

## THE GOVERNING BODY OF St BARTHOLOMEW'S SCHOOL

Minutes of a meeting of the Governing Body of St Bartholomew's School held at the school

**Thursday 21 March 2024 at 6.30pm**

### PRESENT:

Daniel Meyer, Headteacher (HT)	Bettina Carlyon, Chair (BC)
Louise Ryle (LR)	Rebecca Johns (RJ)
Pauline Lloyd (PL)	Rosalind Goodrich (RG)
Gwilym Jones (GJ) <i>arrived at 8pm</i>	Chelsea Drake (CD)
Amber Makia (AM)	Cathryn Johnston (CJ)
Hilary-Anne Buckhurst (HB)	Laurianne Juhel (LJ)

### Also present:

Justine Tunstall, Clerk to the Governing Body

The meeting started at 6.35pm

#### 1. APOLOGIES

Apologies were received and accepted from Deborah Williams, Peter Main, Steve Larwood and Rev Jim Perry.

#### 2. DECLARATIONS OF INTEREST, BUSINESS FOR THE MEETING

There were no new declarations of interest.

#### 3. MINUTES OF THE LAST MEETING & MATTERS ARISING

- a) To approve the minutes of the meeting held on 8 February 2024, circulated previously.

It was **RESOLVED** to approve the minutes of the meeting of 8 February 2024 as a true and accurate record.

- b) **Matters Arising (not included elsewhere on the agenda) from the meeting held on 8 February 2024.**

A list of action points from the last meeting is provided below.

<b>ACTION LIST – from 8 February</b>	<b>To be completed by</b>
7. Add the Resources Committee Terms of Reference to the next agenda, carry forward to the next meeting (b/f from 23 November)	Clerk
8. Add Kingsdale School Consultation update to the next agenda <b>COMPLETED</b>	Clerk
9. Add Equalities Data and Objectives to the next agenda <b>COMPLETED</b>	Clerk

13. c) Amend the DSE Policy to include standing desks for staff <b>COMPLETED</b>	Chair
<b>ACTION LIST – from 23 November</b>	
Complete the new 2023-24 Declarations of Interest and return these to the clerk either via email by the end of October or at the meeting. <b>Clerk to resend to GJ, then completed.</b>	Clerk
Confirm to the Clerk you have read the Governance Handbook. <b>COMPLETED</b>	All Governors
Write a letter to the parents about the Ofsted visit. This action has change to <b>Produce a Governors Newsletter for Parents in the Summer Term.</b>	Governors present during Ofsted visit.
Confirm to CJ that you have read and understood the new KCSiE guidance. <b>COMPLETED</b>	All Governors
Inform CJ if you have attended Tackling Race Equality in Education training <b>COMPLETED</b>	All Governors
Future meeting agenda item - Strategic Plan Progress – <b>COMPLETED</b> as part of the Heads report, 21 March 2024.	Headteacher

#### 4. UPDATE FROM CHAIR ON ANY CHAIR'S ACTION TAKEN

None

#### 5. GOVERNING BODY MEMBERSHIP

There are currently two vacancies, one is a foundation vacancy and one is a SDBE vacancy. Governors asked what will happen if these are not filled soon.

The Headteacher confirmed that whilst it is ideal to have these positions filled, it is more important to have a balance and varied skillset amongst the governors which the school currently has.

##### Terms of office expiring

Chelsea Drake's term of office will expire in November 2024, she confirmed she will not be continuing as a governor.

#### 6. REPORTS FROM COMMITTEES and LINK GOVERNORS

It was confirmed that the CLC had not met formally this half term therefore no update was given. Members of the CLC attended a morning in school to observe collective worship and lessons with a focus on science – reports were circulated through MyDrive.

##### Link Governors

LR had visited school as the Link Governors for SEND and PP.

A report of the visit is available in the Governors folder on MyDrive.

A discussion was held about the current number of SEND pupils and funding.

The deputy head asked if the SEND and PP link Governor could review some of the information.

**ACTION:** Deputy Head to share information with SEND governor.

PL had visited the school as Safeguarding Link Governor.

## 7. APPROVE COMMITTEES' TERMS OF REFERENCE

- a) Resources Committee Terms of Reference  
These are still being reviewed by the SBM therefore they will be carried forward to the next meeting.  
**ACTION:** Carry forward to the next meeting agenda

## 8. HEADTEACHER'S UPDATE

A report was circulated ahead of the meeting.

*Gwilym arrived at 8pm*

- a) School Development Plan Update

### School Lunches

The cost of school lunches is not currently being covered by the money the school is given, therefore this is running at a loss to the school. The contract has been extended and a meeting had taken place today with Caterlink and it was **AGREED** that there will be a 50% profit share on meals with Caterlink.

### Future academisation

The Headteacher confirmed that this is still a government objective for all schools by 2030, however it is important that governors consider their options well-ahead of this date.

Governors asked if the school could join the SDBE MAT (Multi Academy Trust). It was confirmed that the SDBE MAT is currently not accepting new schools due to its recent increase in size.

**ACTION:** Headteacher to look into the possibilities of becoming a MAT over time.

### Year 6 upcoming SATS

Governors were reminded that the current Year 6 are the year group who did not have a Year 2 assessment (KS1) due to the pandemic and so the school are expecting to see a significant impact in outcomes in the upcoming SATs.

### School Numbers

The school roll is currently at 382, the capacity for the school is 420 children. The school is aiming for 390 children on roll in September.

The current attendance is sitting around 96% which is above average.

The school had been recognised by the FFT National School Attendance Awards in the Autumn term 2023/24.

The persistent absences have come down and the Headteacher confirmed that the school knows why the children are absent. There are some children who live a longer distance from the school who fall into this category and the school is working with these parents.

Governors asked how children with complex SEND needs were managed, the Headteacher explained that every child is viewed as an individual and staff are skilled to adapt and support these children.

A general discussion was held about staff, the headteacher confirmed how valued staff are and that members of SLT are focusing on coaching

individuals. It was also confirmed that cover for staff training and absences are usually provided internally.

**b) Headteacher's Report**

The Headteacher was pleased to confirm that Lewisham Borough will pay for the KS1 building and playground reparations.

The school is also looking at ways to become carbon neutral in the future.

**c) Kingsdale Foundation School Update**

It was announced last week that their consultation has taken place and St Bart's have been approved as a feeder school, meaning a guaranteed 10 places will be given annually.

**ACTION:** Headteacher to propose options for how the school will allocate these designated feeder places for governors to discuss at the next FGB.

**9. EQUALITIES DATA AND OBJECTIVES (New Rolling Item)**

The Headteacher confirmed the objectives are still being finalised.

**10. FINANCIAL MANAGEMENT**

**a) Resources Committee Report**

A report was circulated ahead of the meeting.

Governors asked about the shortfall in 2025/26 – the Headteacher said they will need to continue to monitor the budget, however it is anticipated that there will be an in-year surplus.

Further discussions took place about MATs as they are not allowed to have in-year deficits, additionally the SDBE MAT will not take on any schools that are in deficit.

The school is now an affiliated member of British Fencing who will hopefully use the school at weekends in the future, creating additional funding.

The school is currently using agency workers for cleaning the school. The Headteacher stated the school is looking into the possibility of transferring the service to a cleaning company with an agreed framework and KPI's for a cleaning contract rather than the current agency arrangement.

**b) SFVS & Financial Audit Update**

The SFVS was submitted on time however the audit hadn't taken place at the time of the FGB.

**11. SAFEGUARDING AND HEALTH AND SAFETY**

The report was circulated prior to the meeting and taken as read.

The Safeguarding Link Governor had met with the Deputy Head and Headteacher to review the children identified.

**12. POLICY REVIEW**

a) Health, Safety and Welfare Policy

This policy will be ratified at the next meeting.

**ACTION:** Headteacher to circulate the policy ahead of the next FGB.

**13. GOVERNING BODY TRAINING**

The Bishops Certificate – Equalities module has been completed

*For info (minimum of 2 Governors must complete the training for each module)*

Suspension and Permanent Exclusions Training completed by PL

New Governor Training completed by AM

The Headteacher reminded all governors to download certificates at the end of any online training and upload these to the training folder.

**14. ANY URGENT BUSINESS**

None

**15. DATES AND TIMES OF FUTURE MEETINGS**

6.30pm Thursday 16 May 2024

**16. AOB**

All Governors were invited to the next CLC Meeting on Monday 29 April at 9.30am.

The meeting will start by attending collective worship followed by class observations, the focus for the meeting is RE.

One governor confirmed that St Bart's Church is starting Sunday School again.

The meeting closed at 8.20pm

<b>ACTION LIST FROM THE MEETING</b>	<b>To be completed by</b>
6. SEND PP and funding - Deputy Head to share information with SEND Governor	Deputy Head (CJ)
7. Carry forward Approve Resource Committees Terms of Reference	Clerk
8.a Continue looking into MAT option	Headteacher
8.c Propose options for how the school will allocate designated feeder places, for governors to discuss at the next FGB.	Headteacher
12. Circulate Health, Safety and Welfare Policy for review	Headteacher