

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 8th February 2023 at 6.30pm

PRESENT:

Daniel Meyer, Headteacher (HT)
Louise Ryle (LR)
Rebecca Johns (RJ)
Rosalind Goodrich (RG)
Deborah Williams (DW)
Amber Makia (AM)

Bettina Carlyon, Chair (BC)
Peter Mann (PM)
Pauline Lloyd (PL) Arrived 6.45pm
Jim Perry (JP)
Gwilym Jones (GJ)

Also present:

Justine Tunstall, Clerk to the Governing Body

The meeting started at 6.35pm

1. APOLOGIES

Apologies were received and accepted from Cathryn Johnston, Hilary-Anne Buckhurst, Steven Larwood, and Chelsea Drake and Laurianne Juhel.

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 23 November 2023. Draft minutes had been circulated with the agenda.

It was **RESOLVED** to approve the minutes of the meeting of 23 November 2023 as a true and accurate record.

- b) **Matters Arising (not included elsewhere on the agenda) from the meeting held on 23 November 2023.**

A list of action points from the last meeting is provided below. Governors should provide or receive updates on any items that remain outstanding.

6.45 pm Pauline arrived during the actions.

ACTION LIST	To be completed by
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. Clerk to resend to GJ	All Governors
Write a letter to the parents about the Ofsted visit. ACTION RJ LR reviewing, Clerk to re-send minutes from Ofsted meeting.	Governors present during Ofsted visit.

Confirm to CJ that you have read and understood the new KCSiE guidance. CJ was not in attendance, carry forward	All Governors
Inform CJ if you have attended Tackling Race Equality in Education training CJ was not in attendance, carry forward	All Governors
Review Resources Committee Terms of Reference Still being reviewed	SBM
Mention lateness in the school newsletter and the impact this has on children COMPLETED	Headteacher
Future meeting agenda item - Strategic Plan Progress ADD TO NEXT AGENDA	Headteacher
Circulate equalities and data objectives information THIS WILL BE CIRCULATED AFTER HALF TERM	Headteacher
Send the safeguarding training to two governors – COMPLETED	CJ

4. UPDATE FROM CHAIR ON ANY CHAIR’S ACTION TAKEN

None

5. GOVERNING BODY MEMBERSHIP

All new governors are encouraged to attend induction training. AM and GJ will attend the new governor training in March.

There are currently two vacancies, these are one foundation vacancy and one SDBE vacancy.

UPDATE: Rev Jim has advertised the role of Foundation Governor to the church community, once the new Curate is in post they would be in a position to apply.

The SDBE Governor position is still open, the Headteacher is actively recruiting for this position.

Governors asked what the difference was with these roles, it was confirmed that both a Foundation Governor and a SDBE Governor represent the community and religious character of the school rather than their own views.

b) DBS Checks/Update Service

This has been completed.

6. REPORTS FROM COMMITTEES and LINK GOVERNORS

Children and Learning Committee

The new meeting schedule is now in place and feedback on the visit in school on 5th February was given. Governors who attended this meeting confirmed they had seen the “SIP in Action” focusing on how science is being taught and thanked the school for providing the opportunity to also attend Collective Worship. It was confirmed that Collect Worship is attended by Years 1 to Year 6.

The Governors talked about the whole experience positively as they were able to visit every class in the school. They spoke to pupils, to hear first hand “the pupil voice” and had a wonderful morning. The Governors thanked the school for being so welcoming.

Governors asked if the Reception Class attended Collective Worship, it was confirmed that they attend singing assemblies on a Thursday and then build up to the other assemblies throughout the year.

Resources Committee

Feedback from the Resources Committee was covered in the financial management section (agenda item 11).

7. APPROVE COMMITTEES' TERMS OF REFERENCE

a) Resources Committee Terms of Reference

This item was carried forward to the next meeting with the **ACTION** for the Clerk to add the Resources Committee Terms of Reference to the next agenda.

8. HEADTEACHER'S UPDATE

a) School Development Plan Update

b) Headteacher's Report

A verbal update was given by the Headteacher summarising the following:

Attendance has been good this term at 96.5%.

No children are missing in education.

There are a few persistent absences within the school. There are some which are children with SEND and the school is working with welfare to see how to support these families, the school has a good relationship with these families.

There are two new starters this term in Year 6, these children have English as an additional language (EAL).

At the end of the term a few children left to move out of the area, therefore the number of children on roll is 383. This will be reflected in the March report.

The Headteacher confirmed the school is aiming for 390 children in September.

The initial number of applications for the reception class is good, however the number applications for faith places has reduced.

Currently there are 49 children in Year 6 who will leave and the aim of the school is to have 60 children joining in Reception which will increase the number.

The Headteacher spoke about the School Development Group which he is involved in with Stillness Juniors and Adamsrill Primary schools, the focus being greater depth reading and writing in Year 6. He attended a meeting at Stillness Juniors and will attend one at Adamsrill next term.

Holy Trinity school has a new Headteacher, this is a one form entry school.

One Governor raised the issue of Serious Case Reviews and how absenteeism is often a flag, they praised the school for tracking this and that the figures were so low.

The Headteacher mentioned the Kingsdale Foundation School consultation and requested this is added to the agenda for the next meeting.

ACTION: Clerk to add to the March agenda

9. EQUALITIES DATA AND OBJECTIVES (New Rolling Item)

This item was carried forward to the next meeting with the

ACTION: Clerk to the add to the March agenda

10. PROGRESS UPDATE ON TACKLING RACE EQUALITY IN EDUCATION

The Headteacher and Deputy Head (CJ) have completed a course on this over the past 14 months.

11. FINANCIAL MANAGEMENT

The Governors confirmed they had met the previous week, and were pleased with the pupil numbers.

With regards to staffing, several staff had had Covid, therefore cover teachers had been employed to cover these absences. The school confirmed they have insurance to cover long periods of sick leave.

The Universal Free School Meals plan has been extended, there is still a deficit on the budget for this. The Headteacher has agreed with the catering company an 11p rebate per school meal. It was reported that 94% of children currently have school meals.

The contract for photocopying has been re-negotiated and the costs have come down and service levels agreed.

The school has installed a new boiler and therefore are hoping to participate in a net zero energy project in the summer.

The Headteacher shared the positive news that Lewisham Borough will cover the cost to replace the foundations of the school building to stop the playground slipping. This project will be managed by the diocese.

It was confirmed that the restructure from last summer will bring the school back out of deficit next year. This year's deficit is due to the redundancy costs of the restructure.

12. SAFEGUARDING AND HEALTH AND SAFETY

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

The Head of Safeguarding and Inclusion had met with the deputy Head and Headteacher to review the children identified. The Safeguarding Link Governor has also been in to check the SCR.

Since the last FGB there has been a parent workshop, the Headteacher was very positive about this.

Health and Safety

The school has installed an automatic sign in facility for visitors to the school.

The Head complimented the site team for all their hard work, especially Dipo Akinfe the Premises Manager.

13. **POLICY REVIEW**

- a) SEND Policy
Governors **RATIFIED** the SEND Policy
- b) Accessibility Plan
Governors **RATIFIED** the Accessibility Plan
- c) DSE (Display Screen Equipment) Policy (New Policy)
Governors **RATIFIED** the new DSE policy. It was requested that standing desks for staff are added to this policy.
ACTION: Headteacher to amend this policy
- d) Financial Management (New Policy)
- e) Governors **RATIFIED** the new Financial Management Policy

Governors asked what monitoring is in place for the SBM. The Headteacher confirmed there is a 3-day external audit by Lewisham Council. Additionally everything has a 3-way check within the school and all school expenditure has 2 people to sign this off.

14. **GOVERNING BODY TRAINING**

The following Governors (DM, LR and BC) completed a module from the “Bishops Certificate” training.

The remit for this certificate is that two Governors must attend 11 modules of the training. This is a certificate that the school will receive.

Governors asked about SIAMS and how it works within the school. The Headteacher explained that this is an evaluation tool. The next SIAMS inspection is due in 2025/2026 which lasts one day, it is similar to Ofsted and the inspector will look for evidence.

15. **MENTAL HEALTH AND WELLBEING OF ALL STAFF**

The Headteacher confirmed the school is well support by the Governors and that morale is good within the school. All staff are allowed time off for appointments and flexible working has been introduced so staff can drop children at nursery etc. This does not impact the children.

The school is focused on developing a safe culture with supportive leadership and it was mentioned that lots of staff are doing NPQs and SENDCO awards.

16. **UNDERSTANDING YOUR SCHOOL’S PLAN FOR 2024 TESTS OR EXAMS**

KS2 SATs are scheduled for **Monday 13 to Thursday 16 May 2024** .

The school confirmed these will still take place, this will be similar to previous years. Governors were reminded there will be no progress attainment for Year 6 as they didn't do the KS1 sats. This will be the case for the next few years following the pandemic.

Phonics screening will still be completed in Year 1 and Year 2 will sit the papers as this is good for internal measurement.

17. ANY URGENT BUSINESS

None

18. DATES AND TIMES OF FUTURE MEETINGS

6.30pm Thursday 21 March 2024

The next meetings are on 7th March, CLC 6pm and 15th March Resources at 9am.

The meeting finished at 8pm

Appendix 1

ACTION LIST	To be completed by
7. Add the Resources Committee Terms of Reference to the next agenda.	Clerk
8. Add Kingsdale School Consultation update to the next agenda	Clerk
9. Add Equalities Data and Objectives to the next agenda	Clerk
13. c) Amend the DSE Policy to include standing desks for staff	Headteacher

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