors present voted to elect IG as Chair of the Governing Board. IG proposed MA as Vice-Chair and DS seconded. All Governors present voted to elect MA as Vice-Chair of the Governing Board.	
03/24	Notification of any urgent other business and order variation There were no notifications of Any Other Business or requests for agenda order variation.	
05/24	Declarations:	

	• Declarations of interest in items on the agenda – There were no declarations of interest. • Declarations of Pecuniary Interest document – Some have been received. ACTION: The clerk will chase outstanding documents from Governors. • Agree NGA Code of Conduct – This has been completed and all Governors have confirmed. • Agree to confirm KCSiE (last updated September 24) all has been read and understood: All Governors have confirmed they have read and understood the document.	Clerk												
06/24	Minutes and matters arising from 16 July 2024 Actions: <table border="1"> <thead> <tr> <th>Agenda Item</th><th>Description</th><th>Action for:</th></tr> </thead> <tbody> <tr> <td>63/23</td><td>The clerk will remove 'Policies to review' from future FGB agendas.</td><td>Clerk Done</td></tr> <tr> <td>64/23</td><td>DS will upload Governor attendance for the year onto the school website.</td><td>DS Done</td></tr> <tr> <td>64/23</td><td>The clerk will add Skills Audit to the next FGB agenda</td><td>Clerk Done</td></tr> </tbody> </table> There were no matters arising. Proposed by IG and seconded by MA. All Governors present agreed to accept the minutes as a true reflection of the meeting.	Agenda Item	Description	Action for:	63/23	The clerk will remove 'Policies to review' from future FGB agendas.	Clerk Done	64/23	DS will upload Governor attendance for the year onto the school website.	DS Done	64/23	The clerk will add Skills Audit to the next FGB agenda	Clerk Done	
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07/24	Governing Matters: • List of Safer Recruitment Trained governors (new Ofsted good practice) – DS, IG. SA asked complete the training as a back-up in case needed. ACTION: DS will forward the Safer Recruitment training details to SA. • List DSL & DDSL's: ○ DSL – Paula Fernandez ○ DDSL – Rehana Ibrahim ○ Safeguarding named person – Diane Smith ○ Safeguarding Governor – Mohammed Ali • Review and update statutory information to be published online including Governor attendance at meetings in 2023-24 – This has been completed.	DS												

	• Appoint/Agree Committee membership and Named Governors for 2024-25 – Committee membership remains the same with the additions of SA to Curriculum Committee and the new governor Andy Smart also to the Curriculum Committee. • Agreed 2024-25 Terms of Reference for FGB/Committees - ongoing. • Review governing body objectives – The Governor Body objectives remain the same as last year. • Update governor action plan – DS has done this and shared with the FGB and it is on the website. All Governors have seen the action plan and accept it. • Skills Audit: ACTION: The clerk will send out the skills audit form via email to all the Governors ACTION: The clerk will inform IG when information is received for Andy Smart (New Governor).	Clerk Clerk
08/24	Head teachers' report This report was uploaded to the shared area prior to the meeting. DS gave the following headlines: • Due to an unforeseen delay in the extensive roofing works the school had to close for one day but opened on 04 September 2024. • The children have settled in well and there is a calm climate. • There are two temporary teachers in Y1 and Y5 covering maternity leave. • The ECT in Y5 completing her final ECT training with continued support from her tutor and mentor plus members of the SLT. • Term has started with early Panel meetings to ensure pupils get into school and work is being done with targeted families who are at most risk. • Parent Information meetings have taken place for all year groups in week 3 to share expectations and give parents upcoming dates and events on the parental engagement timetable. • The school has held high school applications and paperwork support sessions for parents of Y6 pupils. JA commented that she has some more coming in this week to have help filling in the forms. • There are two children on EHCP's and a review of a reduced timetable due to their significant needs. Mrs Ibrahim is working with parents to support with referrals and external agencies to secure the correct resources and support for them. • Work on the priorities for the School Development plan are already being addressed. • The Read/Write Consultant is coming into school to work with the Phonics lead in observing staff delivering phonics in Early Years (EYFS) ensuring clear timetabling and goals.	

	• The new local authority School Improvement Officer (Cath Palmer) has made an introductory visit to the school. She walked around the school and has asked for Heaton St Barnabas's support in teaching our restorative practises in other schools. • PF informed the meeting that: ○ The school applied for a place on the rolling out research initiative Fixing Fluency which will be a bridge between coming off of phonics and being ready to tackle comprehension in the later years. ○ Our school was chosen, and it is run by Great Heights in Halifax. Y4 and Y5 teaching staff will receive training in November. ○ It is initially for eight weeks with a possibility of rollout more sessions if successful. ○ It is based on a theme called Hearts for Learning originating in the Middlesex area. It is an expensive resource but fortunately the school is being funded. ○ Y6 pupils are not reading as speedily as they need to do for SATS. • Maths: ○ DS has managed to get funding from the Maths Hub to run Mastery Maths which looks at fluency and application to problem solving. The school is ensuring fine tuning and good practice is embedded in Maths. SIP Priorities: • Priority One: ○ A reading focus on handwriting and looking at delivery in KS2. ○ Staff are meeting with PF to establish clear expectations. ○ A poet visited school and was well received. ○ Looking at how the curriculum reflects the theological rooted Christian vision – promoting a sense of accountability. Use has been made of the big freeze and a review of the building blocks and questions across the curriculum. ○ Lots of visits are being planned. CC stated that, as a Governing Board, the Governors fully support the trips for the children. IG agreed that it was very important for the children to have a richness of experiences. DS commented that it would be nice if Governors could sometimes come on the trips with the children. If they are available they just need to book on the trip with the appropriate teacher. ○ The Curriculum fair day had children moving around and visiting subject leads across the school. • Priority Two:	
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- Focus on the transition from KS1 to KS2 as reading outcomes at the end of KS2 is a priority.
- The first moderation has taken place with Alison Philipson.
- **Priority Three - Pupil wellbeing:**
 - A variety of lunchtime clubs are available.
 - Heaton St Barnabas closely works alongside Great Minds and Young Minds.
 - The Pastoral team is excellent and so is the work of Alistair Whitelaw.
 - The PSCO comes into school and does workshops with the children.
 - The school also works with the Farcliffe Centre to access sensory rooms and support for parents and families.
- **Priority Four – Leadership & Management:**
 - New performance management targets have been completed for all staff.
 - Monitoring of actions groups by phase leaders is reported back to SLT regularly and next step actions discussed.
 - Opportunities for Governors to attend whole staff meetings where monitoring of books take place.
- **Priority Five – Leadership & Management EYFS:**
 - All staff have received CPD training to ensure consistent delivery of phonics sessions and monitor pupil's progress.
 - SEND SCILS team is involved with two EHCP pupils to ensure targets are being set and provision provided.
 - R/W Development Day 2 to be confirmed for early summer term to review Y1 phonics check.
- **Pupil Update:**
 - Total number of children on roll is 401.
 - Three families of seven pupils moved out of the area this term and admissions are looking to place pupils as soon as is possible.
 - Breakfast Club used to have 10 to 12 children attending but the number has increased to 21.
- **Pupil Attendance:**

	School	Local	National
Whole School	96.79%	NA	93.7%
Authorised Absence	2.22%	3.1%	2.9%
Unauthorised Absence	1%	1.7%	1.6%
Number of Children with	10.57% (47)	NA	13.9%

Persistent Absences			
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- Persistent absence has halved since before COVID due to the excellent work from BCL and our Attendance Officer.
- Four children have joined the school and 10 have left.
- **SEND and Vulnerable Groups:**

	School	Local	National
Children on SEND Register	67 (17%)	19.8%	13.6%
Children with EHCP	5 (1.24%)	4.9%	4.8%
Pupil Premium	69 (17.38%)	32.5%	24.6%
Free School Meals	69 (17.38%)	34.3%	25.1%
Looked-After Children	4 (1%)	4.7%	2.1%
Children with English as an Additional Language	95.21%	96.7%	37.4%

- Some of the children on the SEND register have significant needs.
- Pupil Premium has reduced funding as we are below the threshold of approximately 30%

JA commented that, although Breakfast Club is increasing, the PP funding is not high enough to get extra funding.

QUESTION: MA asked why there had been a decrease in numbers at the school? DS advised that down the road at other schools the areas are not as affluent as around this school and they have much higher PP numbers.

- Looked-After children – PF advised that the virtual school has not been in touch. The child in question has been adopted but a different local authority is involved. DS confirmed that the four LAC children bring in extra funding.
- The EAL (English as a second language) numbers have increased significantly due to rigorous checks with families.

QUESTION: CC stated that national statistics show that a third of households have at least one person speaking a different language, is that the case? DS confirmed that the statistics are correct.

- During the autumn term the SENCO and the SCIL specialist will be working with KS1 and how interventions have an impact on our SEND children.

- **Staffing Update – Recruitment & Retention:**

- Two members of staff are on maternity leave.
- The apprentice in the admin office finishes her term of employment in December 2024.

- **Roles and Responsibilities:**

Area	Staff
Assessment and Data	Diane Smith – Lead Paula Fernandez/Laura Marshall/Rehana Ibrahim (SEND)
Curriculum	Diane Smith – overall Lead Subject leaders – teachers Laura Marshall - RE
Writing	Paula Fernandez
Reading KS2	Paula Fernandez
Phonics	Sara Bakal
Maths	Tracey White

- **Safeguarding (PF):**

- Most behaviour issues are resolved with parents.
- A significant amount of time is taken up with Child Protection plans.
- Domestic Violence notifications, some via the police, are reporting parental conflicts.
- There is an ongoing plan for one child in need and a child protection plan completed – it is time intensive but is now managed by another school.
- One referral has been made to the children's social care team and the result was an Early Help plan.
- Another referral is to be made which overlaps with SEND. The school has done all it can on the SEND route but the family needs support.
- All staff attended Safeguarding training at the beginning of the year.
- DS and JS have attended refresher Prevent training.
- Three members of staff are to attend positive handling training this week.
- First Aid re-qualifications are due this year for Mr Collins, DS and a lunchtime supervisor.

MA commented that it was a very busy time.

PF replied that it is always busy in September but then usually calms down.

- **Behaviour:**

- There are no suspensions or exclusions
- Four incidents of bullying reported this year involving a group of Y6 girls (pastoral intervention is offered on a weekly basis) and some Y4 boys falling out and targeting pupils. AW has held intervention and pastoral support.
- One racist incident was reported and logged from online gaming and use of inappropriate language picked up on the

	site. Parents have been spoken to and intervention held via SLT, pastoral and PCSO talk. ○ There have been no GDPR breaches. ● Health & Safety: ○ JS carried out a site risk assessment with the site manager. ○ Risk assessments for educational visits are now logged onto EVOLVE which are monitored by Bradford local authority. ○ The Road Safety Team are booked in to visit in March 2025 to deliver roadside training with Y3, and also workshops and assemblies across school. ○ CC (named Health & Safety Governor) completed a risk assessment with the site manager. CC informed the meeting that during his visit he talked to children in the playground who had complaints regarding the Trim Trail. He advised them that he would take their concerns back to the FGB. DS commented that the items for the Trim Trail have been ordered with gym type equipment for eleven pupils. It should be installed by 17/18 November. ○ Pest control visit regularly due to the increase of mice in and around school. ● Sites and Premises: ○ Phase Four and final roof works are now completed, and replacement of ceiling tiles damaged by leaks are being completed. Scaffolding will be removed during October half-term and final checks to be completed on 18 November 2024 by Simeon, lead site manager from the Diocese. ○ The roof has a 25-year guarantee.. ○ The Y5 & Y6 boys' toilets are in a bad state. DS has discussed this with Simeon who said, if there is a safeguarding issue, he can push for works to be completed without financial burden to the school. ● Effectiveness of Leadership & Management: ○ Engagement with Governors. ○ Feedback from subject leads. ○ Senior leaders are providing ongoing CPD aligned with the school improvement plan. ○ Some senior leaders are to go on a Senior Leader conference enabled by DS trading in one of the School Improvement Officer visits. ○ QUESTION: CC asked for clarification on restorative practice? DS confirmed it was support for staff including lunchtime staff. IG thanked DS for the short synopsis covering a significant amount of work.	
09/24	Report from committees:	

	Curriculum: IG reported that the Curriculum committee met last week and went through various policies i.e., Online Safety, Child Protection, First Aid. The meeting had presentations from subject leads for Phonics, Maths and SEND. FSP: MA advised that the FSP committee scrutinised the Q2 budget. MA commented that the school is struggling but managing at present.	
10/24	Chairs Actions and Correspondence There were no Chairs Actions or Correspondence to report.	
11/24	Finance update JS: This document had been shared with the Governing Body prior to the meeting and JS gave the following summary (based on the approved budget): • The school had carried forward surplus funds from 23/24 of £62,767. • The revised income forecast is £2,341,614 which is an increase of £28,174 on the approved budget. • The revised expenditure forecast is £2,436,750 which is an increase of £52,224. • The forecast cumulative deficit is £32,369, an increase of £31,992. • Care Club money is increasing as income and managing itself. • CSBG funding of £37,977 has been received as funding for the current teacher pay award which we should receive in the November advances. • E11 is not an overspend it is a miscode which needs re-coding to E10. • The energy budget remains the same as it is expected to increase over the colder months. • E30 Contribution to Capital Works – has been reduced by £4,009 as the actual cost of works is less than expected. QUESTION: JA asked what the forecast was for the end of the financial year? JS confirmed it was £32,369. JS informed the meeting that the increase in EAL funding will not come through until the next year's budget.	
12/24	Governor Matters: (standing item) • Governor Visits – CC visited Y5 and came for a Health & Safety risk assessment. IG visited Y1, MA, SF and IG attended an Appeal Hearing. • Governor Training – none to report.	

13/24	Any Other Business There were no matters of AOB to discuss.	
14/24	Dates of FGB meetings 2024-25 all at 4:30 pm unless stated: • 17 December 2024 • 18 March 2025 • 29 April 2025 • 15 July 2025	

Meeting ended: 18:00 pm

Summary of Actions

Agenda Item	Description	Action for:
05/24	The clerk will chase outstanding documents from Governors.	Clerk
07/24	DS will forward the Safer Recruitment training details to SA.	DS
07/24	The clerk will send out the skills audit form via email to all the Governors.	Clerk
07/24	The clerk will inform IG when information is received for Andy Smart (New Governor).	Clerk

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