

ST BARTHOLOMEW'S CE PRIMARY SCHOOL
GOVERNING BODY MEETING

Minutes

Thursday 30th June 2022, 6:30pm, at the school

Present:

Sara Sanbrook-Davies	Peter Main	David Roberts
Bettina Carlyon	Rosalind Goodrich	Pauline Lloyd
Daniel Meyer	Cathryn Johnston	Hilary-Anne Buckhurst
Chelsea Drake	Laurianne Juhel	Bernadine Williams-Abedayo

In Attendance:

Jane Cheadle	Clerk
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the meeting started at 6:40pm

1. Welcome and Apologies

Apologies were noted and accepted from Rev. J Perry, A. George and L. Ryle

1.1 Declarations of Interest

There were no declarations of interest.

2. Governing Body Administration

2.1 Minutes of the meeting held 19th May 2022

Agreed: The minutes were agreed with the following corrections:

Spelling correction: Mrs Mugabe

2.2 Matters arising from the minutes (not covered by the agenda)

- 2.2 (2) The Headteacher has circulated the Ofsted readiness pack 'An Inspector Calls'. All are please to familiarize themselves with the document.
- 2.2 (2) C. Johnston will deliver contextual safeguarding training as part of the Safeguarding training planned for September 2022.
- 2.2 (7.1) R. Johns has plans to offer a training session on equalities at the beginning of next term (tying in with the equalities objective).
- 3 Marketing sub-group meeting dates will be arranged for September 2022.
- 3.3 White Paper and Green paper updates are forthcoming.
- 4.1 An updated training session with staff has been undertaken regarding Zones of Regulation (4 classes piloting this). From

September, this will be rolled out and presented to CLC in the Autumn term.

7.2 The STBE training offer is not yet available. The Headteacher will circulate once the dates are set.

7.3 Governors wish to review the training SLA with Lewisham in terms of the value for money. This should be undertaken annually.

Action: Resources committee to look into the training SLA more closely in terms of value for money, quality of offer and the potential for different options that can be bought in to.

2.3 Governing Body membership

The newly appointed Governor, L. Juhel was warmly welcomed.

2.4 Chair's Actions

No items to report at this meeting.

2.5 Committee and Working Group Updates

CLC: A. George has updated the minutes from the recent meeting that was held to review the school improvement plan.

Resources: Updates minuted under Finance, below.

Marketing: Governors congratulated the sub-group on the article recently included in Sydenham Life. Governors agreed that an advertisement should be included in a future issue (including school tour dates). Leafletting has been done with good responses. More leaflets will be printed and a rota made for dropping off leaflets. The school is full for September and there is a waiting list currently.

Faith Group: It is expected that a meeting will be planned before the end of term. Governors noted that the SIAMS inspection list is due to be published in the coming year. It is hoped that Rev. J. Perry will be central to these discussions.

Health & Safety: To be discussed below, under main business.

2.6 Committee and Working Group Membership

Governor L. Juhel will be joining the Resources committee.

2.7 Link Governors

Discussion: Governors discussed the role and purpose of Subject Link Governors.

- Is the Link role a burden on teachers in any way? Are learning walks more valuable and less demanding on teacher time?
- Link Governor roles have not been developed as much as the board would have liked. This is partly due to the impacts of the pandemic.
- Subject open days could be looked into in the next year with planning for Link Governor meet-ups giving them an overview of key subject areas.

- Open days linking to the School Improvement Plan would be positive (Science, RE, Phonics). This could include a learning walk and a half-hour meeting with the Link Governor and staff.
- This hybrid approach would be possible and supportive of staff in preparation.
- An INSET day could be used.

3. Headteacher's Report

The report was circulated in advance of the meeting. Governors brought questions and discussion items to the meeting. A Governor not in attendance had sent questions in advance.

Q: How was the moderation of year 2? Were judgements agreed?

A: Yes the school is pleased that all judgement were agreed. 18 children moderated.

Q: The data from EYFS shows that roughly 11 children did not achieve the expected standard. What adjustments are made and how does this integrate with the style and objectives of teaching and learning?

A: Year 1 is designed to meet the needs of Reception. Several of these children (40%) will not likely remain in mainstream education (band F). Staff are working with parents to prepare the appropriate plans. 2 children within this cohort have highly specific needs and are on a completely different curriculum (one to one all day including lunchtimes). The EYFS team in Lewisham are in discussions with the school and the overarching idea is that of 'a unit of 1'. Other children in this subgroup have very specific Speech and Language needs and are able to access the curriculum. Not meeting GLD does not necessarily mean that the child is not accessing the curriculum. One child, for example has a physical ability that skews their achievement in this regard only. Another child with autism has a 'spikey' profile: achieving outstanding in some and not in other areas. Moving in to Year 1, children have interventions to support (best fit model, average). There is no concern for these children.

Discussion: The backlog for specialist schools is resulting in pressure on units and local schools. More units are being brought in to address this lack of provision. EHCPs have increased nationally; key focus on early support (0-5 curriculum; tying in to the Lewisham agenda, however there is not sufficiently funding to support this).

Q: What resources would be required to open a specialist provision at the school? Should this be looked in to?

A: The school does not have the space available for this, nor the additional resources that would be required.

Q: Why does writing stand out in the data? Was this similar in 2019?

A: This is not an anomaly (teacher assessment). Writing is teacher assessed robustly. It is exceptionally hard to demonstrate the 'secure and conscious authorial voice' in writing. There are none in at KS1 not at greater depth (writing not joined). The score of 15% at year 6 is a good result for the school. 2019 data was somewhat higher. The school is confident that every child's letter formation is perfect. Greater depth in this area is expected going forward, if the Year 1 and Reception cohort remain the same going forward (a group that was particularly impacted upon by the pandemic).

Q: Phonics data is 76%, is this deemed to be a result of the school's focus on phonics?

A: Yes the higher score than previous years indicates that this is the case. All achieved higher scores, even those who did not pass have achieved higher scores. Only one child did not score. Previously this had been approximately 5 children who did not score.

Q: What is the update regarding the staff vacancy?

A: There was one applicant in response to the advertisement. The decision was taken to manage with existing staff levels.

Q: The statutory testing multiplications checks have been undertaken. Will the marks be released? What does the mark mean?

A: Yes it appears the result will be released shortly. Results will be shared with parents as soon as they are received (the school is obliged to do this by the guidance). The meaning of the mark is difficult to ascertain. There is no pass or fail in this regard.

Discussion: purpose of the multiplication check marks with regards to the sharing these with parents. If there is not an expected standard for this, why share with parents? Worrying impact on the children, as some may be deterred by the marks if compared to their peers. Governors noted that it would be helpful if the school provided context for understanding the marks.

Q: SEN is higher than the national data. What is the impact of this on the school?

A: This occupies a considerable amount of time and resources. The team are looking into the ways that the support can be managed and how the SEN support register is used, referral systems and adaptations to classroom environment (some small measures can have a large impact). Governors were pleased to note that many children are making huge progress, as judged from their starting points. Significant scaffolding work is being undertaken and is to continue.

Q: When reviewing the Pupil Premium data, this appears to be a big pull on resources and staff. Is there ever a case when children come off EHCPs. Who conducts the reviews of this?

A: Yes this is a significant pull on resources, as the children require additional support. Support staff are valuable in this regard and the team are looking closely at training and how these members of staff can be best and most efficiently deployed (ensuring best value for money and strategic use of resources). It is essential that EHCP applications are made for every child that requires this. EHCPs are reviewed annually. It is unusual for children to be removed from the plan. C. Johnston conducts the annual reviews along with outside support and the LA and.

3.1 White Paper and Green Paper Updates

Updates forthcoming.

4. Safeguarding and Health & Safety

4.1 Safeguarding

The Safeguarding report was circulated in advance of the meeting. Governors noted that there have been two serious safeguarding issues involving Social Care and

Police. The children involved are now safe and proceedings are underway. C. Johnston reported on the challenging nature of such concerns and the support received by her supervisor and that extended amongst the staffing group. The LA has been supportive, linking with Social Care. The procedures were followed to the letter.

P. Lloyd has started work on a glossary to which C. Johnston has added.

Link Governor Update:

P. Lloyd reported on the pupil conference she attended on 30th June 2022. The children had been highly articulate. The children had been asked about how they keep safe at school, what they say 'we've got nice teachers'. All had a good understanding of bullying and how to deal with it. P. Lloyd's report is to be uploaded to the shared drive.

4.2 Health & Safety

Governors plan to undertake a Health & Safety walk in advance of the Resources meeting in the autumn term.

4.3 SEN Report

The SEN report was circulated in advance of the meeting.

Link Governor Update:

H. Buckhurst undertook a learning walk at the school recently. She noted the fantastic approach to learning with workstations and custom-made packs in the early years are fabulous. Report to be uploaded shortly.

5. Finance

The Resources committee met recently to review the budget forecast in-line with recent changes. The impacts on the in-year deficit were scrutinized (forecasting for Pupil Premium, SEN and teacher salary increases). The deficit continues to grow and the deficit recovery plan will be reviewed in the following year (eating in to the cumulative surplus). D. Meyer and Headteacher to work on the Deficit Recovery Plan over the summer. Governors noted that the coming changes to SLT implied a reduction of costs, but this also brought a decrease in income (brought in by S. Sanbrook-Davies).

Governors noted the expected £173K deficit and the projections for the next two years. The need for a long-term strategy was acknowledged.

Q: How will additional adults be found? Will volunteers be brought in?

A: The school will have to manage with the staffing available. The team are confident that this is possible as demonstrated in the past. Volunteers would be helpful and will be looked into going forward. A key area to explore is how best to deploy TAs, capitalizing on their skills, tracing impact on children's outcomes.

Discussion: Role of the Friends of St. Bart's: fundraising should not be used to cover day to day running of the school. If DfE funding is not adequate, as appears to be the case across primary schools in the locality, this needs to be addressed at a higher level. Schools are coming together as an authority and as a diocese to work together to this.

5.2 Maintenance Fund

Governors noted that Diocese Buildings are owned by Church and that the school pays towards an insurance fund annually. The bill for this year is £9K, a £1K increase up from the previous year. The ask from parents will increase accordingly from £30 this year to £35 next year. £4.9K has been received, this is in thanks to the successful communications campaign undertaken. The Friends of St Bart's are asked to help cover the difference.

Q: Is Gift Aid being used for these donations?

A: Yes this has been brought in but not yet claimed back (up to 7 years to do this retrospectively).

Q: Has the setting up of a direct debit or standing order been looked in to?

A: Yes for new children a standing order document is now included. Further improvements could be looked at in the marketing group. A deadline may help as well as clearer communication regarding the benefits of Gift Aid. Governors discussed the potential usefulness of including a paper slip by way of reminder in book bags.

Action: Marketing Sub-group and Resources committee to come together to develop strategies to manage Gifts Aid and parental contributions to the maintenance fund.

Q: What plans are in place to replace the outgoing business manager?

A: A short term contract will be undertaken with the LA to cover finance (Platinum plan). This will end in March 2023. The full role of the business manager needs to be fully reviewed as will the roles being covered by senior staff and office staff. Arrangements have been made for office staff to take on more areas of responsibility. Remuneration discussions will need to be had. The Headteacher reminded Governors to be vigilant in not allowing these tasks for fall on the soon to be incoming Headteacher. The outgoing business manager has left a highly detailed and comprehensive guide to his role.

Next agenda item: Review of School Business manager areas of responsibility

6. Policies

Policy Schedule to be looked at during the week Headteacher handover over the summer.

7. Governor Visits, Projects and Training

H. Buckhurst reported on her recent SEN Link Governor monitoring visit.

R. Goodrich reported that she has recently attended the Performance Review and Headteacher Appraisal training (Lewisham).

D. Meyer has attended Safeguarding training (Lewisham; Safeguarding Level 3)

The Headteacher has attended Safer Recruitment training (NSPCC)

P. Lloyd reported on the pupil conference she attended on 30th June 2022.

Future training needs to be reviewed once the SDBE training offer is through.

8. Meeting Dates and Future Agenda Items

The Clerk was asked to suggest meeting dates for 2022-23 (Thursdays).

Chair to circulate proposed dates with Governors.

Agenda Items for the next meeting:

Review of School Business manager areas of responsibility

Agenda Items for CLC: Walk around the school

Agenda Items for the Marketing Sub-Group: Ways of including the standing order more efficiently (timing and deadline).

9. Any Other Urgent Business

Items to be arranged with the Chair at the start of the meeting.

10. Confidential Items

There were confidential items to discuss.

11. Closing of Meeting

Governors voiced their heartfelt thanks to the outgoing Headteacher, S. Sanbrook-Davies. All agreed that she would be greatly missed and that her energy, commitment and care for the school is unquestionable.

The meeting ended with a prayer at 8:45pm

Action List

2.2	Resources committee to look into the training SLA more closely in terms of value for money, quality of offer and the potential for different options that can be bought in to.	P. Main Clerk
5.2	Marketing Sub-group and Resources Committee to come together to develop strategies to manage parent contributions to the Maintenance Fund going forward.	C. Drake & P. Main
8	Clerk to suggest meeting dates for 2022-23 (Thursdays). Chair to circulate proposed dates with Governors.	Clerk