

MINUTES OF THE FULL GOVERNING BODY MEETING ST BARTHOLOMEW'S CE PRIMARY

Thursday 29 June 2023, 6:30pm at the school

Present:

Bettina Carlyon (Chair)
Daniel Meyer (Headteacher)
Louise Ryle
Peter Main
Hilary Buckhurst

Rebecca Johns (Associate Member)
Chelsea Drake
Pauline Lloyd
Rosalind Goodrich
Revd. Jim Perry (arrived late)

In Attendance:

Justine Tunstall (Clerk)

The meeting started at 6.35pm with refreshments.

1. WELCOME AND APOLOGIES

Apologies were received and condoned from Governors:

David Roberts, Laurianne Juhel, Deborah Williams, Steven Larwood (Associate Member) and Cathryn Johnston (Associate Member).

Gwilym Jones was absent.

Pauline Lloyd was thanked by the Headteacher for all her work as a governor (over 10 years) as her term of office finishes. She was especially thanked for all the work with regards to safeguarding including all her visits. Flowers and champagne were presented to her to mark this occasion as a thank you from the school community and governors.

2. DECLARATIONS OF INTEREST, BUSINESS FOR THE MEETING

There were no declarations of interests.

3. MINUTES OF THE LAST MEETING AND MATTERS ARISING

3.1 Minutes of the meeting held Thursday 18 May.

AGREED The minutes were agreed as an accurate representation of the meeting and signed by the chair of Governors and the following comment was noted.

Note for the Clerk Governors should not be referenced by name in the FGB minutes.

3.2 Actions from Previous Meeting

(Item 4.3 previous minutes) Louise Ryle will be the Link Governor for Inclusion replacing Hilary-Anne Buckhurst.

(Item 8 previous minutes) Tackling Race Inequality in Education, this is reported as part of CLC.

(Item 9 previous minutes) The bank signatories change forms have been sent out.

(Item 10a previous minutes) The performance Related Pay meeting is going ahead the week of the 17 July.

(Item 12a on previous minutes) The Headteacher confirmed he has contacted the diocese.

3.3 Matters arising

None.

4. GOVERNING BODY AND COMMITTEE MEMBERSHIP

4.1 Membership Updates

4.1.1 David Roberts (foundation governor) has resigned as a Governor with immediate effect, due to personal reasons. Rev Jim Perry is aware of this resignation.

ACTION: Rev Jim Perry to recruit a new foundation governor.

4.1.2 Bernadine Williams-Adebayo's term has ended; therefore a new staff Governor needs to be recruited.

ACTION: Headteacher to advertise internally for a new staff governor.

4.1.3 There is still one SDBE vacancy, the Headteacher has put together an advert for "Leaders like us" to recruit for this governor's position. This is available to the Church of England network. If this does not attract a new SDBE Governor, after 3rd July this governor's position will be advertised on the Governors for Schools website.

ACTION: Headteacher to advertise SDBE vacancy.

4.1.4 The Headteacher highlighted that currently references are not required for new governors. The current process only requires a risk assessment to be completed.

A discussion was held and it was **AGREED** the school should start to collect references for all future governors. The Headteacher confirmed he would like the PCC to collect the reference beforehand.

ACTION: References to be collated for new Governors, Chair/Clerk.

5. UPDATE FROM CHAIR ON ANY CHAIR'S ACTION TAKEN

The Chair reported there were no actions to report at this meeting.

6. REPORTS FROM CLC COMMITTEE, WORKING GROUPS AND LINK GOVERNOR UPDATES (excluding Resources Committee)

6.1 CLC It was reported that the latest minutes from the CLC Committee are available and saved on "mydrive".

6.1.1 The chair checked that all the Governors in attendance have access to mydrive, this was CONFIRMED.

6.2 Link Governor Updates – since the last meeting Peter Main has visited the school to meet with the catering provider and had lunch. He was very positive about the experience, and will write up the visit notes to share.

6.3 Health and Safety The chair has visited the school to carry out a Health and Safety Audit with the Headteacher which went well.

6.4 Working groups The Equality Group have met, the results will be presented to the CLC and reported to the FGB in Autumn One.

7. SCHOOL IMPROVEMENT – Strategic Leadership and Accountability

The SIDP report was circulated prior to the meeting and taken as read. Governors commented on the report saying they liked the format used and the summary was easy to understand.

The Headteacher thanked Josee the new Business Manager for doing “an amazing job”.

There were two questions from the chair:

How can we as Governors address issues of work load/wellbeing?

The Headteacher confirmed that following the appointment of Josee his workload should reduce in September.

How can we as Governors address issues of Government funding?

The Headteacher stated that the funding for next year wasn't fully known at the time of the meeting, this question can be asked again at the next meeting.

Attendance

An update was given on attendance, the school is aiming for 95% attendance which is high for London.

The Chair asked, why there is higher persistent absence in Reception, Year 1 and Year 5 what are the reasons/strategies?

The Headteacher stated that the attendance figures for the school have improved since the last meeting, noting attendance in Reception, Year 1 and Year 5 is high.

Two children have been identified as having low attendance which is being looked into by the school, they will work with the families involved.

It was noted that school follow up on every absence in the school.

Parents are now being more open and upfront about taking children out of school for holidays, rather than saying a child is sick. It was agreed this data should be reviewed at the next CLC meeting.

Action: Louise Ryle, add Absences to the Agenda and reasons given to the next CLC meeting agenda.

School Foundations

The ongoing issues with the school foundations continue, surveyors are coming back to review this. There is a small trip hazard that has been identified and it is likely that the tarmac in one area of the playground will be replaced over the summer.

School House

The Headteacher reported there has been interest in the old school house, when the surveyors are in school to review the foundations they will also be asked to value the house both for sale and as a rental property.

The school may consider letting rather than selling the house, however the money from the sale of the house is likely to be needed to go towards the playground repair of approx. £400k.

Governors asked if restrictions about use of the house can be enforced to ensure it is safe given the proximity to school, this was confirmed.

Maintenance Fund

The Headteacher reported the full amount required for this fund had been paid by parents, and commented on their generosity.

8. PUPIL PREMIUM UPDATE

The number of children receiving Pupil Premium funding has decreased to 42 children, previously this was 55 children.

A discussion was held and it was agreed that the school need to encourage parents who are entitled to this funding to apply for it. The Headteacher has discussed this with the Business Manager.

9. REVIEW AND PUBLISH DETAILS OF PE AND SPORT PREMIUM FUNDING

The headteacher confirmed details of this funding have been published on the school website. As part of the review the school is looking at the overall fitness of children, and the activities they participate in. The example was given of the Cricket Coach for the Year 4 children which has been received. This money is also being used for CPD for teachers so they can teach fitness activities too.

10. SAFEGUARDING AND HEALTH AND SAFETY

The Headteacher confirmed the latest Safeguarding report is on mydrive.

Since the last meeting no new child protection plans have been issued, one is due to close and one has closed since the last meeting.

There is a new system in place in Lewisham and they now have Family Support Workers, who work with families.

Mental health support team have been running workshop for families in need and these have been well supported.

It was noted that several children have been receiving counselling for a long time, this will be reviewed to see which of these children stop seeing the counsellor, so that other children can receive this service.

Since the last meeting the school held a Google Internet Safety Assembly which was very positive. One of the Governors commented on the importance of parents monitoring the internet and reviewing what children are seeing.

7.35pm Rev Jim Perry arrived

Safeguarding Report continued (R-A-G, red-amber-green) reporting is now used in line with Lewisham recommendations.

Since the last meeting:

- One homophobic comment has been reported, this was mild comment, reported as Green.
- One child has detention for sexualised comments, these were mild, reported as Green.
- The school has spoken to some parents where attendance is low and how this needs to be improved from September.
- In September KCSIE and Positive Handling are included in the Inset training for all staff.
- ELADO is still open.
- The Safeguarding Policy is currently being reviewed to include the KCSIE in Autumn 2.

Health and Safety Update

Stress Management Policy is due for review in September 2023

Before the last meeting there was a tour of the school for Bettina Carlyon, Peter Main, Justine Tunstall and Rosalind Goodrich.

ACTION: Clerk to add Stress Management Policy to the September Agenda

11. FINANCE UPDATE

The Finance report was circulated ahead of the meeting and taken as read.

The 3-Year budget was also circulated ahead of the meeting and agreed.

In Summary

There is still a deficit, however the restructure will mean that this is reduced significantly. It was noted there will be additional spending is from redundancies but not overspending.

For the Academic Year 2023/24 there should be in surplus.

Some Governors asked about the impact of the strike, it was made clear that some teachers cannot afford to strike, as this in unpaid leave.

The Headteacher will ask the staff who is planning on striking to see if the school can stay open next week.

Free School Meals

With the launch of Free School Meals for all Primary School children from September 2023, initially the assumption from the Mayor of London is that there will be a 90% uptake of meals and so this is the level of automatic funding. Further funding will probably be provided but we will need to keep track of anything above 90% and claim it retrospectively. Currently 90 children have packed lunches.

From September Caterlink will offer a Sub-station option for lunches for Years 5 and 6 as part of preparing them for secondary school.

Other changes from September, the school will encourage “family sitting” at lunchtimes across year groups with a focus on table service rather than self service.

Parent Donations

The school will to launch the opportunity for parents to give to donate to ART or IT next year.

12. POLICY REVIEW / RATIFICATION

The following policies were circulated before the meeting and APPROVED.

- ❖ RSE Policy
- ❖ Equalities Policy
- ❖ Complaints Policy
- ❖ Pay Policy

Note: The SEN and Safeguarding and H&S policies need reviewing annually.

ACTION: Chair and Clerk will look through the policies and put together as schedule for next year.

13. GOVERNOR PROJECTS, ACTIVITIES, TRAINING AND INFORMATION

- a) The Agenda Plan for 2023-2024 is being worked on by the Chair.
- b) Governor monitoring
Louise Ryle and the Chair need to carry out a pupil voice EYFS, this will be linked to the SIP, as it is a milestone.

ACTION: Louise Ryle and Chair – Pupil Voices review

- c) Gov Training
The Headteacher confirmed he had registered all the members of the FGB for Modern Governor training from Lewisham.
The Chair recommended all Governors should complete 3 trainings courses per year from Lewisham School Services.

The Chair has completed the Equality and Pay and Appraisals training since the last meeting.

It was noted Six of the Governors have completed the Prevent training.

One of the Governors has completed the Prevent training for their current employer and will see if this is transferable, and update Rosalind Goodrich.

Action: All Governors should send Certificates received after training to Rosalind Goodrich.

Action: Rosalind Goodrich to check if the newly appointed governors have completed their induction training.

14. Equalities Data and Objectives

See 6.4 above.

Action: Clerk to add Equalities Data and Objectives to the September Agenda

15. Authorised Absences

The Headteacher confirmed currently children need to have an individual attendance rate of over 95% attendance if the parents want to make a request for an authorised absence. Each case is looked at on an individual basis. This needs to be streamlined with set criteria.

Action: Headteacher to propose 3 types of absence approval criteria for the Governors to review and agree at the next FGB.

16. Meeting Dates and Future Agenda Items

The date of the next meeting is Thursday 21 September 6.30pm.

17. Any Other Business

None

18. Any Confidential Items

There were no confidential items for the meeting.

Closing of Meeting

The meeting ended at 8.15pm

| Actions | | To be completed by |
|----------------|---|---------------------------|
| 4.1.1 | Recruit a new foundation governor to replace David Roberts | Rev Jim Perry |
| 4.1.2 | Advertise internally for a new staff governor. | Headteacher |
| 4.1.3 | Advertise SDBE vacancy | Headteacher |
| 4.1.4 | References to be collated for new Governors | Chair / Clerk |
| 7 | Add Absences to the Agenda and reasons given to the next CLC meeting agenda. | Louise Ryle |
| 10 | Add Stress Management Policy to the September FGB Agenda | Clerk |
| 12 | Chair and Clerk will look through the policies and put together as schedule for next year. | Chair / Clerk |
| 13 | Louise Ryle and Chair – Pupil Voices review | Louise Ryle / Chair |
| 13 | All Governors should send Certificates received after training to Rosalind Goodrich. | All |
| 13 | Check if the newly appointed governors have completed their induction training. | Rosalind Goodrich |
| 14 | Add Equalities Data and Objectives to the September Agenda | Clerk |
| 15 | Propose 3 types of absence approval criteria for the Governors to review and agree at the next FGB. | Headteacher |