

# Barlby Community Primary School

## Minutes of Full Governing Body Meeting held on Wednesday 27<sup>th</sup> Sept 2023 @ 6pm

### Present

|                     |                         |                            |                   |
|---------------------|-------------------------|----------------------------|-------------------|
| Mrs J Baker {JB}    | Headteacher             | Miss J Millican-Delve {JM} | Parent Governor   |
| Mr P Boyes {PB}     | Co-opted Governor/Chair | Miss S Owen {SO}           | Staff Governor    |
| Mr S Flatman {SF}   | Co-opted Governor       | Mrs S Richmond {SR}        | Co-opted Governor |
| Mr P Jones {PJ}     | Parent Governor         | Mr G Stockill {GS}         | LA Governor       |
| Mr G McConnell {GM} | Parent Governor         |                            |                   |

### In Attendance

|                    |  |                 |   |
|--------------------|--|-----------------|---|
| Mrs M Hall {MH}    | Business Manager                             | Mr AD Reed {AR} | Clerk                                   |
| Mrs E Clifton {EC} | Assistant Head Teacher -<br>Foundation Lead  | )               | )                                       |
| Mrs S Smith {SS}   | Assistant Head Teacher -<br>Key Stage 1 Lead | )               | In attendance for Agenda Items 1&2 only |
| Mrs K Adams {KA}   | SENDCO                                       | )               | )                                       |
| Mrs C Morgan {CM}  | Year 6 Teacher                               | )               | )                                       |

| <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. SLT presentation of end-of-year data for 2022-2023**

Invited school leaders presented the data for their individual areas as follows:

- Early Years [EC]
- Key Stage 1 [SS]
- Key Stage 2 [JB in absence of KS2 leader]
- SEND [KA]

#### EYFS

EC distributed a handout and reminded governors that pupils are now assessed as '*..emerging towards expected level..*' or '*..working at the expected level..*' – there is no longer a judgement of '*..exceeding..*'. In addition to reporting upon pupils' achievement of the '*..expected..*' level in 17 separate areas across the curriculum, it also reported on a gender basis. In 12/17 areas girls performed better than boys. The lowest performing area was '*People, Culture and Communities*' at 84% '*expected*' – EC explained that this is the result of a small group of pupils who have challenging behaviours [most of whom are boys]; the '*accelerated progress*' result [80.4%] in '*Personal, Social and Emotional Development*' is also low for the same reason.

EC described the data as "*..very rosy..*" '*Good level of development*' [a child reaching the '*expected*' level of development at the end of their reception year, at the end of EYFS] was reported at 76.1% comparing well to the national [65.2%] and local authority [68.3%] figures for 2022 [2023 not yet available].

EC also updated governors on a number of new initiatives that have been introduced for 2023-2024:

- 'Squiggle Whilst You Wiggle'  
Squiggle uses neurological and physiological movements to create marks; it promotes hand/eye coordination in preparation for writing.
- Drawing Club  
Based on *'..picture books, tales and animations, it involves a short period of Time Together as a whole class followed by time with children exploring their ideas and creativity that can be adapted to how you believe is best..'* It can also be linked into maths.

Early indications are that data for 2023-2024 are expected to improve on those for 2022-2023.

### Key Stage 1

SS reported that staff are *"..very pleased.."* with KS1 data. Pupils achieving *'expected'* progress were reported as:

|         | <b><u>2022</u></b> | <b><u>2023</u></b> | <b><u>[National]</u></b> |
|---------|--------------------|--------------------|--------------------------|
| Reading | 63%                | 66%                | <i>[69%]</i>             |
| Writing | 55%                | 61%                | <i>[61%]</i>             |
| Maths   | 71%                | 82%                | <i>[72%]</i>             |
| Grammar | 57%                | 42%                | <i>N/A</i>               |

The lower outcome for grammar was clarified as a consequence of a focus on Y2 reading and writing. Grammar is not reportable.

Pupils achieving *'greater depth'* were reported as:

|         |     |              |
|---------|-----|--------------|
| Reading | 13% | <i>[19%]</i> |
| Writing | 13% | <i>[8%]</i>  |
| Maths   | 16% | <i>[16%]</i> |
| Grammar | 3%  | <i>N/A</i>   |

Additionally, children achieving reading, writing and maths at *'expected'* was 55% [55%], children achieving reading, writing and maths at *'greater depth'* was 11% [6%] and children achieving reading, writing, maths AND science was 55% [56%].

These figures had been moderated in June and moderators had agreed with all assessments.

|          |   |
|----------|---|
| <b>Q</b> | <b>Do the National comparative figures relate to 2023?</b>                  |
| <b>A</b> | <b>Yes, it is only the EYFS data where this year's figures are awaited.</b> |

### Key Stage 2

JB [explaining that Mr T Richardson, Assistant Head Teacher - Key Stage 2 Lead was unavailable] distributed a sheet summarising attainment levels for last year and reported that this year's results are considered *"..really positive.."* and represent *"..huge progress.."*. KS2 data are almost back to pre-COVID 19 levels and are an excellent example of how effectively the COVID catch-up funding has been used in school.

The data summarised below shows that Barlby's results were well above National in all four areas for pupils achieving *'at expected level'*.

|         | <u>2023</u> | <u>LA</u> | <u>National 2023</u> |
|---------|-------------|-----------|----------------------|
| Reading | 79%         | 72%       | 73%                  |
| Writing | 81%         | 70%       | 71%                  |
| Maths   | 86%         | 70%       | 73%                  |
| Grammar | 91%         | 69%       | 72%                  |

For pupils achieving '*greater depth*' the data were similarly impressive:

|         |     |     |     |
|---------|-----|-----|-----|
| Reading | 40% | 28% | TBA |
| Writing | 14% | 13% | TBA |
| Maths   | 47% | 20% | TBA |
| Grammar | 49% | 23% | TBA |

These outcomes produced the following KS2 progress scores:

|         |       |       |       |
|---------|-------|-------|-------|
| Reading | +1.94 | -0.16 | +0.04 |
| Writing | +1.38 | 0.00  | +0.04 |
| Maths   | +3.41 | -0.66 | +0.03 |

It was pointed out that in-school data currently show that these levels are unlikely to be maintained for the current Y5 and Y6 cohorts and that these groups were those with the greatest disruption suffered in KS1 as a result of COVID-19.

Governors were highly delighted with the data presented and conveyed their appreciation to all concerned.

#### SEND

KA reported that 2023's data were comparable to those from last year; progress was "... really good.." but there are some complex needs across the SEND pupils in school.

Going forward, SNAP Assessments are to be administered by the pastoral team to identify needs within academic learning. This will facilitate more specific interventions.

Children with English as an additional language {EAL} [predominantly Y5] are to be assessed and integrated into correct interventions for their stage of language learning and need.

### **3. Appointment of Chair and Vice-Chair**

AR, in his role as clerk, opened the formal part of the meeting by requesting nominations for the role of Chair; PB indicated his willingness to stand again and there were no further nominations.

#### ***Resolved:***

***That PB be appointed Chair of Governors for a period of one year.***

At this point, all governors confirmed that they were happy with the term of office for Chair and Vice-Chair remaining at one year. PB adopted control of the meeting.

PB nominated GS for the role of Vice-Chair. There being no other nominations:

#### ***Resolved:***

***That GS be appointed Vice-Chair of Governors for a period of one year.***

**4. Apologies for absence & consideration for consent**

Apologies for absence had been tendered by Mrs L Clark {LC}, Mrs B Dowdy {BD}, Mr AJ Durling {AD}, Mrs C Karbani {CK} and Mr I McKenzie {IM}.

**Resolved:**

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

**5. 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.

**6. 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.

**7. Any other business {AOB} to be agreed.**

None.

**8. Consider and approve the minutes from the FGB meeting held on 19<sup>th</sup> July 2023 & any matters arising**

Matters arising

Actions [from Actions Sheet]

|     |  |               |
|-----|--|---------------|
| 95  | Most governors had updated their personal school website profiles. That for AD remains outstanding.  | <b>OPEN</b>   |
| 96  | The 'crib sheet' for SEND remains outstanding.   | <b>OPEN</b>   |
| 97  | The minutes for the Curriculum & Policy Committee on 12 <sup>th</sup> July 2023 had been sent to all governors on 19 <sup>th</sup> July 2023   | <b>CLOSED</b> |
| 98  | Governors had been asked to read 'Whole School Priorities 2023-2024' and '3-Year Strategic Plan 2023-2026' and to formulate questions before September meeting. This was included at Item 11 on the agenda for this meeting. | <b>CLOSED</b> |
| 99  | The school's 'Vision' had been added to 'Ethos and Aims' on the school website.  | <b>CLOSED</b> |
| 100 | Governors' attendance data had been collated and published, as required by DfE, on the school website.   | <b>CLOSED</b> |
| 101 | The school's NYC Health & Safety Report had been circulated to governors on 25 <sup>th</sup> July 2023.  | <b>CLOSED</b> |
| 102 | Safeguarding training is outstanding for AD. To be completed as soon as possible.  | <b>OPEN</b>   |

No changes to the minutes were proposed.

**Resolved:**

***That the minutes of the meeting of the Full Governing Body held on 19<sup>th</sup> July 2023 be signed by Chair as a correct record and filed as appropriate.***

## 9. **Governor matters**

### Annual declarations of business interests, positions held at other educational establishments and personal relationships with any member of school staff

Declarations were completed and signed by all attendees. Those for LC, BD, AD, CK and IM remain outstanding and will be completed at first opportunity.

### Register of Gifts & Hospitality

Governors were reminded, as required on an annual basis, to complete an entry in the Register should they be in receipt of qualifying hospitality/gifts.

### Governing Body contact details

Governors were reminded to ensure that their up-to-date personal information and contact details are held in the school office.

### Keeping Children Safe in Education {KCSIE} 2023

Governors were reminded of the need to read the latest version of KCSIE. MH is monitoring confirmation of completion – LC, AD, CK, JM & IM are still to complete.

### Governing Body policy review timetable

In confirming that policy review will remain, largely, the responsibility of a committee, JB advised governors that a decision has been taken to introduce additional meetings of the Curriculum & Policy Committee, in order to be able to devote specific meetings to the two areas. In this way, each aspect of the committee's responsibility will be given greater focus.

Meetings have been scheduled as follows:

Policies: 6<sup>th</sup> December; 13<sup>th</sup> March; 3<sup>rd</sup> July  
Curriculum: 15<sup>th</sup> January; 15<sup>th</sup> April; 17<sup>th</sup> July

### Governor links/special responsibilities

The following Link Governor structure was agreed:

#### Special Responsibilities

|                  |    |
|------------------|----|
| Literacy/Phonics | CK |
| Maths            | GS |
| Early Years      | JM |
| Curriculum       | LC |

#### SDP Areas

|                 |             |
|-----------------|-------------|
| Leadership      | PB & GS     |
| Achievement     | BD, LC & PJ |
| Curriculum      | JM, CK & IM |
| Partnerships    | AD, GM & SF |
| Health & Safety | PB          |
| SEND            | IM          |
| Safeguarding    | BD/PJ       |
| GDPR            | AD          |
| Wellbeing       | GM          |

Committee membership was agreed as follows:

#### **Curriculum Committee**

JB, PB, LC [Chair], BD, AD, SF,  
PJ, CK [Vice-Chair], GM, JM

#### **Finance Committee**

JB, PJ, JM, SR, GS [Chair]

#### **HT Performance Management**

Chair, Vice-Chair, JM

## **10. Energy-saving measures to use government grant funding**

MH reported that a survey of corridor lighting has been undertaken by the facilities manager, with a view to providing a cost for motion sensors and some LED lighting. The quote is awaited. MH agreed to follow up.

## **11. School Development Plan**

The 'Whole School Priorities 2023/2024' document had been circulated prior to the meeting. It had previously been made available to governors in draft form [prior to the 19<sup>th</sup> July meeting] and JB confirmed that the content remained unchanged.

Governors confirmed their satisfaction with the plan and there were no additional questions.

### ***Resolved:***

***That the School Development Plan 2023-2024 be adopted.***

It was agreed that this, along with other key documents, be stored on MS OneDrive in a new folder titled 'Key Information & Documents for Governors' to facilitate easy reference when required.

## **12. Academisation/MAT update**

On the basis that the government white paper, in which academisation was required within a prescribed deadline, did not progress, governors acknowledged that this is now low priority and no significant work will be undertaken in the short term.

## **13. Review**

### Child Protection Policy & Child Protection Manual

The revised documents, updated to include the requirements of KCSIE 2023, had been circulated prior to the meeting

### ***Resolved:***

***That the Child Protection Policy be adopted and brought into immediate use.***

### Governing Body Delegation Planner

AR agreed to make this available to governors for reference by uploading to the 'Key Information & Documents for Governors' folder.

### Committee Terms of Reference {TOR}

TOR for the following committees had been circulated prior to the meeting:

- Curriculum Committee
- Pupil Discipline Committee
- Staff Dismissal Committee
- Staff Dismissal Appeals Committee

No changes were proposed.

### ***Resolved:***

***That the TOR for the four committees be adopted.***

### Standing Orders

The document had been circulated prior to the meeting for review. No changes were proposed.

### ***Resolved:***

***That Standing Orders remain unchanged.***

## Governor Code of Conduct

The NGA Governors' Code of Conduct 2023 had been circulated prior to the meeting.

### ***Resolved:***

***That PB sign the document on behalf of the governing body.***

All governors were asked to read the document after the meeting and to confirm to MH that they had done so.

### **14. PFI 'Hand-Back' Planning**

Nothing specific to report at this stage. It is very firmly on NYC's agenda and any premises issues are being logged.

### **15. PAN discussion**

JB recommended that the published admission number for academic year 2025-2026 should be 48. There is the ability to amend this number should the new classroom be available at that time.

### ***Resolved:***

***That the decision to set the 2025-2026 PAN at 48 be ratified by the FGB.***

### **16. Pupil Premium & PE & Sport Premium**

Reports on both areas of funding had been circulated for review prior to the meeting; JB advised that these have already been made available to governors and will be published, as required, on the school website

JB advised governors that she had received a proposal [from Mr N Dawson – PE Lead] to allocate PE & Sport Premium funding to the purchase of a school minibus for the purpose of transporting pupils to off-site sporting events.

It was agreed that the presentation be circulated to all governors, with a view to it then being discussed in more detail at the Finance Committee meeting scheduled for 29<sup>th</sup> November.

### **17. Health & Safety and Safeguarding Issues**

Nothing to report.

### **18. GDPR**

Training remains to be completed by AD; PB will follow up.

### **19. Governor training and visits**

A number of Boxphish governor training modules remain to be completed.

### **20. Correspondence**

There was no correspondence.

### **21. Any other business**

None.

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

FGB:

Finance:

13<sup>th</sup> Dec 2023

29<sup>th</sup> Nov 2023

24<sup>th</sup> Apr 2024

28<sup>th</sup> Feb 2024

10<sup>th</sup> Jul 2024

8<sup>th</sup> May 2024

The meeting ended at 7.45pm.

Signed

Date