

MINUTES OF THE FULL GOVERNING BODY MEETING

ST BARTHOLOMEW'S CE PRIMARY

Thursday 23 March 2023, 6:30pm at the school

Present:

Bettina Carlyon (Chair)	Deborah Williams
Daniel Meyer (Headteacher)	Steven Larwood
Revd. Jim Perry	Chelsea Drake
Rebecca Johns	Cathryn Johnston
Louise Ryle	Pauline Lloyd
Laurianne Juhel	Gwilym Jones
Peter Main	Rosalind Goodrich

In Attendance:

Justine Tunstall (Clerk)

The meeting started at 6.35pm

The meeting was opened with a prayer lead by Revd. Jim Perry.

1. Welcome and Apologies

Apologies were received and condoned from Governors David Roberts and Hilary Buckhurst.

- 1.1 The Chair acknowledged the devastating news about Ruth Perry the Headteacher who took her life following the new Ofsted rating of the school where she worked. A collective letter from Lewisham Heads has been sent to Ofsted requesting all inspections are suspended and that Ofsted inspection process is overhauled. The letter has been added to Dojo.

ACTION: Headteacher to circulate a copy of this letter to all Governors

2. Declarations of Interest

There were no new declarations of interests.

3. Governing Body Administration

- 3.1 Minutes of the meeting held Tuesday 7th February 2023

AGREED: The minutes were agreed as an accurate representation of the meeting and signed by the chair of Governors.

3.2 Matters arising from the minutes

New DfE Exclusion Guidance was introduced 1 September 2022.

ACTION: Headteacher to circulate the new guidance on exclusions to Governors

4. Governing Body and Committee Membership

4.1 New Foundation Governor Welcome

Gwilym Jones the New Foundation Governor was welcomed to the meeting.

Gwilym confirmed he had already received a tour of the school.

ACTION: Headteacher to include the appointment of Gwilym Jones, Foundation Governor in the next school newsletter.

4.1.1 Justine Tunstall was introduced as the new clerk replacing Jane Cheadle.

4.2 Membership Updates

No changes.

4.3 Governors for Schools and Inspiring Governance portals

ACTION: Chair to sign the school up to the Governors for Schools and Inspiring Governance portals.

AGREED: The Chair will consult this portal for the wording of any future Governor Vacancy advertisements.

4.4 Chair and Headteacher to organise a school visit and learning walk for the new Foundation Governor, in advance of this meeting, covered in 4.1.

ACTION COMPLETED

5. Chairs Actions

5.1 Governors Strategy Day

The chair suggested holding a Strategy Day to map out a 3 to 4 year future strategy for the school.

ACTION: Clerk Include Governors Strategy Day Planning as an item on the next agenda (approx. 40 minutes)

6. Committee, Working Group and Link Governor Updates (excluding Resources Committee)

6.1 **Action:** Peter Main, renewal of terms of reference to be on the agenda for the next Resources Committee Meeting, this is still outstanding as a meeting has not taken place since the February Full Governing Body.

6.2 Various governor visits have taken place since the February Full Governing Body, these are all filed on My drive.

The Chair and Louise Ryle confirmed they had taken part in an EYFS Visit. Louise has produced a structured document for further visits.

A general discussion took place about additional visits and subject Walk Throughs, the Headteacher confirmed there would be a new structure around these once Ofsted has visited the school.

6.3 CLC

Since the Full Governing Body in February the CLC has not met, however the Committee Chair, Louise Ryle, met with the Headteacher to go through Ofsted preparations for Governors.

6.4 Louise Ryle visited and completed a report on Premium

ACTION: All Governors to read the Pupil Premium Report

6.5 The Headteacher lead a general discussion about schooling in the Southwark Borough and how school places are not being filled leading to some school closure. Lewisham Borough does not

anticipate this however the birth trend is declining in the borough. St Bartholomew's is in a strong position as most of the places for September are anticipated as filled and feedback on how the school attract pupils is positive. In summary the school conducted 27 tours earlier in the year for September places, the Headteacher carried out many of these tours and it was noted that SEN and other relationships were started at this point.

7. Headteacher's Report (Spring 2)

7.1 Headteacher Update

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

The Headteacher presented the report, answering questions that had been sent in advance of the meeting as well as those posed during the meeting. The following key issues were noted:

❖ Role of the School Business Manager

It was confirmed that the non-financial School Business Manager line management and related tasks have been delegated successfully which is sustainable. Some tasks are being carried out by Lewisham Council who charge for this service.

❖ Pupil Numbers

It was queried why Year 1 has 55 on roll and Reception have 60. The Head confirmed that this was not a trend, some pupils have moved out of the area which is mainly due to changes in working patterns post pandemic allowing parents to "work from home". The school currently has 176 applications for September entry to Reception, with the aim of 60 pupils to join.

❖ Maintenance Fund

The contributions for this year have been excellent, we had a large single donation from one family. An application has been made by Peter Main for the school to use Gift Aid alongside ParentPay which will be beneficial to the school; however, the setting up of this is more complex than originally thought.

❖ School facilities and buildings

Lewisham council surveyors are due to carry out a KS1 classroom site visit as it has been identified that there is a historical defect. It is anticipated this will take time before this can be rectified.

The School House is no longer being used as it is greatly in need of repairs. There is some confusion on the title deeds as to who owns this building. Once the title deeds are clarified Estates Agents / Developers will be contacted to get a valuation of this property. This property does not overlook any part of the school used by pupils. Any valuable items are currently being removed from this building.

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

7.2 Year 5 Absence Data

In the last meeting it was agreed the Headteacher would compile figures of absence for Year 5 (including comparison with the whole year). Cathryn Johnston confirmed this has been carried out and the data was better than previously thought.

ACTION COMPLETED

7.3 Attendance Issues

CLC to look into the detail of some of the stories behind the persistent absenteeism figures. Thereafter, case studies can be provided to all Governors for information

ACTION: To add to the CLC agenda for their next meeting, and report back.

7.4

The Headteacher would like to discuss the Halo Code at the next Full Governing Body.

ACTION: Headteacher to circulate the Halo Code to all Governors

Q: Louise Ryle asked what is preventing the children from achieving their full potential and what is the school doing about this.

ACTION: Use this as a theme for the next CLC meeting

Q: With the change to free school meals for all primary school children in London from September 2023, will the catering fund be the same as the free school meals money.

A: This will affect the pupil premium funding which the school currently receives for 46 pupils and will possibly be detrimental to the school budget.

Q: Can you expand on the term curriculum drivers especially for non-teachers?

A: These are the drivers that are unique to the school as outlined in the Curriculum Statement. The core values of the school are kindness, respect and perseverance. The school has a knowledge rich curriculum and there is a strong desire to create the opportunities to instil life long learning. The school is determined to ensure children learn the untold stories about the significant others and underrepresented people who they should know about especially in history.

7.5 Curriculum, SIP, SEF: Update and discussion

7.5.1 **Q:** The report states that children in KS2 (Year 6) have made excellent progress, how is this calculated?

A: The staff have worked really hard with this year group and children have made amazing progress. The calculations are used by the Local Authority and the numbers range from minus 5 (-) 2 to plus 5 (+) therefore any numbers the school reports over "0" are considered positive progress.

The EYFS baseline assessments are used as a predictor of KS2 figures.

The Headteacher said that looking at one year group in isolation can be distorting and that looking at the data on an individual basis is a better way to see how each child has progressed.

ACTION: Steve Larwood to share the details to show how these results are calculated

The new measures that have been first introduced for Year 1 (last year's Reception class) won't be visible until the pupils are in Year 6 as KS2 testing takes place in Year 6.

7.5.2 Q: The aiming for mastery approach is working in Maths, how will this approach work across all subjects? This is mentioned in 7.5.4

ACTION: The Headteacher will look at this in CLC with a more detailed approach for other subjects.

Q: How are Social Stories used across the school when EYFS children start school and throughout the school?

A: Social stories are one of the many learning tools used to help children who have ASD to deal with change and transition etc. These are often used with other strategies across the school. The school is about to have some trauma training with a psychologist; there is a looked after child who has been identified to need a trauma-informed approach to help them to develop positive relationships amongst their community and within their care team. By having this in-depth training the school can take a collective approach and work out which tools work best with each child. This is part of the Pupil Passport process which involves the children, they are asked for example to identify a specific aim i.e. I am going to try to stop shouting out in class, or as part of the passport they can say please tell my teachers I need very clear instructions.

7.5.3 Q: Can you explain the lunchtime zones and how they work, what is now on offer to the children with the sports coaches at playtime and are the children enjoying these changes?

ACTION: A review of lunchtimes will be included in the visit on Tuesday with Louise Ryle, Deborah Williams and Chelsea Drake this will take between 30 – 45 minutes.

7.5.4 Q: How is teaching and learning monitored by SLT? Have you seen all staff teaching formally and informally? What is the structure? How are learning walks organised and is there a focus for each half term?

A: Steven Larwood gave a detailed explanation about the curriculum explaining that a variety of methods take place to ensure all staff and lessons are observed and monitored throughout the year, these are some of the examples:

- ❖ Looking at book samples of pupils work, to give feedback to the children.
- ❖ observing interactive whiteboard lessons
- ❖ learning walks

It was confirmed that ECTs (early career teachers) have 3 formal lessons assessments and written reports are completed after these take place, these are in the SIP.

There has been a lot of training taking place, staff have also upskilled for Ofsted so they can show how they have pre-planned lessons and talk about a lesson to say what it will be like before it is delivered.

In English, Subject Leaders as part of their personal development have taken the same approach as Maths Mastery to develop this subject and the example of cross referencing this with History was given. Next week the school has a student from the Institute of Education onsite.

The history curriculum is within the framework, children start with the Stone Age and work up to 1066. However, the curriculum also covers the Tudors which covers the reformation of the Church.

Q: The Chair asked if there have been any questions from parents about the SIP which is now on the website.

A: The Headteacher confirmed none had been received.

The Chair recommended Survey Monkey could be used as a tool in the future to gather parent feedback. This has been used effectively in the past.

8. Tackling Race Inequality in Education

- 8.1 Rebecca Johns (Governor) and the Headteacher confirmed there was a section on the website and a new tab called Equity, Diversity and Inclusion.
- 8.2 Staff attend sessions as part of the Aspiring Leaders Course.
- 8.3 7 of the Governors and the Head have attended the Tackling Race Inequality training for Governors, this will be rolled out to all the Heads in Schools in the summer term.

8.4 Lewisham Learning School Improvement Framework 2022-2023

There was an open action from the last meeting asking for a governor volunteer to be familiar with the entire Lewisham Learning School Framework, as nobody volunteered the Chair will do this.

COMPLETED

8.5 Steering Committee at Sydenham School

There is a Steering Committee at Sydenham School, they wish to invite other schools in Lewisham. At Sydenham they are seeing a trend of suspensions of mixed-race children. Very few of these children receive pupil premium, however a high number of these children are in low-income families.

8.6 National Theatre Trip

Year 6 have tickets to see Hamlet at the National Theatre which is a great opportunity for them.

8.7 Pupil Premium

Cathryn Johnston explained that every provision is mapped out so the school has to show where pupil premium money is spent i.e. clubs, music, pastoral support or counselling. Cathryn offered to show this provision map to governors if they would like to see this information.

Parents with an income of £16K or less are entitled to pupil premium, for families who are not receiving this the school is reliant on the pastoral team spotting families who may be able to apply for this as well as spotting families who need assistance from the school hardship fund.

ACTION: At the next Full Governing Body review Pupil Premium and the documentation required to apply for this and see if it can be improved and made easier for access for families.

Following the update on the new sports offerings at break time, it was suggested that the school should also ask the Year 5 and 6 pupils what activities they do outside of school to gain a fuller picture of enrichment and ensure that what the school offers is as comprehensive as possible e.g. Platform Cricket, tennis and music lessons.

9 Safeguarding and Health and Safety

9.1 Safeguarding Update

Cathryn Johnston confirmed more incidents have been reported, and the number of suspensions has gone up. This is because guidance has changed, however by reporting correctly these incidents can be reported on now. This is enabling the school to make proactive referrals to social care.

Cathryn Johnston confirmed there was a small group of children taking up a lot of time which has skewed the report.

It should be noted that the racist and homophobic comments are now reported and overall staff are using safeguarding tools better.

9.2 Health and Safety Update

There are no local authority reported incidents.

Historically the School Business Manager had responsibility for Health and Safety management and reporting in the school, this role is currently being carried out by the Headteacher. If a Finance Manager or part time School Business Manager is recruited this policy will be amended.

The Health and Safety Policy is up for review this month March 2023.

ACTION: The chair to update the Health and Safety policy document.

10 Finance

10.1 Resources Committee Report

10.2 SFVS and Financial Audit Update

The Head has now met with Lewisham to discuss this committee. A schedule needs to be devised to ensure there is sufficient time to review this report for submission. There needs to be 1 minuted Resource Committee meeting per term.

Action: Chair of Resources and Headteacher to schedule the Resource Committee meetings and look at the governance models within Lewisham

11 Policies

6.1 Accessibility Plan

The Chair and Headteacher have met and updated the Accessibility Plan, this has been added to the website

COMPLETED

4.2/6.2 The Health and Safety policy is currently being updated as stated above.

6.3 Onsite Procedures Document

This has been added to the school website.

COMPLETED

12 Governor Projects and Training

7.1 Governor Monitoring

Louise Ryle and the Chair confirmed several learning walks have taken place covering: Pupil Premium, Pupil Voice, EYFS and several others are booked in.

7.6 Governor Training Reports and Future Training Needs

Rosalind Goodrich has completed the Governance Training LOG.

The SDBE training booklet is available to all governors on my drive.

Diocese training is also available via the diocese website.

All governors were reminded they are all welcome to visit the school during the school day.

ACTION: Chair to circulate the online link to Prevent training for all Governors to complete.

13. Meeting Dates and Future Agenda Items

The next meeting will take place on Thursday 18 May at 6.30pm.

14. Any Other Business (Chair to be notified in advance of the meeting)

14.1 Sats Arrangements

The school must avoid any mal-administration with Sats testing.

The admin Team Nicola and Caroline will be involved in the admin for these.

ACTION: Headteacher to invite all Governors to one of the days when Sats are taking place so they can observe the process.

15. Any Confidential Items

These were minuted separately.

12 Closing of Meeting

The meeting ended at 8.45pm

Actions		
4.1	Include the appointment of Governor GJ in the next school newsletter	Headteacher
3.1	Circulate the new guidance on exclusions to Governors	Headteacher
6.1	Include renewal of terms of refence to the agenda for the next Resources Committee meeting.	Peter Main
	Include Governors Strategy Day Planning as an item on the next agenda (40 minute item)	Clerk
	Governors to read the Pupil Premium Report	All
7.1	Send email to Governors regarding local rates for lettings	Headteacher
7.4	Circulate Halo Code details ahead of the next FGB, agenda item	Headteacher
7.3	Add attendance issues to the CLC agenda and look at absenteeism, report findings to FGB.	CLC
7	Add What is preventing children achieving their full potential to the CLC agenda as a theme	CLC
7.5.1	Share the details to show how KS2 results are calculated	S Larwood
7.5.2	Look at Mastery in detail in the CLC with a more detailed approach for other subjects.	Headteacher
7.5.3	Louise Ryle, Deborah Williams and Chelsea Drake to observe the lunchtime options as part of her next school visit	
8.7	Review Pupil Premium wording on the website and associated documentation – FGB agenda item	Headteacher
9 (4.2)	Update Health and Safety Policy to confirm Headteacher has taken on this interim role	Chair
10	Put together a schedule for the Resource Committee meetings and look at the governance models within Lewisham	Headteacher
12 (7.6)	Circulate the online link to Prevent training for all Governors to complete.	Chair
14.1	Invite Governors to see SATS testing in the summer term.	Headteacher