

# Barlby Community Primary School

## Minutes of Full Governing Body Meeting held on Wednesday 19<sup>th</sup> July 2023 @ 6pm

### Present

Mrs J Baker {JB}	Headteacher	Mr G McConnell {GM}	Parent Governor
Mr P Boyes {PB}	Co-opted Governor/Chair	Mr I McKenzie {IM}	Parent Governor
Mrs B Dowdy {BD}	Co-opted Governor	Miss J Millican {JM}	Parent Governor
Mr S Flatman {SF}	Co-opted Governor	Miss S Owen {SO}	Staff Governor
Mr P Jones {PJ}	Parent Governor	Mrs S Richmond {SR}	Co-opted Governor
Mrs C Karbani {CK}	Parent Governor	Mr G Stockill {GS}	LA Governor

### Present [remotely via Microsoft Teams]

Mr AJ Durling {AD} Co-opted Governor

### In Attendance

Mrs M Hall {MH} Business Manager Mr AD Reed {AR} Clerk

<b>Colour Key</b>	
<b>Red</b>	<b>Question/Challenge</b>
<b>Green</b>	<b>Reply</b>
<b>Blue</b>	<b>Resolution</b>
<b>Orange</b>	<b>Financial Question/Challenge</b>

#### 1. **Welcomes**

The meeting commenced at 6.00pm. Attendees were welcomed by PB.

#### 2. **Apologies for absence & consideration for consent**

Apologies for absence had been tendered by Mrs L Clark {LC}.

#### **Resolved:**

**That the apologies be consented to by governors.**

#### 3. **Reminder of confidentiality obligations & declarations of interest, pecuniary or otherwise in agenda items**

Governors were reminded by the Chair of the requirement for confidentiality. There were no declarations of interest in agenda items.

#### 4. **Identify any agenda items to be treated as confidential**

It was agreed that any items requiring a confidential minute would be identified as the meeting progressed.

#### 5. **Any other business {AOB} to be agreed.**

None.

## 6. Co-option of governor

BD's four-year term of office as a co-opted governor had expired on 13<sup>th</sup> July 2023. Having confirmed that she was willing to be co-opted for a further term, all governors eligible to vote were in agreement with BD being co-opted onto the governing body.

### *Resolved:*

*That BD be co-opted onto the governing body for a four-year term, commencing 19<sup>th</sup> July 2023.*

## 7. Consider and approve the minutes from the FGB meeting held on 26<sup>th</sup> April 2023 & any matters arising

Matters arising

### Actions [from Actions Sheet]

76	The GDPR Link Governor visit/audit was completed on 21 <sup>st</sup> June 2023 and a report had been circulated prior to this meeting for review.	CLOSED
80	Annual declarations of business interests will be renewed for all governors at the 27 <sup>th</sup> Sept FGB meeting.	CLOSED
90	All SDP-linked governors had undertaken a visit related to their specific linked area and filed reports for review accordingly.	CLOSED
91	A number of governors had submitted suggestions as to how to invest the £15,888 additional DfE funding on energy-saving capital expenditure. It will now feature as an agenda item for the meeting on 27 <sup>th</sup> Sept.	CLOSED
92	MH had sent out detailed information to governors on the DfE energy-saving grant and confirmed that she had made contact with other local PFI schools to assess options.	CLOSED
93	All governors gave verbal confirmation that they had read and understood the document 'Ofsted Overview for Governors'.	CLOSED
94	PJ had checked the school website for compliance with statutory requirements and had circulated a report to governors.	CLOSED
95	Governors were reminded of the need to update their personal school website profiles.	<b>OPEN</b>
96	The 'crib sheet' for SEND remains outstanding.	<b>OPEN</b>
97	All responses to the parental questionnaire had been processed and an analysis thereof was included later on the agenda for this meeting.	CLOSED

No changes to the minutes were proposed.

### *Resolved:*

*That the minutes of the meeting of the Full Governing Body held on 26<sup>th</sup> April 2023 be signed by Chair as a correct record and filed as appropriate.*

## **8. Update from Finance Committee meeting held on 10<sup>th</sup> May 2023**

In his role as Chair of the committee, GS drew governors' attention to the following highlights from the minutes, which had been circulated prior to the meeting:

- **Budget setting**  
In-year deficits had been forecast for each of the three years, resulting in an overall budget deficit of £193.2k in 2025-2026. On the basis that this position will not be acceptable, a letter from NYC is expected asking for details of the plan to address the predicted shortfall.
- **PFI**  
It had been agreed that 'PFI hand-back 2027' should be a standing item on FGB agendas going forward in order to ensure all aspects of the process are understood and effectively monitored.

There were no questions.

## **9. Updates from Curriculum Committee & Policy Committee Meetings on 12<sup>th</sup> July 2023**

LC, Chair of Committee, had sent her apology for absence and there was, as a consequence, no verbal update. Minutes had been prepared and, following review, MH agreed to forward to governors before the end of term.

## **10. Headteacher's Report**

The report had been circulated prior to the meeting, with the recommendation that it be reviewed in conjunction with the document '*Whole School Priorities/Targets 2022-2023*'.

Two proposals requiring governor approval had been included in the report:

1. *To change staffing structure for the coordination of maths across the school by replacing a temporary TLR 3 with a permanent TLR 2.1*  
Cost increase implication will be £1,817 per annum [£3,017 minus £1,200]. Governors were happy that the proposal met with the criteria laid out by JB in the document and, after a discussion, agreed to support the change.

### **Resolved:**

***That the change from TLR 3 to TLR 2.1, together with the increased cost, for maths coordination be approved.***

2. *To extend the school week to 32.5 hours from September 2023*  
Following parental consultation, JB recommended achieving the objective by opening the school doors at 8:40am, as opposed to the current time of 8:45am.

### **Resolved:**

***That school hours be amended to 8:45am to 3:15pm from September.***

The report also made reference to end-of-year data; while this will be presented in detail at September's meeting by KS leaders, JB was pleased to be able to confirm that all KS2 SATs data is above national data. Additionally, both EYFS and Y1 phonics data is significantly better than national data. KS1 data is broadly in line with national data.

Work on the extension is now scheduled to commence in January 2024.

## **11. School Development Plan**

The '*Whole School Priorities 2022/2023*' document had been circulated prior to the meeting with its '*RAG Ratings*' updated to indicate progress.

<b>Q</b>	<b>Some of the objectives are still shown as 'Red' at this late stage of the year – is there a reason for this?</b>
<b>A</b>	<b>The only areas rated 'Red' relate to:</b> <b>1. CPD [where there has been a change in priority to phonics]</b> <b>2. Pupil Voice [where 'sound buttons' are too expensive]</b>

A draft 'Whole School Priorities 2023/2024' document had also been circulated, as had the '3-Year Strategic Plan September 2023-July 2026'. Governors were asked to review the documents and they will be presented in September for adoption.

## **12. Review School Vision Statement**

Paper copies of the school ethos and aims were tabled in the meeting. JB pointed out that the most recent addition to 'Aims' had been 'Become effective, proficient lifelong readers'.

It was agreed that the school website needs to feature Vision, Ethos and Aims as there are subtle differences between all three. MH agreed to update accordingly.

## **13. Staffing & Class Structure 2023-2024**

This area had been detailed in the Headteacher's Report with a request that its content remain confidential. From September 2023, there will be 13 classes and nursery and a revised year group team approach for support in classes will be in place. The objective is increased flexibility with interventions.

## **14. Parental Questionnaire Analysis**

AD presented a summary of his analysis of the data from the recent parental questionnaire; 118 parents had responded [compared to 123 in 2022] and there continues to be high 'scores' [97-99%] in the questions relating to:

- happy in school
- safe in school
- good progress

However, while overall 'scores' remained high in all areas, some had seen a fall from last year. These included:

- bullying
- wellbeing
- use of school website
- recommendation of school to others [below 95% for the first time]

Governors recognised that there is a need to understand this slightly negative trend while, at the same time, being largely pleased with the responses received. JB confirmed that steps have already been taken to address some of the issues and a 'task force' has been set up to look into communication. Other suggestions included:

- a 'flyer' to introduce the pastoral team/DSL
- a more detailed description of what actually represents bullying, as opposed to isolated occurrences of bad behaviour

## **15. Link Governor Updates**

A number of visit reports had been circulated for information prior to the meeting.

**16. Review of Attendance of Pupils, Staff & Governors.**

Overall pupil attendance year to date is currently 95.53% against a national average of 92.6%

With regard to staff, supportive 'absence management' is in place; if an individual has three instances of absence during six months or four within 12 months, they are onto the management programme, with a view to establishing what support is required. To date this year, there have been two MSAs, three GTAs and two teachers involved.

SO reported that most staff have a negative view of the process; JB was keen to stress that it is designed to be a supportive process.

MH confirmed that she will collate governor meeting attendance data and publish it as required on the school website.

**17. Pupil Premium & PE & Sport Premium**

Reports on both areas of funding had been circulated for review prior to the meeting; JB advised that these are to be published on the school website before the end of term.

**18. Health & Safety and Safeguarding Issues**

MH had conducted a health and safety 'walk' with NYC's advisor; a report will be circulated in due course by MH. Two minor concerns had been raised – one regarding aerosols and one regarding ladders; recommendations in the report will be considered.

MH is to check the current status of governors' safeguarding training, with a view to renewing if required.

**19. PFI 'Hand-Back' Planning**

Nothing specific to report at this stage.

**20. GDPR**

Nothing to report.

**21. Governor training and visits**

PB/PJ/GS had attended the NYC Governor SIN meeting on 4<sup>th</sup> July.

**22. Correspondence**

There was no correspondence.

**23. Any other business**

None. PB closed the meeting by extending the thanks of governors to all school staff for their considerable efforts throughout the school year.

**24. Date(s) of next meetings**

<u>FGB:</u>	<u>Finance:</u>
27 <sup>th</sup> Sept 2023	29 <sup>th</sup> Nov 2023
13 <sup>th</sup> Dec 2023	28 <sup>th</sup> Feb 2024
24 <sup>th</sup> Apr 2024	8 <sup>th</sup> May 2024
10 <sup>th</sup> Jul 2024	

The meeting ended at 7.55pm.

Signed

Date