

**ST BARTHOLOMEW'S CE PRIMARY SCHOOL**  
**GOVERNING BODY MEETING**

Minutes

Thursday 10<sup>th</sup> February 2022 6:30 pm via Zoom

Present:

Sara Sanbrook-Davies (Headteacher)	Chelsea Drake	Louise Ryle
Bettina Carlyon (Chair)	Daniel Meyer	David Roberts
Rosalind Goodrich (co-Vice Chair)	Rebecca Johns	Hilary-Anne Buckhurst
Peter Main (co-Vice Chair)	Rev'd Jim Perry	Steven Larwood
Bernadine Williams-Adebayo	Alison George	Pauline Lloyd
Cathryn Johnston		

In Attendance:

Jane Cheadle (Clerk)

Action List

1.4 (1.2)	Clerk follow-up with the school office and Governors regarding any outstanding declaration of interest forms	Clerk
1.4 (1.4, 1.4, 7ii)	Ofsted readiness pack to be circulated to all Governors once completed.	Headteacher
1.4 (1.5)	Headteacher to confirm the Foundation Governor appointments with the Diocese (P. Lloyd has replaced the role previously held by R. Sutton).  School Website to be updated to ensure all Governor appointments are correctly recorded.	Headteacher  D. Meyer
1.4 (1.6)	C. Johnston to forward the list of attendees for the Safeguarding training session to R. Goodrich.	C. Johnston
1.4 (3.2)	Chair of Governors and Governor A. George to conduct a health and safety monitoring visit.	Chair A. George
1.4 (4.2)	Link to the maintenance fund to be included in the newsletter as a standing item.	Headteacher
6.3	R. Goodrich to circulate the Governor Skills Audit.	R. Goodrich
1.5.4	P. Main is to circulate dates for the upcoming Resources committee meeting.  Papers to be circulated well in advance and Governors to consider joining the committee or joining the meeting to support further Governor Finance and budgeting scrutiny.	P. Main  Governors N. Karim
3.1	Arrangements to be made for C. Johnston to deliver contextual safeguarding training for Governors.	C. Johnston

	C. Johnston to compile a glossary of terms for governors to accompany the next safeguarding report.	
6.1	The Senior Leadership Team will meet to look into the ways that documentation is kept securely in the classroom. Governors to be updated at the next meeting.	SLT

## 1. Governing Body Administration

### 1.1. Welcome & Apologies

The Chair welcomed all to the meeting.

### 1.2. Declarations of Interest

There were no declarations of interest made at the outset of the meeting. The Clerk and school office are following-up on any outstanding declaration of interest form which are to be completed annually.

### 1.3. Chairs Actions

The Chair took part in the local council digital inclusion group along with several other Governors. The session had been highly informative. Governors are to look into the possibility of creating a stand-alone link role dedicated to digital inclusion (currently this is included in the SEN and Pupil Premium link Governor role).

The Chair has worked with the CLC to pull together an interview panel for Headteacher recruitment. A. Scattergood has informed of Heads decision to retire, via email. R. Philips will support from the SDBE.

### 1.4. Minutes and matters arising of the meeting held 25<sup>th</sup> November 2022

The minutes of the meeting were agreed to. The Chair will bring a signed copy of the minutes in to the school.

#### Matters Arising:

1.2 **Action:** Clerk follow-up with the school office and Governors regarding any outstanding declaration of interest forms (ongoing).

1.4, 1.4, 7.iii **Action:** Ofsted readiness pack to be circulated to all Governors once completed. This continues to be a work in process.

1.4; 1.7.c A marketing committee sub-group meeting is planned for 22<sup>nd</sup> February 2022 at 8am.

1.5 The Foundation Governor appointment has been reviewed. Governors noted that there are currently no vacancies on the board as R. Sutton's role had been replaced by P. Lloyd previously. The Headteacher will contact the Diocese to confirm this. A Governor voiced concern that the website was not fully up to date. Governors noted that the school is under considerable pressure at present, compounded by the recent absence of the school business manager.

**Action:** Headteacher to confirm Foundation Governor appointments with the Diocese. P. Lloyd has replaced the role previously held by R. Sutton.

**Action:** Website to be updated to ensure all Governor appointments are correctly recorded.

1.6 Governors have confirmed that they have read and understood the KCSiE 2021 document.

**Action:** C. Johston to forward the list of attendees for the Safeguarding training session to R. Goodrich.

1.8 The DfE Scheme of Delegation is on MyDrive and has been circulated via emailed.

3.2 The Chair of Governors and A. George have needed to re-arrange their health and safety monitoring visit as the school business manager has been off from work due to an injury.

**Action:** Chair of Governors and A. George to conduct a health and safety monitoring visit.

4.2 P. Main and N. Karim have completed the maintenance fund web page and the link has been sent out in the school newsletter.

**Action:** The link to the maintenance fund should be included in the newsletter as a standing item.

5.1 The Headteacher has adjusted the Diocese Complaint's policy, making it specific to the school. The policy has been published on the school website.

6.3 The Vice-Chairs are in the process of preparing a Governor Skills Audit, to be circulated. The Headteacher has forwarded the previous skills audit to the co-Vice Chairs.

**Action:** R. Goodrich to circulate the Governor Skills Audit.

## 1.5 Governing Body membership

There were no membership updates.

### 1.5.1 Committees

The full list of Governor Committees and sub-groups was noted as follows:

- CLC
- Resources
- Health & Wellbeing group
- Marketing sub-group
- Faith group
- Equalities working party

### 1.5.2 Committee Reports

### 1.5.3 CLC Committee Report

A George reported on the recent CLC meeting:

- Safeguarding: C. Johnston and the Headteacher had presented an update to the committee. The safeguarding audit has been submitted. The Single Central Record has been checked P.Lloyd (with all in order and one item to be followed up with Children Social Care).
- The committee had received an excellent presentation from the Headteacher on school approach to deep dives. A date for Governors to link with subject areas was discussed (so as to connect with a review of the ongoing deep dives). The importance of detailed and in-depth Governor understanding of this area was noted.
- The Headteacher had made a detailed presentation of the school data (scrutiny and questions from the committee).

#### 1.5.4 Resources Committee Report

No Resources committee meeting has been convened due to the school business manager being off from work due to injury. A full meeting will be convened in the coming half term.

P. Main gave a verbal update. There has been no full finance report due to staffing issues. The Headteacher gave a verbal update on the finances when committee members met to undergo training. The training session had been valuable and slides are available on the MyDrive – all Governors are encouraged to read through the slides. The office staff have been supportive whilst N. Karim is off from work. They have picked up on much of the immediate and necessary tasks (mandatory submissions, census and absenteeism). Governors asked that their thanks to the school office staff be recorded in the minutes.

The concerns regarding energy bills had been discussed. The previous catering company signed this over without the schools knowledge. The school is taking up the dispute with Local Authority support. The budget allocation had been highlighted as being potentially too low and some money was kept aside to cover this. The expected bill has now come through and is being looked into in more detail (and questioned) by the school business manager as £16K for 4 months is deemed to be too high and in error. Various efforts have been made to ensure that the school is more energy efficient in anticipation of the further coming energy cost increases (solar panels, sub-meter to be installed shortly in the kitchen, boiler parts fitted and lighting improvements). The Headteacher reported on the compromise being had between good ventilation (pandemic related) and the need for energy efficiency.

The term time only back payment to staff is due. This has been expected and planned for. All but 2 members of staff have accepted their offers (as per the ACAS process). Reserves were kept aside for this and the Schools Forum have stepped in to contribute significantly to this cost for schools. The bill is approximately £54K in total with approximately £16 of this to be covered by the school (below the £20K that was set aside in the budget). Governors were pleased to note this prudent financial approach.

The Headteacher school business manager had been on track prior to the Christmas break with necessary adjustments being made, however the recent absence of this crucial member of staff due to injury as well as the absence of up to 12 members of staff at the beginning of the current term has put considerable pressure on the school. Governors noted the much needed support that was afforded by the floating member of staff and Senior Leadership Team, in terms of cover. Governors noted that the budget implications of agency staff would have been considerably higher.

**Action:** P. Main is to circulate a Resources committee meeting date. Papers to be circulated well in advance and Governors to consider joining the committee or joining the meeting to support further Governor Finance and budgeting scrutiny.

#### 1.5.5 Committee Membership

The Headteacher spoke of the need for more Governors on the Resources Committee. She spoke of the strategic remit of the Governing board and the need for members to review the budget forensically.

## 2 Main Business

### 2.1 Headteacher Update

The Headteacher reported on the 'remarkably normal' half term (apart from continued large numbers of illness for both staff and children). The assumption is that an external visit is likely in the near future (Local Authority, Diocese or Ofsted). The school is well prepared for such an eventuality. Covid-19 protection measures are still in place to some degree. Phased collective worship is taking place and is likely to increase in the coming weeks.

*Governor Question:* What is the basis for the school's decision to continue with Covid-19 protection measures? Is this going against government guidance?

*A:* Currently the preventative measures are in accordance with the science and are not in contravention of government guidance. Standard operations and procedures are in place, in keeping with the current Local Authority guidance. Trips will be looked at going forward and a Year 6 residential is being planned. The preventative measures being kept are logistical for the most part (morning arrangements and play times, parents and carers being asked to continue to wear masks - all in keeping with the published science). A full programme of activities is being looked at.

*Governor Discussion:* How are the needs of the children being balanced against the need to protect others in the wider community (with broadened curriculum including school trips, for example)?

- A fully enriched curriculum is a key priority for the school and Governors.
- The pandemic has caused a considerable degree of anxiety in some children. How best to take a proportionate approach to this?
- The school has made a big stride towards normality. Clubs have been re-introduced as has swimming for most year groups.
- One difficulty posed when planning trips has been on the supply side. Many places have cancelled places for trips as a result of the pandemic (laying off staff).
- The school's approach is difficult for parents to understand if not communicated. The newsletter will be a key to clearly communicate reasons behind decisions. Information should be continually updated in the newsletters (and repeated).
- The school has focused very hard on the well-being of the children and staff. The Chair is due to meet with the health and safety manager shortly. This discussion will be taken up further.

### 2.2 SIDP Update

The Core Priorities remain. The thrust of the current term has been on updating the SIP.

Phonics and EYFS Lead: staff training has taken place and planned for the coming term. The lowest 20% of readers will be listened to and focused on in the coming term in order to establish a clear picture in order to ensure precise interventions and support for the children (reading is crucial for accessing the broader curriculum).

The EYFS has been updated with the new early learning goals (piloted the previous year). D. Meyer reported on the EYFS Lewisham network. The school is to host a collaborative cluster of 12 schools (meeting half termly to share good practice and discuss moderation).

Expectations for maths fluency: staff training has taken place. The school is looking into ways that this is recorded in school books. The Maths Mastery scheme is followed and then adapted to the needs of the children.

Marking and feedback: A focus on ensuring that marking is done in the moment and feedback given in the moment. Staff are now more mobile in class, evaluating what children are doing and their understanding. The policy has been revised and shared with staff. This feeds into the lesson plans and is an exciting body of work in progress.

Writing: training has been undertaken with support for SEN learners in particular (T. Kelly delved the recent training). The school is part of the Lewisham pilot scheme for 'Poggle' (moderation online).

Mental Health: C. Johnson has completed the first part of the senior mental health training. The strategic role is to be reported on in more detail at the Wellbeing committee (related to the 7 strands of the PHE). A Governor will be asked to form part of the action plan.

*Governor Question*: Will the writing moderation and collaboration be in terms of formal benchmarking across other schools?

*A*: The benchmarking exercise will be more informal towards the development of a moderation standard.

### 2.3 Admissions Update

A meeting has been scheduled to review ranking for admissions with the Chair of Governors and Rev'd Jim for 23<sup>rd</sup> February 2022. Governors thanked D. Meyer and the staff for all the hard work that goes into supporting school admissions.

### 2.4 Covid19/Omicron Impact & Risk Assessments

Detailed discussion under the Headteacher's report, above. Standard operations and procedures remain in place, in keeping with the current Local Authority guidance.

## 3 Safeguarding and Health & Safety

### 3.1 Safeguarding Report (including contextual safeguarding)

The report was circulated in advance for Governor review. The Safeguarding review is planned for March 2022.

The pupil conference is being planned. Governors H. Buckhurst and P. Lloyd are to be invited.

C. Johnston has attended contextual safeguarding training. This was then delivered to staff. This is an ongoing piece of work and is becoming part of the safeguarding culture. The school is to collaborate with local schools on contextual safeguarding (SENCOs).

**Action:** C. Johnston to deliver contextual safeguarding training for Governors.

*Governor Question:* The Encompass programme does not appear to be bringing much information to light? Is this the case?

*A:* Yes the outcomes are disappointing at present.

*Governor Question:* Regarding the reporting of incidents and the new system being used, is the school confident that staff are reporting immediately?

*A:* Yes. Notifications come in daily.

*Governor Question:* In the reporting is wellbeing now included alongside concerns for vulnerable children? There are 5 cases open and 2 referrals, but also 8 cases getting counselling? What are the categories being used?

*A:* The vulnerable children under the bereavement heading needs to be amended to make this separation clear. Mental health support is separate to counselling (pre-CAMHS). The group has a waiting list and 5 children can be taken at any one time.

**Action:** C. Johnston to compile a glossary of terms for governors to accompany the next safeguarding report.

*Governor Question:* The bullying number of cases is 5. Is this higher than previous reports? Has the new system created more work for staff?

*A:* The SLT have reviewed this recently in depth. The figure is deemed to be higher due to the new system that has been introduced. 'Bullying Behaviours' is the new category with criteria that has changed from the previous way that data was collected. The new approach has quadrupled the resulting workload, however this is deemed necessary to ensure that everything is recorded and nothing missed. The new system allows for each Incident to be viewed with clarity across the school (from minor to major incidents). The system enables much clearer tracking and thereby supports more effective responses and the ability to engage more effectively with families and external agencies.

*Governor Question:* Regarding racist incidents, is there any pattern noticed since the lockdowns? What is being done to drive home inclusion messages?

*A:* None of the cases are straightforward or stereotypical. Each case is dealt with on a case by case basis with useful learning points shared.

### 3.2 Health & Safety Report

This item is deferred to the next meeting due to N. Karim being unable to attend.

## 4 Finance

### 4.1 Finance Update

Governors received a finance update under Item 1, above (Resource Committee Update)

### 4.2 Sustainability Training

Slides of the training are available in the shared folder.

## 5 Staffing

### 5.1 Staffing Update

Governors noted that the prognosis of one ill staff member is due shortly. The school is very concerned for this staff member. One other staff member is currently unwell.

Several part-time staff members are filling the gaps. Overall the discretionary efforts of staff have been exceptional over the recent period. Governors asked that their heartfelt thanks to staff be recorded.

## 6 Policies

### 6.1 SEN Policy

The policy was circulated in advance of the meeting with the changes highlighted.

*Governor Question:* Should the SENCO responsibility regarding research be included in the policy?

*A:* The policy points to SENCO statutory responsibilities. Additional SENCO responsibilities will be added to the SEN information document with links to research.

*Governor Question:* Quality first teaching is mentioned in the policy, for most children with SEN, this kind of teaching should cover their needs. Should this be more clearly stipulated in the policy?

*A:* this is included in the SEN information document and is to be reviewed to ensure items such as effective scaffolding are clearly recorded. Governors discussed the importance of fully unpicking the phrase 'quality first teaching'. C. Johnston is to ensure that the phrase is used consistently across documents. This will be discussed further at the CLC meeting.

*Governor Question:* Regarding the storing and managing of information, the policy states that information is kept 'locked away'. What are the specifics of this information security?

*A:* Previously, safeguarding and behaviour information had been stored in paper form only. Now this is both digital and on paper. Physical copies are kept safe in a secure filing cabinet or in the cupboard by the classroom teacher. Digital copies are kept securely with password protection.

*Governor Discussion:* Is the classroom protocol for confidential documents sufficient?

- Every teacher has an inclusion file enabling them to plan their teaching in order to meet the needs of the children. The paperwork is kept in the lockable cupboards or in a locked draw. This file needs to be accessible to support staff or staff that cover teaching on occasion. The paperwork is regularly taken in by C. Johnston and updated for the next term.
- Should any information go missing, this would be the responsibility of the teacher. Is this placing pressure on teachers that is undue? Should information be kept in one central place so as to avoid this? Should the school look to go completely electronic?
- All teachers are regularly reminded and updated on the high priority for confidentiality.

**Action:** The Senior Leadership Team will meet to look into the ways that documentation is kept securely in the classroom. Governors to be updated at the next meeting.

*Governor Question:* The document notes that parents have the right to apply for educational health and care plans. Is the school made aware when parents are doing this so that they can be supported?

*A:* Any such application is always a collaborative process, however the school takes the lead. In the majority of cases the family are happy to support the school in this regard. On rare occasions the family may be of the view that an application needs to be made but the school does not agree (either on timing or threshold).

## 6.2 Health & Safety Policy

**Agreed:** The updated Health & Safety Policy was agreed.

Governors discussed the strategic management of the building was discussed. Leadership and co-ordination of the Health & Safety Committee will be discussed when the Chair visits the school shortly.

## 6.3 Lewisham Pay Policy

The policy has yet to be completed by the Local Authority. Governors noted that the Teacher Pay and Conditions documents are all in place.

## 7 Governor Projects and Training

### 7.1 Governor Monitoring

L. Ryle's monitoring report has been uploaded on MyDrive.

The Chair's monitoring report will be drafted and uploaded shortly.

Link Subject visits are currently being planned and are to take place before the next meeting of the Governors.

*Governor Discussion:* Class link Governor roles have been replaced by Subject Link Governors. This decision had been taken at CLC and reported at the following board meeting as this was deemed to be a more effective way of monitoring.

### 7.2 Governor Training Reports

L. Ryle has booked in on the Pupil Premium training course.

All Governors are to send R. Goodrich information about any training attended so that the training record can be kept up to date.

### 7.3 Future Training Needs

The skills audit is to be circulated by R. Goodrich, shortly.

## 8 Next Meeting Dates and Agenda Items

The next meeting will take place on **Tuesday 22 March 2022 at 6:30PM** (venue TBC)

Future meeting dates:

Thursday 19 May 2022 at 6:30PM

Thursday 30 June 2022 at 6:30PM

Next Agenda Items:

- Link Governor Updates
- Health & Safety Report (N. Karim)
- Health & Safety Policy

- 9 Any Confidential Business  
No confidential items discussed.

*The meeting closed with a prayer at 8:30pm*

*Signed By*

*Chair of Governors:* \_\_\_\_\_