

Minutes  
GOVERNING BODY MEETING  
**ST BARTHOLOMEW'S CE PRIMARY**  
Tuesday 7<sup>h</sup> February 2023, 6:30pm at the school

**Present:**

Bettina Carlyon (Chair)	Deborah Williams
Daniel Meyer (Headteacher)	Steven Larwood
Rev'd. Jim Perry	Chelsea Drake
Rebecca Johns	Cathryn Johnston
Louise Ryle	Pauline Lloyd
Laurianne Juhel	David Roberts

**In Attendance:**

Jane Cheadle (Clerk)

**1. Welcome and Apologies**

Governors P. Main, S. Larwood and B. Williams-Adebayo have both sent their apologies in advance of the meeting.

**2. Declarations of Interest**

There were no new declarations of interest made.

**3. Minutes of the Previous Meeting**

The minutes of the meeting held 5<sup>th</sup> October 2022 were agreed to as an accurate record and signed by the Chair.

**3.1 Actions & Matters Arising**

2.4 The Clerk has recorded actions to enable an overview of the following:

- Action items that are absorbed into the main agenda.
- Action items carried forward for several meetings.
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2.5 D. Williams, the new Parent Governor has completed the declaration of  
(1.1) interest form.

3.1 Headteacher to circulate the new guidance on exclusions.

**Action** to be carried forward.

- 3.2 It was agreed that the members of the Health and Safety Committee should comprise the working party to follow-up on repairs. If any other Governors wish to join this working party they are please to express interest via email to the Chair of Governors.

The remit of the working party will largely consist of liaising online and writing letters to the Local Authority. Draft letters can be shared with Governors via an online platform such as Google Docs, so that all can have input into the wording.

- 4.1 Governors questioned the wording of this action item: 'Safeguarding Governor to provide support to the safeguarding team regarding the LAC review process.' C. Johnston reported that matters regarding the LAC review have moved on and that P. Lloyd is consistently supportive of the team, as per her role as Safeguarding Governor.

- 7.2 The Chair reported that the SDBE training offer is available to all Governors on MyDrive (in the training folder as well as the FGB folder for the current meeting). The training is also accessible via the SDBE website. Governors will require a password and username to access the training. This can be given out by the Chair of Governors. Any Governor interested is to email the Chair.

#### **4. Governing Body and Committee Membership**

##### **4.1 Committee Membership Changes**

Governor H. Buckhurst has agreed to join the Pay Appeals Committee.

**Agreed:** The Pay Appeals Committee shall be comprised of: H. Buckhurst, C. Drake, D. Roberts

The Pay Committee members: P. Main, R. Goodrich, B. Carlyon

Complaints Appeal Committee members: P. Lloyd, Revd. J. Perry, R. Goodrich

##### **4.2 Parent Governor Welcome**

Newly appointed Governor D. Williams was warmly welcomed to the meeting.

##### **4.3 SDBE Governor Update**

The Chair reported on the current vacancy for a SDBE Governor. When Governors P. Lloyd leaves the board, there will be a further SDBE Governor vacancy.

The Chair has followed-up with the SDBE. There appears to be a shortage of eligible Diocesan Governors. The SDBE have advised the school to register their vacancies on the Governors for Schools and Inspiring Governance portals.

*Governor Discussion:* how can the Governor vacancy advertisement be worded so as to include the core Diocesan values of the school? The wording should be more expansive than merely 'supportive of the Anglican, Christian ethos, as expressed within the school'. The wording should capture the school's 'inclusive approach', supportive of an Anglican ethos. The wording should be refined further with Governor input, once the Chair has signed-up to the portals.

**Action:** Headteacher to sign the school up to the Governors for Schools and Inspiring Governance portals. The Chair is to consult regarding the wording of any Governor vacancy advertisement.

#### **4.4 Foundation Governor Update**

Rev. Perry reported that on the 24<sup>th</sup> January 2023, the PCC elected a new Foundation Governor, Gwilym Morlais Brychan Jones. Gwilym Jones has younger than school age children, is an IT consultant (flexible working) and is both enthusiastic and interested in education. Governors look forward to welcoming him to the next meeting.

**Action:** Chair and Headteacher to organize a school visit and learning walk for the new Foundation Governor, in advance of the next meeting.

## **5. Chairs Actions**

Important documents and records are uploaded to the MyDrive 'Chair' folder.

## **6. Any Committee, Working Group and Link Governor Updates**

Governor L. Ryle reported that the CLC have met recently. The minutes of the meeting are available on MyDrive

A Resources Committee meeting was held recently. The minutes are filed in the 'resources' folder on Mydrive. Committee Chair, P. Main, is available to answer any questions via email

### **6.1 Renewal of Committee Terms of references**

The CLC renewed the terms of reference recently, in September 2022.

**Action:** Renewal of terms of reference to be on the agenda for the next Resources Committee meeting.

## 7. Headteacher's Report

The Headteacher's report was circulated in advance of the meeting. Questions were emailed in advance of the meeting.

The Headteacher presented the report via a slide presentation, answering questions that had been sent in advance of the meeting as well as those posed during the meeting:

- Governors noted a positive Spring Term overview.
- Governors noted that music instrument tuition has been positive (in-keeping with the strong focus on music this year). Governors were pleased to note that there has been a large uptake of music tuition offered. The focus on group work is particularly heartening.

**Q:** Do children make contribution to the costs of extra-mural music tuition?

**A:** Most children's families do make some form of contribution, however those families who are unable to do so are supported via Pupil Premium. The tuition is taught in small groups, bringing the cost down (approximately £6/8). The aspiration is for all children to have drumming, ukulele, violin and guitar. The school is paying for lessons in addition to those bought in to. This is to ensure that no child is costed out.

Governors noted the key issues for the school, moving forward:

- Role of School Business Manager
- Deficit Recovery Plan
- Substantial building work
  - KS1 playgrounds – substantial works required
  - The recent, large project replacing all the heating has gone well. The experience of the contractors has been positive.
  - On-going deterioration of school house
- Policy Renewal Cycle: project to ensure that all policies are reviewed and up to date.

Many school policies need to be renewed with no substantial changes. A spreadsheet has been compiled. The Chair and Headteacher are liaising in this regard. It is not necessary for most of the policies to come to full Governors, it is sufficient for these to be re-ratified at committee level. It is not necessary to publish all policies on the school website. The proposal is that all non-statutory policies should be taken off from the website until they are re-dated.

The Headteacher reported that Governor input regarding the school Lettings Policy would be greatly appreciated.

*Governor Discussion:* The letting of school premises should be priced according to the nature of the proposed use (lower rate for community use and higher for private use). It would be helpful to gain an insight into the cost of similar local facilities/venues.

**Action:** Headteacher to email Governors regarding local rates for lettings. Governors to support by looking into the local rental rates.

Governors reviewed the slides detailing the school characteristics and were pleased to note that the number on roll remains stable, despite a degree of turbulence (children leaving and joining the school).

*Q:* The numbers on roll do not appear to add up in the slides. Why is this?

*A:* This is due to a typing error in the report. The Headteacher stated that he would correct this and he thanked Governors for their attention to detail.

*Q:* There has been a lot of churn of children joining and leaving the school. Is there any sign of this settling? Is Year 5 particularly more impacted than any other year?

*A:* There is no sign of this settling at present. Historically Year 5 and Year 3 have been most impacted, however recently this has been less so.

Governors reviewed the attendance figures. Governors congratulated the school on achieving the attendance certificate (top 25%). The school has ambitions to be included in the top 10% in the future.

*Q:* Why is the attendance for Reception so low?

*A:* Attendance for this year is not yet statutory. This may be one of the reasons that parents and carers are less vigilant with attendance. In addition to this, there is a child in this year group who has Leukaemia. There is much absence due to illness as a result and fellow children are kept at home when unwell so as not to put the child at risk.

*Q:* Persistent Absence is concerning. Year 3 is concerning. What is being done to 'nip this in the bud'?

*A:* Year 3 is concerning. Similar levels were seen in Reception the previous year. It will be instructive for Governors to review the data once compiled (gaining a more accurate picture), later in the year (currently in week 4, as such small periods of absence have a large percentage weighting).

**Q:** Persistent absence in Year 5 is the most concerning. How is this matching with low levels of achievement?

**A:** It would be most useful for Governors to compare this with the figures of persistent absence for the year as a whole. C. Johnston reported that there are several children in Year 5 with significant need. There are a small group of children who have ongoing historical issues with attendance.

**Action:** Headteacher to compile figures of absence for Year 5 (including comparison with the whole year) for the next meeting.

**Q:** Governors noted that with regards to general attendance, the school is doing well, however there are two Year groups that are of concern. What are the reasons for this?

**A:** C. Johnston reported on the insight that staff have regarding the particular story and context behind each particular child. Support is in place (AWO, panel). Due to concerns for a particular child, the Headteacher and C. Johnston undertook a home visit recently. C. Johnston has undertaken home visits on several occasions to check on the wellbeing and whereabouts of this child.

**Discussion:** For a family where attendance is an issue, there is real impact made when a Headteacher or known, prominent teacher visits the home, however this is a drain on the resources of the school.

- The statistics remain concerning.
- There is much absence due to children needing to attend appointments due to their disability (health, etc). It appears to be unfair that no allowance is made in the attendance expectations, as not all children have the same need. All children should not be measured against the same bar (disability, special need should be taken into account by those who set the attendance expectations for the school).

**Action:** CLC to unpick the detail of some of the stories behind the persistent absenteeism figures. Thereafter, case studies to be provided to all Governors for information.

Governors reviewed the SEND report, noting that several EHCP's are due to be presented at panel shortly.

Governors reviewed the Strategic Plan.

- The Quality of Education Review has been undertaken.
- The School Improvement Partner attended for a mock Ofsted investigation. The Senior Leadership team had been pleased with the day. They are confident that the investigation will give an honest impression of the school (an ordinary day at school; the children were amazing).

- Key school focus: sequencing of learning in English (S. Larwood lead training on this recently, a project what the school was already working on)
- Increased focus on music was picked up upon.
- A report with actions points will be circulated shortly.

Governors reviewed the school's priority in Tackling Race Inequality:

- The Race Identity and Leadership Diocese course was undertaken recently.
- Governor B. Williams-Adebayo is attending the Aspiring Black Leaders course.
- Governors are to consider adopting the Halo Code.

**Action:** Headteacher to circulate the Halo Code to all Governors (for discussion at the next meeting of the Governors).

Governors reviewed the Attainment and Progress data in detail, noting:

- Triangulation of data and pupil conferencing is to be undertaken at CLC shortly.
- Governors noted that the assessments are being reformulated to be in line with the White Rose approach. As such, some data may appear skewed (lower than expected due to not having learned particular elements yet, such as current Year 4 geometry data)
- Governors noted the gaps in learning for Year 5 that correlate with learning undertaken during previous periods of lockdown (such as early number). These Year 5 children have been identified previously. The School Improvement partners had been complimentary and positive when reviewing progress in this regard.
- Governors noted the action plan: three school-placed training teachers in Years 1, 2,4 (all year). There is flexibility this term, allowing the Maths Lead and Year 4 teacher to undertake more targeted number work and interventions to support the Year 5s before they start the Year 6 curriculum (tracking forward to SATS).

**Q:** The greater depth figures are encouraging; however the current data is a snapshot of the current moment, how will this be incorporated into the expected level for the end of the year? Are the Maths figures for Year 6 correct? They are very high.

**A:** This data is comparative to the national data set in this period. Yes, Year 6 data is expected to be high in Mathematics. There is no data for greater depth standards in Years other than those in 2 and 6.

**Q:** The Year 6 data looks more like data one would expect, with the majority working at expected levels. Is this because the teachers are being more realistic or conservative?

**A:** With the current cohort in Years 1,2 and 3, there is the expectation of greater depth of 40 or above. This is because staff are well trained, parents and carers are supportive, children are engaged and excited. The big question and focus for the SLT is to unpick those few (particularly in Year 3) who do not have significant need who are not achieving at the expected standard.

**Q:** Is the performance of local schools looked in to and comparisons drawn?

**A:** Yes this is done. The school appears to have stayed steady whilst many local schools have dropped substantially. Officially there is still no data more recent than 2019, however internal comparisons are undertaken with local headteachers. The school compares well.

**Q:** What is being done to ensure that those children working at greater depth continue to be challenged? How can the school know that this is working, that the approach is not boring or under stimulating for these children?

**A:** The mastery approach is in place as pre the curriculum (low threshold, high ceiling). Lessons are designed around broadening understanding of concepts, not about being 'harder' but pushing the scope of conceptual understanding.

### **3.1 Pupil Premium and Sports Premium Update**

Governors noted the Sports premium modelling.

### **3.2 Cost of Living Crisis**

Governors continue to monitor and reflect on the impact that the economic climate has on the school community, finding ways to mitigate impact on the children.

### **3.3 Admission Arrangements for 2024**

This is a CLC matter.

### **3.4 Lewisham Learning School Improvement Framework 2022-23**

The Chair has read the framework in full. A volunteer Governor is required to be familiar with the entire framework.

**Action:** Governors willing to volunteer to be familiar with the entire Lewisham Learning School Framework 2022-23 are to email the Chair of Governors.

## **8. Tackling Race Inequality in Education**

Governor B. Adebayo has circulated a description of the working group.

Governors have recently attended Race Inequality training (as noted under the training item below).

## **9. Safeguarding and Health & Safety**

The report was emailed in advance of the meeting. The report is available on MyDrive.

P. Lloyd reported on the recent review undertaken of the Single Central Record. She reported that C. Johnston has done a brilliant job in this regard. There are several minor action points, all in hand.

Governors noted the Health & Safety report. The Chair is due to undertake a Health & Safety walk through the school shortly.

## **10. Finance**

### **10.1 Resources Committee Report**

- Schools Financial Value Standard & Finance Audit has been undertaken (due to be completed and submitted within the next weeks).

## **11. Policies**

### **11.1 SEND Policy**

Governors noted the annual cycle of policy review.

**Agreed:** The SEND Policy was agreed for a year (with no major amendments)

### **11.2 Accessibility Plan**

**Action:** The Chair is to meet with the Headteacher to discuss the Accessibility Plan. This is to be added to the website.

## **12. Governor Projects and Training**

### **12.1 Governor Training**

Governors D. Roberts, C. Drake, R. Johns, D. Meyer and the Chair reported on the recent Race Inequality Framework training they attended.

School staff have recently undertaken Prevent training.

**Action:** Chair of Governors to circulate the online link to Prevent training.

The Chair reminded Governors of the SDBE training offer as well as Lewisham training that is available.

Governors were reminded to inform R.Goodrich of any training attended so that she can update the training log.

### **13. Meeting Dates and Future Agenda Items**

The next meeting will be held at the school on *Thursday 23<sup>rd</sup> March at 6:30 pm.*

### **14. Kingsdale Admissions**

The Chair reported that Kingsdale school have made changes to their admissions. The Headteacher has informed the Chair and Vice-Charis of the intention to express an interest in becoming a feeder school (seeking further information). The information that is received will be brought to Governors for discussion.

### **15. Any Confidential Items**

Two confidential items were discussed: recorded in a separate, confidential set of minutes.

*End of minutes*