

MINUTES OF THE GOVERNING BODY MEETING
ST BARTHOLOMEW'S CE PRIMARY
Wednesday 5th October 2022, 6pm at the school

Present:

Bettina Carlyon (Chair)	Peter Main	
Daniel Meyer (Headteacher)	Allison George	David Roberts
Chelsea Drake	Rosalind Goodrich	Pauline Lloyd
Bernadine Williams-Adebayo	Laurianne Juhel	Louise Ryle
	Rebecca Johns	Hilary-Anne Buckhurst

In Attendance:

Jane Cheadle Clerk

1. Welcome and Apologies

Apologies were received and condoned from S. Larwood, C. Johnston and Rev. J. Perry

1.1 Declarations of Interest

Action: The Clerk is to circulate declaration of interest forms for Governors to complete and return in advance of the next meeting.

2. Governing Body Administration

2.1 Minutes of the meeting held 30th June 2022

Agreed: The minutes were agreed to with the following correction: typing error (Adebayo). The minutes were corrected, and the minutes were signed by the Chair

2.2 Matters arising from the minutes

(2.2) The Resources committee is due to meet in the coming weeks. The SLA with Lewisham will be discussed at the meeting.

Action: Clerk to find out the renewal date for the Lewisham SLA and circulate to committee Chair and Chair of Governors.

(5.2) The Marketing Sub-group is due to meet shortly. They will be looking into strategies to manage parent contributions to the Maintenance Fund.

(8) Future Governing Board meeting dates will be confirmed by the Chair. A replacement Clerk is being arranged by Lewisham, as such a degree of flexibility with regards to days of the week for meetings may be necessary.

2.3 Governing Body and Committee membership

2.3.1 There is currently one co-opted Governor vacancy on the board. The Chair and Headteacher have spoken to Suhaib Saeed from Lewisham recently for advice.

Action: The Chair and Headteacher to review the school's Instrument of Governance and return to the next meeting to discuss the most appropriate steps for filling the co-opted Governor vacancy.

2.3.2 The term of office for Foundation Governor, Alison George is due to expire soon. The PCC are currently advertising the position. A. George is eligible to reapply.

2.3.3 The term of office for Parent Governor, Rebecca Johns is due to expire. Governors considered that due to her skills and knowledge as an Equalities Lawyer, it would be best if R. Johns was retained on the board for a further period.

The Chair proposed that R. Johns be nominated to the position of Associate Member (an advisory role with no voting rights). The proposal was seconded by R. Goodrich and agreed unanimously.

Agreed: Governors agreed unanimously to elect Rebecca Johns to the position of Associate Member for a term of one year.

2.3.4 Governor Laurianne Juhel has been elected as the Friends of St Bartholomew's Link Governor.

2.4 Chair's Actions

The Chair has met with S. Saeed from Lewisham for a Governance review. The Chair has undertaken monitoring visits at the school and has met with the Headteacher regularly.

2.5 Committee and Working Group Terms of Reference

The CLC terms of reference have been uploaded to the MyDrive (with dates and names updated)

Action: All Governors to check the Terms of Reference for accuracy.

2.6 Committee and Working Group Updates (*excluding finance*)

2.6.1 Minutes from the recent CLC meeting have been uploaded to MyDrive.

2.6.2 An updated committee membership list is available on MyDrive. All Governors were asked to check this to ensure that the list is up to date.

Action: All Governors to check the list of Governor roles and responsibilities for accuracy.

2.6.3 The decision has been taken that the Faith Group will become a working party, rather than a committee going forward. This is to ensure that the group is more open, flexible, and inclusive.

2.6.4 A Marketing sub-committee meeting is due to take place shortly. All Governors are welcome to attend.

2.7 Link Governor Update

The Headteacher reported on the several Link Governor visits that have taken place recently. Governors B. Carlyon and L. Ryle have visited the school.

The Headteacher thanked L. Ryle for being particularly supportive in attending the school twice in order to avoid a timetable clash.

The Headteacher invited Governors to come in to the school for a visit when they have time. The previously arranged monitoring dates will go ahead, however Governors are most welcome to make an appointment for a monitoring visit at other times as well.

Governor R. Goodrich plans to attend the school for a Link Governor visit at the end of the week.

Governors noted that parents' evening will be held in person on 17th and 19th October 3:30-7pm. It would be positive if Governors could be present for parents to talk to.

Governor Discussion: Governors discussed the roles and responsibilities of the Link Governors. The LA is currently supporting with the upskilling of staff. A mock deep-dive is planned with Lewisham and will take place shortly.

The Chair and P. Lloyd are to discuss the role of the Safeguarding Link Governor outside of the meeting.

3. Headteacher's Report

3.1 Headteacher Update

The Headteacher reported that the school was now in its 5th week of term and that the return to school has been positive.

- Children have returned well. Somewhat more emotion has been noticed as compared to the previous years. This is particularly the case with regards to the Year 1 cohort. Once in school, the children are very happy overall.
- Reception children have settled in well; one of the smoothest settling-in periods compared to the previous year. All 60 children are now in school, testimony to the good work of the Marketing working group.
- The Headteacher's Holy Trinity mentorship for the Headteacher is ongoing.
- There are 371 children on roll currently. 2 children are due to leave the school shortly, taking this figure down to 369, with implications on budget. The Head is optimistic that 380 is achievable going forward.
- Attendance is 96.36% or above.
- CLC discussed the school's policy for authorizing absence. A precedent was set during the Covid lockdowns, however it is key that the guidelines now be made clearer. Unauthorized attendance is very low in the school currently.
- There has been a drop in the number of Pupil Premium children. This will be the lowest that the school has ever seen. S. Larwood has been reviewing the strategy (as highlighted by the Link Governor for Pupil Premium, L. Ryle).
- Ongoing work is being done to refine the curriculum.

Governor Discussion: Attendance and absence authorization needs to be discussed very clearly and carefully with parents. The pandemic has made this an issue that has been dealt with on an ad hoc basis. The fairness of this is something that needs to be considered. The Headteacher reported that most requests for absence authorization have been reasonable to date.

Q: Regarding the child who came back to school 10 days late, what is the impact of this on the Year groups attendance overall? What is the consequence for the child and what is the consequence for the school? Are there financial implications for the school?

A: Over the year this will level itself out as a percentage. The concern had been for the child missing in education, however the child later returned, and it was established that they were safe. The education missed will be made up with the support of the teaching staff. For the school, the concern would be if there were a large amount of unauthorized absence,

as this would be a concern for the children in terms of safeguarding. This is not the case for the school. There are no financial implications for the school in this regard.

Q: Why has the level of Pupil Premium gone down so dramatically? Is there a lack of parents applying for this and take this support if they need it?

A: There is a shift in the demographic overall. There are several families who need to be discretely encouraged, yes. The new Reception cohort has been spoken to. The Pupil Premium Link Governor has recently met with the Headteacher to discuss this. There are children who lie just above the threshold for the funding, and this is an area of concern: struggling and in need of support but not eligible. This is a challenge that has been discussed, clubs and other means of support are being looked in to (pupil progress meetings are part of identifying need).

Governor Discussion: The budgetary impact of the drop of Pupil Premium children on the school. The impact on families who are struggling. Governors raised concern and discussed what it feels like to not meet the threshold but to struggle to make ends meet. Governors noted that currently breakfast and after school clubs as well as enrichment clubs are well attended. There are spaces in the breakfast club for those who cannot pay.

Q: Have the school tours started yet and are they well attended by parents?

A: Yes, the school tours have commenced. They are well attended and booked in advance. The tours are positive and good things are being said about the school – a positive view of the school appears to be present in the community.

Governor Discussion: A Governor proposed that the tour schedule be posted on the church Facebook page. Governors noted that parents are reminded of the dates in the school newsletter. Sydenham Life have offered include the dates of the school tours in their publication.

- Governors noted that several prospective parents have asked about the secondary school destinations that St. Bartholomew's children go to. Governors discussed whether the breadth and depth of these destinations should be shared and circulated more widely. Governors agreed that this would be most appropriately addressed and discussed by the Marketing sub-group.

Governor Discussion: Governors discussed the cost of Year 6 residential trips, noting the expense to families, despite the subsidy being offered.

3.2 Staffing Update

- An inset day was held at the start of term. All staff were paid to come in for this day as it was deemed essential to have everyone together to establish a shared ethos. Staff talked about some things continuing and other areas that will change ‘fresh start’.
- A teacher in Year 3 has been appointed (ECT). This appointment has been an opportunity to bring new energy into the school (a previous chef). The staff member appears to have settled-in well.
- New placement teachers have been taken on as well. This has been positive.

Q: Who pays for the school placements?

A: At present, it is the placement teachers who pay for this, the school takes on the costs and responsibility of supporting and nurturing them. The school has been appointing mentors. This is good for those developing staff skills. The Headteacher reported that the benefits are considerable. The placement teachers are highly enthusiastic and energetic. They have come to review good practice, and this is good for existing staff (upskilling). The placement teacher posts will allow for the release of class teachers later in the year. The Headteacher reported that many staff members are taking on continued professional development (free points of access for staff; SLT qualification to commence shortly). It is positive that professional staff are experienced to support upskilling when new teachers join the school.

3.4 Tackling Race Inequality in Education Update

Staff training, Tackling Race Inequality shortly, is due to commence shortly (3 sessions). The work of the Steering Group is ongoing. The setting up of a Working Group is planned. B. Williams-Abedayo will head this up and send an email round to ask for Governors to join the group.

4. Safeguarding and Health & Safety

4.1 Safeguarding

A standalone Governor Safeguarding Training session is planned for all Governors 6-7:30pm on 17th October 2022. The full Safeguarding report has been uploaded to the MyDrive.

4.2 Health & Safety

Governors noted the DfE Exclusion guidance (effective from 1st September 2022 – for information)

5. Finance

5.1 Resources Committee Update & Update on School Business Manager Role
Dates are to be sent out shortly for the upcoming Resources Committee meeting.

Governors received an update on the School Business Manager (SBM) role: currently the school has an SLA with Lewisham for 4 days per month. The Lewisham team is completing the end of month reconciliations. The Headteacher is taking on much of the SBM role.

Q: Is there an intention to recruit a new SBM in the near future?

A: The previous SBM, N. Karim had ensured that there was a clear list left of what had to be done. He had ensured that this was appropriately delegated before he left his role. The expense of a replacement needs to be looked in to. Along with the Headteacher, several members of staff have stepped-up to fill the role. If a position for 3 days per week or a shared role with another school could be secured, this would be ideal (job share).

Q: Who has oversight of the Single Central Record (SCR)? This was the role of the School Business Manager?

A: C. Johnston oversees the SCR. All is in hand. An audit was undertaken recently – no concerns.

D. Meyer gave his apologies and left the meeting

6. Policies

6.1 Safeguarding Policy

The policies for review have not been uploaded to the shared drive due to a staff member's illness. This will be deferred to the next meeting of the Governors.

6.2 Appraisal Policy

The standard policy has been used, bringing in the NEU and NHT policies, with relevant changes pertinent to the school's context.

Action: Headteacher to circulate the updated Appraisal Policy. Governors to reply via email with comments and any amendments.

6.3 Behaviour Policy Review

Governors noted the *updated* 'behaviour in schools: advice for headteachers and school staff 2022' – paragraph 58 responding to pupils with SEND

7. Governor Projects and Training

7.1 Governor Monitoring

Link Governor visits have been undertaken recently by Governors S. Larwood, B. Carlyon (Early Years Reading) and L. Ryle (Pupil Premium). Further Governor visits are planned.

The Chair reported that the CLC has agreed on a different format for the Governor's monitoring report. All notes from visits are please to be included in this form, going forward.

7.2 Governor Training Reports

No reports were made at this meeting.

7.3 Future Training Needs

Future training sessions were noted: upcoming Safeguarding and Equalities training sessions planned.

8. Meeting Dates and Future Agenda Items

The next meeting of the Governors will be held at the school on **Thursday 8th December 2022 at 6:30pm**

The Equalities training will be held in advance of the meeting at **5pm**

Next Agenda Items:

Election of Chair and Vice-Chair

Governor Membership: Parent Governor Election, Co-opted Governor

Vacancy, Foundation Governor Election

Safeguarding Policy – for agreement

Appraisal Policy – for agreement

9. Ofsted Preparation

The Inspector Calls Document has been drafted and is available for Governors to review on the shared MyDrive.

An Ofsted readiness pack is to be provided by SLT and Headteacher shortly.

Governors noted that the school is now within 5 years of the previous Ofsted inspection.

10. Any Confidential Items

There were no confidential items discussed.

The meeting closed with a prayer at 8:00pm