

**MINUTES OF THE GOVERNING BODY MEETING**  
**ST BARTHOLOMEW'S CE PRIMARY**  
**Thursday 19<sup>th</sup> May 2022, 6pm at the school**

Present:

Sara Sanbrook-Davies	Peter Main	David Roberts
Bettina Carlyon	Rev Jim Perry	Pauline Lloyd
Daniel Meyer	Allison George	Steve Larwood
Chelsea Drake	Rosalind Goodrich	Louise Ryle
Bernadine Williams-Abedayo		Hilary-Anne Buckhurst

In Attendance:

Jane Cheadle Clerk

1. Welcome and Apologies

Apologies were noted and condoned from Governors C. Johnston and R. Johns.

Governors noted the recent loss of Ms Mugabe, a much loved teacher at the school. The Chair has attended the memorial service honouring her life and work. Governors asked for a moment to remember Ms Mugabe and for the Reverend to open the meeting with a prayer.

1.1 Declarations of Interest

There were no new declarations of interest. All declaration of interest forms are up to date and kept on file at the school office.

2. Governing Body Administration

2.1 Minutes of the meeting held 22<sup>nd</sup> March 2022

The minutes were agreed to as an accurate record and signed by the Chair.

2.2 Matters arising from the minutes (not covered by the agenda)

- 2 N. Karim has confirmed that all declaration of interest forms have been returned to the school office and are kept on file.
- 2 The work to complete the Ofsted readiness pack is ongoing.  
**Action:** Ofsted readiness pack preparation.
- 2 P. Lloyd has compiled a glossary of terms for governors to accompany the next safeguarding report.  
**Action:** Date to be confirmed for C. Johnston to deliver contextual safeguarding training for Governors in the summer term.
- 2.1 Headteacher to include a call-out to any prospective Parent Governor with financial experience and expertise.  
Two strong candidates, voting is live and further updates to come.
- 2.3 P. Main circulated the meeting date for the Resources committee to all Governors. It is hoped that more Governors will be open to attending (mentoring and pre-meet offered). Rosalind has joined nad D. and

Bettina; more still needed (CLC and Resources, non-staff Governors attending regularly aim). Ongoing (still looking for one more person)

- 4.1 To report back to the Chair of Governors via email once checking with C. Johnston regarding the bullying and racist incidents detailed in the Safeguarding and Headteacher's report.

**Action:** C. Johnston and Chair to meet up following the meeting:

- 7.1 The Chair has not received any requests from Governors regarding the possibility of being paired up with another Governor. The outcomes of the skills audit will be reviewed and will inform the next steps.
- 7.1 The Resources Committee has two additional members. Any further Governors available to join the committee would be welcomed and highly appreciated.
- 7.1 **Action:** R. Johns to signpost or source a factsheet for Governors to ensure that all are familiar with the basics of the equalities policy.

### 2.3 Governing Body membership

The Parent Governor elections are currently under way and further updates in due course.

### 2.4 Committee and Working Group Updates

#### CLC Update:

- The CLC has not met yet this term. The committee is due to meet at the school on **14<sup>th</sup> June 2022 at 6PM**
- SATS training has been undertaken.

#### Marketing Working Group Update

- The minutes of the recent meeting are available on Mydirve in the marketing folder.
- The group propose that an article is submitted to Sydenham Life (July issue), thanking the Headteacher for her contribution to the school and welcoming the incoming Headteacher. The editor has been contacted and an advertisement has been prepared by D. Meyer.
- Leaflets have been printed and all Governors are asked to drop these off (a priority list of areas and addresses has been prepared by D. Meyer)
- A Twitter takeover is planned for the Year 6s sharing memories and photographs in advance of leaving the school. This is to be promoted on DOJO to increase following of the school's twitter page.

### 2.5 Committee and Working Group Membership

There have been no recent changes to membership of groups or committees.

### 2.6 Link Governors

There have been no recent changes to Link roles. Visits are to be arranged for the summer term.

### 3. Headteacher's Update

The Headteacher gave a detailed verbal update on the running of the school.

- A significant amount of training has been undertaken.
- The recent loss of Ms Mugabe has been difficult for the school community. Staff have been extraordinary, however there remains many who are grieving and several who require support. The children have been amazing and the school has continued to run smoothly during this sad time.
- The Year 6s worked hard and have done remarkably, particularly given the disruption that the pandemic has caused (last un-interrupted year of education for this cohort was Year 3). The newsletter will state how proud the school and staff are.
- Two members of staff are due to take maternity leave next year.
- KS2 SATS have taken place successfully. The process was undertaken rigorously and 'by the book', with extra precaution taken (inviting a third person 'with no vested interest' to observe. Governor P. Lloyd came in to the school to observe as well as Elaine Smith, an ex-Governor 'trusted member of the community' attended to observe.
- KS1 will be monitored by the authority, a member of staff is to support and cover for the staff that will be due to be on maternity leave by this point. Meet the moderator will take place the week following the current meeting.
- The Phonics screening is due to take place during June 2022. The papers are kept securely at the school.
- The multiplication tables check date is to be set shortly (June 2022)
- Several projects are under way: National Portrait Gallery 'Portraits of Lewisham' (The Year 2 and 5 have engaged well), Bounce-a-thon due the day after the meeting (Friends), Blue Tennis activities, enrichment (payment via Sports Premium); Dinosaur day being planned; Jubilee activities planned (Tower of London resources to be shared with staff) including a special lunch, A child in Reception's drawing 'One Man Leg' will be exhibited at the Royal Academy Summer Exhibition.
- Outreach work is planned: the school has been accepted to the Primary Science Quality Mark.
- The School Journey is planned: Kingswood in Ashford, Kent (40 children).

**Q:** Should the accreditation for these projects and activities be included on the website? As well as the work of the eco-council and the full range of projects that the school engages in?

**A:** Yes this should be looked at by the marketing team and to consider the best ways of communicating the school's rich range of projects and activities.

**Action:** Marketing team to consider best ways to promote the school's projects, activities and initiatives.

**Q:** Where have the new children come from? Are these children who have moved to the area or who have moved from local schools?

**A:** All new children are new to the area (Ukraine and Nigeria)

#### 3.1 Transition arrangements

Transition meetings are taking place (6 into 7). C. Johnston has made connections with each secondary school to make arrangements and share information.

### 3.2 Staffing Update

Detailed under Item 3, Headteacher's Update.

### 3.3 Schools White Paper and SEND Greenpaper

Governors reviewed the recent legislation, noting the likely impact on schools and the anticipated work going forward. Further updates to follow at the next meeting.

**Action:** Headteacher to circulate the NGA summary of the White Paper via email.

## 4. Safeguarding and Health & Safety

### 4.1 Safeguarding

The report has been circulated in advance by C. Johnston.

- A referral has been made to Children's Social Care, with no further action
- One request has been made to the MASH team
- Two children at the school are on Child Protection Plans
- Safeguard My School is working well.
- The Mental health support team is in place and there are weekly meetings held.
- Staff training has been undertaken recently (managing fears and worries)
- C. Johnston is completing the final part of the DfE Mental Health Lead training.
- The Action Plan is in line with the Mental Health audit.
- Counselling is ongoing and counsellors are linking with other agencies where appropriate. This is a significant expenditure but deemed to be highly useful.
- The Wellbeing ambassadors have met
- A parents meetings has been arranged and a coffee morning in June
- 60 children are currently on the wellbeing vulnerable list
- P. Lloyd has been in to the school to review the Single Central Record. All is in place.
- The Head teacher has undertaken safer recruitment training.
- An NSPCC assembly is planned as are communications to parents regarding safety online.
- A whole day safeguarding review is being panned.
- There has been one cyber bullying incident outside the school and one in school. Both have been dealt with using the restorative approach, and parents involved.
- There have been no homophobic incidents.
- There have been three sexualized comment. Each dealt with and parents involved.
- There have been no exclusions.
- Attendance is 94.5%

**Action:** C. Johnston to present to CLC regarding the Zones of Regulation work being done.

**Q:** 60 children are on the Mental Health and Wellbeing list, is this high for the school? How does this compare with previous years?

**A:** This figure is within range of previous years. There is a lot of anxiety manifested with parents and in society currently. It is crucial for families to access support when required. This remains a significant concern for the school.

**Q:** has the earnings threshold changed due to inflation? Is there a move from FSM in Year 2 to Year 3?

**A:** The threshold has not increased. There is dinner debt being seen in Year 3. Financial pressures on families are increasing, impacting directly on the children.

#### 4.2 Health & Safety

Governors noted the report. Governors requested that a walk around the school be planned annually.

**Agreed:** Governor walk around the school to be scheduled for the first autumn term meeting.

### 5. Finance

#### 5.1 Finance Committee Update and Audit Update

P. Main reported on the two recent committee meetings that have been convened. The most recent meeting took place prior to the meeting of the Governors in order to agree and sign off the final accounts.

- The committee had reviewed the Actuals in detail (as brought to Governors previously).
- Governors noted the revised in-year surplus of £84.5K surplus, leading to an increased carry forward £412K.
- Governors noted the forecasts for the following 3 years. This has been gone through forensically by the Headteacher, Business manager and Resources committee. The committee asked detailed and challenging questions to which the Business Manager has responded (and made adjustments where necessary)
- The committee is satisfied that the 3 Year forecast is as accurate as possible.
- Governors noted the deficit that is expected in 2023 (£143K). This is partially due to the increase expected in utilities and catering costs. The rolled-over accumulative surplus will be made use of and an in-year. An in-year deficit plan will need to be made.
- Inflation figures are to be reviewed over the coming years (2% inflation roll over rate has been assumed as per LA recommendation). Difficult financial discussions are anticipated going forward. Savings are being made at present (leavers not being replaced).

The Resources committee recommends that the Governing body formally agree to the accounts as presented.

**Agreed:** Governors voted to endorse the financial accounts.

**Agreed:** Governors voted to agree the 3-year forward budget as presented.

**Q:** Has attendance increased at the parents association? This group has been positive in picking up the slack regarding the maintenance fund in the past and will be important going forward.

**A:** Yes, the recent meeting was very well attended. The leafletting appears to have worked well. There are now more than 22 parents willing to be on the committee.

5.3 Financial Risks and Assumptions on which school budget is predicated  
Governors noted the financial risks and assumptions as set out in the School Business Manager's report (circulated in advance).

## 6. Policies

### 6.1 ECT Induction Policy

Governors reviewed the policy (via MyDrive), noting that it was a standard (template) policy that had been amended to fit the school's particulars.

**Agreed:** The Chair proposed that Governors adopt the ECT Induction policy. The proposal was seconded by R. Goodrich and agreed unanimously.

## 7. Governor Projects and Training

### 7.1 Governor Monitoring

Governors R. Goodrich and P. Lloyd attended the school to assist with monitoring of the recent SATS.

### 7.2 Governor Training Reports

Several Governors have had difficulty accessing the LA training offer. Governors discussed the value for money and the LA and Diocese training offers.

**Action:** Head to circulate STBE training offer

### 7.3 Future Training Needs

**Action:** Each Governor is to review the training offer and chose one item of training to attend.

## 8. Meeting Dates and Future Agenda Items

The next meeting will be held on **30<sup>th</sup> June 2022 at 6:30pm**

Next Agenda Items:

Whitepaper & Greenpaper Updates

Future Agenda Items:

Walk around the school (autumn term, first meeting)

## 9. Head Teacher Appointment

Governors congratulated D. Meyers on his appointment: Headteacher from September 2022.

#### 10. School Events

The School summer fair will take place on 9<sup>th</sup> July 2022. Any Governors available to support please to contact the Chair of Governors.

The production of 'Troy Story' will take place on 19<sup>th</sup> July 2022, all Governors are warmly invited.

*S. Larwood and B. Williams-Abedayo left the meeting*

#### 11. Confidential Items

Two confidential items were discussed and recorded in a separate, confidential set of minutes.

*The meeting closed with a prayer at 9:10pm*

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

Item	Action	Responsibility/Date
2.2 (2)	Headteacher to circulate the Ofsted readiness pack once completed	Headteacher
2.2 (2)	Date to be confirmed for C. Johnston to deliver contextual safeguarding training for Governors in the summer term.	C. Johnston , Chair
2.2 (7.1)	R. Johns to signpost where best to source a factsheet to ensure that all are familiar with the basic terminology and ideas underpinning the equalities policy.	R. Johns
3	Marketing team to consider best ways to promote the school's projects, activities and initiatives.	Marketing Sub-Group
3.3	Headteacher to circulate the NGA summary of the White Paper via email.	Headteacher
4.1	C. Johnston to present to CLC regarding the Zones of Regulation work being done.	C. Johnston
7.2	Head to circulate STBE training offer	Headteacher
7.3	Each Governor is to review the training offer and chose one item of training to attend.	All Governors