

ST BARTHOLOMEW'S SCHOOL MINUTES FROM THE MEETING OF THE FULL GOVERNING BODY (SUMMER 1)



Date: Thursday 16 May 2024

Time: 6.30pm, meeting commenced at 6.35pm and finished at 8.20pm

Clerk to the GB: Justine Tunstall

In attendance

Daniel Meyer, Headteacher

Bettina Carlyon, Chair

Cathryn Johnson

Rebecca Johns

Chelsea Drake

Hilary-Anne Buckhurst

Pauline Lloyd

Rosalind Goodrich

Peter Main (arrived 6.45pm)

Rev Jim Perry

Louise Ryle

Laurianne Juhel

Gwilym Jones (arrived 6.45pm)

The meeting started at 6.35pm

1. WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST and BUSINESS FOR THE MEETING

Apologies

Were received from Deborah Williams.

Memorial

Governors were notified that a Memorial Service for David Roberts will take place on 13 June at 2pm at St Bartholomews Church.

The Headteacher confirmed he would like the school to acknowledge this, if individuals would like to attend the service please contact Rev'd Jim Perry.

Declarations of Interest

There were no new declarations of interest.

BUSINESS FOR THE MEETING

The business for the meeting was set out in the agenda.

2. MINUTES OF THE LAST MEETING AND MATTERS ARISING

To approve the minutes of the meeting held on 23 March 2024.

The minutes of the previous meeting had been shared on MyDrive.

It was **RESOLVED** to approve the minutes of the meeting of 23 March as a true and accurate record. The minutes were signed by the chair of Governors.

Matters Arising (not included elsewhere on the agenda) from the meeting held on 21 March 2024.

There were no new matters to add to the agenda.

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

ACTION LIST	To be completed by
6. SEND PP and funding - Deputy Head to share information with SEND Governor. This action was amended to read Deputy Head to share the SEND Information Report that is on the school website with the SEND Governor.	Deputy Head (CJ) COMPLETED
7. Carry forward (from 23 November) Approve Resource Committees Terms of Reference	Clerk COMPLETED
8. Continue looking into MAT option AGREED the Headteacher and chair will meet after half term to continue these discussions	Headteacher ONGOING
8.c Propose options for how the school will allocate designated feeder places, for governors to discuss at the next FGB. <i>Carry forward.</i> <i>A discussion took place about banding from the Headteacher, and the issue of children joining the school in Year 6 to gain access to Kingsdale school was raised. It was AGREED the Headteacher will circulate the options to review.</i> ACTION the Clerk will add this to the Summer 2 agenda.	Headteacher ACTION CARRIED FORWARD TO THE NEXT FGB
12. Circulate Health, Safety and Welfare Policy for review	Headteacher COMPLETED

ACTION LIST – from 23 November	
<p>Write a letter to the parents about the Ofsted visit. This action has change to Produce a Governors Newsletter for Parents in the Summer Term.</p> <p><i>A discussion was held, and it was AGREED the Governors will produce a summary letter about the school and its achievements, this will be shared with parents. Suggestions to include were CLC, financial summary, Kingsdale news and SIP.</i></p>	<p>Governors present during Ofsted visit.</p> <p>RJ agreed to Lead on the production of this letter</p>

3. Update from Chair on any Chair’s action taken

None

4. Governing Body Membership

It was confirmed that AM and GJ have attended the new Governor Training.

Appointments

- i) Resignations – none
- ii) End of term of Office
 - Chelsea Drake’s term of office expires November 2024, CD confirmed she will step down.
 - Rosalind Goodrich’s term of office expires in March 2025, RG confirmed she will not continue in this role.
- iii) Disqualification - none
- iv) Vacancies

At the time of this meeting there were two vacancies, one foundation vacancy and one SDBE vacancy.

It was confirmed a new Governor David Wooten will take up the position of Foundation Governor. David’s term will commence shortly and he will be invited to the June meeting.

ACTION Rev Jim to send David’s contact details to the Clerk so he can be set up as a Governor and the relevant paperwork send out.

It was noted that there is still one SDBE vacancy.

A discussion was held about Governor recruitment, and it was suggested that if Governors knew anyone who might be interested in becoming a school governor in the future they could come and observe a meeting to gain a better understanding of the role and to meet the Board of Governors.

LJ will discuss the Vice Chair role with the current Chair.

The chair suggested HB might consider the CLC Chair role for the future.

RJ confirmed she will continue in the role of Associate Member.

5. Reports from Committees and Link Governors

The Chair confirmed she had been into school at the start of the Summer Term to check the Single Central Register (SCR).

PM and GJ arrived at 7.45pm

The Chair confirmed she had completed a Health and Safety audit with Headteacher. A copy of the report is on Mydrive. The **Chair was pleased to share that** the audit has increased from 82% to 92%.

CLC Meeting – LR gave summary of the RE visit.

Governors had visited Collective Worship and discussed the schools' priorities in RE. The feedback was that the assembly was great, Governors were impressed with the children's ability to engage in assembly as well as in lessons. The Headteacher confirmed Years 1 to 6 collective worship every day. On a Thursday there are two separate singing assemblies.

Rev'd Jim Perry confirmed the children in the school enjoy assembly and are always happy to participate. He confirmed that as a church school is a legal requirement to teach more RE as part of the curriculum (twice as much as a non-church school). This is included in the curriculum as part of the assemblies.

RE lessons were observed for each Year group with the exception of Year 5.

Governors were very positive about the lessons and the way RE is being taught within the school. Chair confirmed the report from this visit is on MyDrive

Resources Meeting

It was confirmed the minute from the last meeting are on MyDrive

6. Approve Committees' Terms of Reference

Resources Committee Terms of Reference

The terms of reference for the Resources Committee are on MyDrive, and were taken as read.

These terms of reference were **RATIFIED**.

7. Headteachers Update

A verbal update was given by the Headteacher.

The Headteacher thanked all the Governors who had been involved in Sats week which had taken place. The school prides itself on keeping the children calm during the week and encouraged all children to do their best. It is anticipated that data from this cohort will be different to previous years.

It was noted that some of the children with EHCPs completed parts of the papers each day. Additionally there were 5 different rooms available for the children during Sats week, to enable the school to cater for the different requirements.

The Headteacher confirmed that as part of the working group with Stillness Juniors and Adamsrill Primary school a report will be produced for the next FGB. The schools have all agreed to continue to work together next year as a School Development Group.

It was proposed that the school should have milestones which are set out by the Governors.

ACTION Governors to propose Milestones for the academic year 2024/25.

The Early Years Foundation Stage (EYFS) group is being looked at and it is anticipated that this group will continue to be above the Lewisham average.

Budget Discussion

The Headteacher talked about some of the challenges of working in a school at the moment, especially with such tight budgets.

A discussion was held about the lack of funding for SEN across Lewisham and the frustrations within school.

Due to the generosity of parents 92% of the maintenance fund has already been achieved. Additionally, the school has received money from Sport London. It is likely that the maintenance fund request will increase from £35 to £40 per child for the next academic year.

The Headteacher confirmed that there is a shop on parent pay where parents can make additional contributions to the school.

As a result of the recent elections the school had closed for 2 days to be a polling station, it was raised that the school is still charged by Caterlink for the 2 days when lunch wasn't provided for the children.

It was agreed that information about the music peris needs to be added to the website, there is now a Music Development Plan within the school.

The Governors discussed some of the sponsored events that the children have participated in, these have been really positively embraced within the community eg. Swimathon and The Big

Sleep Out for Gaza. The parent governors commented on how their children are so positive about the school and all the wonderful achievements.

ACTION Extraordinary meeting in June to approve the budget.

The Headteacher confirmed that the Reception Year Group is now full for September.

The diocese have confirmed they will pay for the roof project which is good news.

8. Equalities Dates and Objectives

ACTION it was agreed to move this to the Summer 2 agenda (Clerk).

9. Financial Management

The Chair of the Resources Committee gave an update on the recent meeting. The school is currently in deficit due to the redundancies from the restructure, it was confirmed that this has been anticipated.

It was AGREED to have the next meeting via Zoom on Monday 10 June at 7.45pm. The chair asked that questions are emailed ahead of the meeting.

The Headteacher confirmed rectifying latent defects under the KS1 building will cost £120k to repair, this will be paid by Lewisham and work will start in the summer, it is expected to take 6 weeks.

The SDBE have agreed to pay for the replacement boiler and the air would be to get a ground source heat pump for the school.

The school house has been viewed by three developers. The money from the sale of the house will be given to the PTA. It was confirmed that any sale plans will involve the school to make sure that they are suitable for a property which is next to a school.

The Headteacher will update the Governing Body at the next FGB of any further developments.

10. Safeguarding and Health and Safety

Cathryn Johnson gave a verbal update. There are several children with safeguarding plans and the LA have been supportive with these.

- Two members of staff are becoming practitioners in Mental Health and Wellbeing.
- There have been staff focus groups and pupil ambassador focus groups taking place.
- There is a Wellbeing Practitioners trip to CAMHS, kaleidoscope this month. Approximately 16 children will attend from Year groups 1 to 6.
- With regards to attendance there is currently one child who is not coming into school.
- There had been one referral to Lewisham last week.
- Year 6 transitions plans are being put together and meetings are taking place.
- All the parent for children coming into Reception have been met.
- Work is being done to look at parent workshops and having mental health mentors.

- An on-line safety quiz has taken place and staff took part in this.
- It was highlighted that DSL Prevent training is currently only available online in Lewisham.

Governors commented favourably on the knowledge of the staff about the children and strength of safeguarding within the school.

Health and Safety

The recent audit is on MyDrive

There are no accidents to report.

One governor asked if there will be a H&S DR plan. The Headteacher confirmed there is a project manager who has worked with the school and has good knowledge of this.

11. Policy Review

The following policies were made available to Governors ahead of the meeting

- Health Safety and Welfare Policy July 2024
This policy have been amended to include Josee the SBM. It also included the addition about first aid reporting to parents.
This policy was **RATIFIED**
- Capability Policy July 2024 (Bi Annual) (W)
A correction was made so that it is clear “you” refers to staff.
This policy was **RATIFIED**
- Privacy Notice July 2024 (Bi Annual) (W)
This policy was **RATIFIED**
- Relationships and Sex Education Policy July 2024 (Annual) (W)
It was agreed to move this policy to be reviewed at the FGB Summer 2
ACTION Clerk to add to the agenda for Summer 2
- Sickness Absence Policy July 2024 (Bi Annual) (W)
This policy was **RATIFIED**

ACTION Headteacher to check which policies are **NOT** required to be on the school website to ensure the school is compliant, but relevant. For Example the Capability Policy could be removed from the website.

12. Governing Body Training

Since the last meeting the Modules of Effect Governance, Collective Worship and RE have been completed toward the Bishops Certificate.

On 11 June the following Governors are attending the School Building Governors Responsibility training: BC, GJ, PM, LJ

On 16 July BC, DM, JP and PL will attend the Personnel Procedures training.

All Governors were reminded to update the spreadsheet on MyDrive to show any training they have completed or have signed up for.

DM has completed the DSL Lead Training

RG and PM have completed the Implications for School Budgets training.

13. Any Urgent Business

None

14. Next meeting

Thursday 27 June at 6.30pm, Rev Jim Perry gave his apologies in advance.

It was agreed the next CLC meeting would take place on Thursday 20th June at 6pm in School.

The meeting finished at 8:20pm

There were no confidential items.

ACTION LIST	To be completed by
4. Send contact details for David Wooten to the Clerk	Rev Jim Perry
Extraordinary meeting on June 10 to approve the budget	Peter Mann
7. Governors to propose Milestones for the 2024-25	All
8. Add Equalities Data and Objectives to Summer 2 Agenda	Clerk
11. Add Relationships and Sex Education Policy to Summer 2 Agenda	Clerk
11. Check which policies are required to be on the school website	Headteacher
CONTINUED FROM 21 MARCH 2024	
8. Continue looking into MAT option AGREED the Headteacher and chair will meet after half term to continue these discussions	Headteacher ONGOING
8.c Propose options for how the school will allocate designated feeder places, for governors to discuss at the next FGB. <i>Carry forward.</i>	Headteacher

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