

THE GOVERNING BODY OF ST BARTHOLOMEW'S SCHOOL

**Minutes of a Governing Body meeting held at St Bartholomew's School on Thursday
5th December 2019 at 6.30 PM.**

Present:

Ros Sutton
Sara Sanbrook-Davies
Bernadine Williams-Adebayo
Bettina Carlyon
Chelsea Drake
David Roberts
Daniel Meyer
Rev Jim Perry

Allison George
Rebecca Johns
Johanne Ejbye Ernst
Hilary-Anne Buckhurst
Rev Paul Tiernan
Steven Larwood
Rosalind Goodrich

Associate members:

Pauline Lloyd
Elaine Smith
Cathryn Johnston

In Attendance:

Jane Smith

Clerk

| Item | Action | Who | When |
|------|---|-----------------|--|
| 5 | Strategy planning workshop to be held in the Summer term to consider three to five year strategy for the school. | Chair/HT | Summer term 2020 |
| 5 | An induction visit to the school to be arranged for all new governors. | Chair/HT | By next Governing Body meeting (30-1-20) |
| 5 | Chair to prepare training report for Summer term Governing Body meeting. | Chair | Summer term Governing Body meeting |
| 12 | Ms George to write an article on PPG for the governors' newsletter. | Ms George/Chair | Next governors' newsletter |
| 14 | Ms Johnston to take advice from Lewisham regarding producing a shorter more accessible safeguarding policy summary for parents. | Ms Johnston | By next Governing Body meeting (30-1-20) |
| 14 | Governors to send comments regarding the Sex and Relationships policy to the Headteacher by 9 th December 2019. | All governors | By 9 Dec 2019 |

1. APOLOGIES AND DECLARATIONS OF INTEREST

The Chair opened the meeting with a prayer.

Apologies were received and accepted from Peter Main and Louise Ward.

1.1 Declarations of Interest:

There were no declarations of interest in items on the agenda.

2. MEMBERSHIP OF THE GOVERNING BODY

a) Welcome to new governors

The Chair welcomed the new governors: Reverend Jim Perry (Vicar), Hilary-Anne Buckhurst (Foundation), and Rosalind Goodrich (Foundation) and everyone introduced themselves.

b) Committee membership review

Governors confirmed that the list of committee membership previously circulated is correct. Mr Roberts said that he is a member of the Children and Learning Committee (CLC). Mr Roberts asked whether the Appeals Committee should have members allocated to it and the Chair stated that membership of this committee would be re-visited once the new governors had settled in.

3. MINUTES OF THE LAST MEETING AND MATTERS ARISING

a) To approve the non-confidential minutes of the last Governing Body meeting held on the 26th September 2019

It was **RESOLVED** that the minutes be approved and signed as a true record, subject to additional attendees being added to the Health and Wellbeing Committee meeting.

b) Matters arising from the Governing Body meeting held on the 26th September 2019, not included elsewhere on the agenda.

Item 4: Ms Johnston confirmed that the school's Intimate Care policy is in line with the Lewisham model in relation to one to one care.

Item 7: A Behaviour and Attitudes section has been added to the School Improvement and Development Plan (SIDP) for discussion at the next CLC.

Item 7: Pupil Premium Grant funding will be discussed at the next Resources Committee.

Item 17: The Chair reported that the National Association of Governors advises that there is no obligation to share the Headteacher's targets with all governors. She noted that the SIDP includes the Headteacher's targets.

4. TO AGREE THE ORDER OF BUSINESS OF THE MEETING

- The catering contract was added to the agenda.
- The Chair said she had received correspondence in relation to the Admissions policy.

5. STRATEGIC REVIEW REPORT

The Strategic Review Report had been undertaken by Michele Robbins in the Summer Term 2019.

The Chair read the conclusion of the report which commented on governors' willingness to take on responsibilities and that they are accountable.

The Chair highlighted the following key recommendations which were discussed:

- Strategy for the next three to five years. The Headteacher said that although governors re-visit the school's Vision regularly there is no time set aside for governors to look at where the school will be three to five years in the future. Governors **AGREED** to hold a workshop in the summer term to look at a three to five year strategy for the school.

Action 1: Strategy planning workshop to be held in the Summer term to consider three to five year strategy for school.

- The school should be more explicit about outcomes, success criteria, milestones and smart objectives in the SIDP. Governors noted that they are very clear about what they are monitoring and give feedback, for example, at governors' days, that SIDP timescales are smart, that the SIDP is an organic, living document which is being continually updated and that it is developmental and supportive not merely target driven. Governors are also mindful of their role not to interfere in operational matters.
Governor's question: Does the school carry out research into demographics?
Response: The Headteacher said that this is considered if there are big redevelopments in the neighbourhood.
- Establishment of a protocol for new governors. Governors noted that in addition to the Lewisham induction training, local support would be useful to give context and to get a sense of what the school is about. It was **agreed** to organise a trip around the school for new governors with an experienced governor which the Headteacher would join. It was also suggested that a buddying scheme be considered and that new governors be invited to observe committees before deciding which to join.

Action 2: An induction visit to the school to be arranged for all new governors.

- Website compliance: The Headteacher said a lot of work had been completed on the website recently and the Reverend Perry commented that it is readable and functions well.
Governor question: What does the website have to comply with?
Response: The Headteacher said that there is a statutory list from the DfE with which the website should comply. The Chair asked governors to look at the website and report any issues to Ms Ejbye Ernst.
- Safeguarding: There are two safeguarding governors, Ms Lloyd and the Reverend Perry who agreed to shadow Ms Lloyd, having clarified that this role would not inhibit

his ability to give pastoral care. Ms Johnston said that the safeguarding JD and policy has clear guidelines. Ms Buckhurst also offered support in this role.

- The statutory policies are updated by the Headteacher and presented to the Governing Body.
- The schedule of work has been prepared for the year which aligns with the staff work schedules.
- Mr Larwood explained PREVENT training which is included in the computer curriculum and he invited governors to watch a Year 6 session.
Governor's question: Are parents informed when PREVENT training is done?
Response: the Headteacher confirmed that parents are informed.
- Engagement with parents and stakeholders: Ms Smith spoke about her visit to the school council and how engaged the pupils were.
- Balance of challenge and support to the school: The Chair said that the Headteacher's report is looked at thoroughly and governors conduct monitoring visits with guidance from the Headteacher.
- The Chair said that the Pay Committee reports to and is ratified by the Governing Body, so governors do understand the challenges and issues facing the school and Headteacher. If there was an appeal, governors would seek independent advice.
- Governors receive reports from the Headteacher on Pupil Premium Grant and understand their responsibilities.
- Governor's question: When is the next training audit?
Response: Ms Ward has set up a training log and the Chair said she would prepare an annual report on what training governors have undertaken including safeguarding training.

Action 3: Chair to prepare training report for the Summer term Governing Body meeting.

6. HEADTEACHER'S REPORT

The Headteacher's report had previously been circulated to governors and she had asked to be notified of any questions in advance of the meeting.

- Governors' questions: Does the school conduct a **risk assessment for volunteers**? Does this include those on school trips? Are references taken up if the person is not known to the school?
Response: Mr Larwood explained that there is a risk assessment for volunteers and references are taken up for people not known to the school. All are DBS checked and recorded on the Central Single Register (CSR). There is always a face-to-face meeting to talk about expectations and safeguarding and to remind volunteers that although they are the adult with the child, the teacher has overall responsibility. Some people who volunteer are training to be teaching assistants. If they are from a college, they pay for the DBS checks, if they are volunteers, they do not pay.
- Governor's question: Can the information on **mobility and school roll** (page 5) be clarified?
Response: Mr Meyer said the data is a snapshot of each year. There is a big variation in numbers of boys and girls especially in Year 4. Reception intake has been more evenly split in recent years. The Headteacher said that in Years 3, 4 and 5 numbers have decreased due to families moving out of London or to children going to private schools.
- Governors' question: in relation to **impact, how do we know the curriculum is successful?**

Response: the Headteacher said that the full impact will not be known until the end of the year. The PIRA reading and PUMA maths tests provide a standardised benchmark for monitoring pupil progress and pupil progress meetings will look at the impact of the strategy in January.

- Governor's question: Can you explain more about **retrieval practice and spaced learning**?

Response: Mr Larwood said retrieval practice and spaced learning is about little and often so that learning has a chance to embed.

- Governors' question: Governors asked about the **impact of vocabulary teaching**. What size vocabulary is expected and are children using a wider vocabulary? How is the approach to vocabulary being communicated to parents as spelling tests have stopped?

Response: Mr Meyer said there had been a focus on this in Early Years but that it is difficult to measure the impact. He said that the school had looked at action research projects and used a scheme but it is unclear whether progress is attributable to the scheme. Use of the scheme is continuing and there is a focus on subject specific vocabulary, for example, in maths, which was not being retained in the longer term. It is difficult to assess the size of children's vocabulary, but they are more confident to explore and play with language and feel able to make mistakes. Governors noted the importance of good communication. The vocabulary communication plan to parents will be reported to governors at a subsequent meeting.

- Governor's question: A question was asked about **Greater Depths (GD)** in KS1. Is there scope to interpret GD differently between schools? Do parents understand about targets?

Response: Mr Meyer said there is some confusion and mixed advice and no national consensus about what GD means. This has been discussed with Lewisham with regard to moderation and the expectation here is that GD is exceptional, reserved for gifted and talented children and resulting in for example, in Year 2, potentially a very wide band of children reaching the expected standard. In some boroughs GD is applied to the top 30% of children. GD will be revisited and a SIDP focus. Governors will be looking at this area during their visit in the Summer term. Moderation is key to consistency of GD between schools. The Headteacher said that the focus must be on all children reaching the expected standard with challenge for those children who have the ability to achieve higher. The Headteacher said that a lot of work has been done with parents but standards and expectations are a difficult topic to explain and communicate to parents. It is easier to explain about challenge and work on questioning.

- Governor question: **Working with other schools for school improvement.** How does the school work with peers and challenge itself to improve?

Response: The school is in two triads: one with Marvels Lane and Perrymount, and the other with St Margaret's Lee and St Mary's in Lewisham through the Lewisham Anglican Schools Partnership. This year each school will be showcasing one area and also presenting one area for improvement. St Bart's will be showcasing science and its area for development is the RE curriculum.

- Governor question: In maths the attainment data was good last year but is predicted to be less good this year. How can the effectiveness in changes in maths be assessed with a different cohort?

Response: The Headteacher said that despite developing maths teaching, the different cohort would affect the data. She explained that the school uses the Fischer

Family Trust system to construct progress targets which are standardised scores of what might be achievable.

- The Headteacher said the school had facilitated a research project run by UCL for a number of children across the school. The aim of the study, which is being funded by the European Research Council, is to better understand how children manage to resist temptations in the pursuit of long-term goals and how the environment can influence this.
- The Headteacher said that the school is not continuing to use reception baseline testing, despite being a pilot school because the materials and what was asked of the children is disappointing.
- The Chair noted that the three values system is working, that the school should be congratulated on the successful 18 month review of the Centre of Excellence, and that it has raised £3,000 based on the daily mile for the NSPCC, which will train two voluntary counsellors.
- Ms Smith noted that £2,000 has been raised for the Friends by two marathon runners.

The Chair thanked the Headteacher for her report.

7. SCHOOL IMPROVEMENT AND DEVELOPMENT PLAN (SIDP)

The Headteacher said that the SIDP had been updated and circulated to governors and that it is also on the cloud. It will be presented to and discussed at the next CLC.

8. REPORT FROM THE CHILDREN AND LEARNING COMMITTEE

The Minutes of the CLC held on 19th November 2019 had previously been circulated.

Ms Smith said it had been a stimulating and enjoyable meeting, covering:

- Science Quality Mark
- Safeguarding
- Parental Engagement and Communication
- Governors' Visits

9. REPORT FROM THE RESOURCES COMMITTEE

The Minutes of the Resources Committee held on 19th November 2019 had previously been circulated.

The Chair thanked the Headteacher and the School Business Manager for their work in keeping the school in the 'green' category (school with no issues) which had been confirmed at a meeting with Lewisham Finance. The school had a surplus at the end of the last financial year and it is also predicted to have a surplus at the end of 2019/20 financial year. The Chair said that spending on SEND is higher than anticipated because of the number of children in the school requiring support.

It is hoped that income from lettings will increase once the work on the accessible WC in the hall is complete, so that access to the main school will not be necessary.

10. REPORT FROM THE HEALTH & WELL BEING COMMITTEE

The Minutes of the Health and Well Being Committee held on 8th October 2019 had previously been circulated.

This being the inaugural meeting of the Committee, Ms Johnston was elected Chair of the Committee, the terms of reference were agreed and members set the objectives for the Committee.

Ms Johnston reported that the school is part of the trail blazer initiative working closely with CAHMS to support mental health work. The project aims to work with children who need support at a lower level and the support is not time limited. The school house is being used as the base. Governors noted the benefit of being early adopters and the additional opportunities this may bring.

Ms Johnston reported that staff training with Place2Be has started and that the initiative is providing a lot of resources and information.

The date of the next Health and Well Being Committee in February is to be confirmed.

11. FAITH GROUP

Ms Carlyon said that the Faith Group had met in early October 2019 and had visited the prayer corners in the classrooms. Governors noted that each corner had a cross and bible and that the spaces had been used creatively to reflect Christian character and the school's values.

12. SUPPORTING VULNERABLE PARENTS

Ms George had met the Headteacher in June and reported to governors at the Governing Body meeting on 26th September 2019. The report had considered ways to access additional Pupil Premium Grant (PPG) resources.

Ms George said that 16% of children were in receipt of PPG in June but that this had fallen to 14% currently. Understanding the reasons for the decrease could help to get parents to apply for the funding. The Headteacher is speaking individually to parents as this is a sensitive subject, and leaflets are being placed in book bags. The newsletter includes a step by step application guide.

Governors' questions: do parents understand the benefits of PPG? Are debts for school meals written off?

Response: The Headteacher said that parents do see the benefit of PPG funding as it is directed to their child in the form of, for example, breakfast club or school journey. In general, parents at the school are becoming more affluent but there are some parents on low or inconsistent salaries. Debts for school meals can be written off. There is no cut off point with decisions being made according to individual circumstances.

The Chair said that governors would include an article on PPG in the termly governors' newsletter. Ms George said she would write an article.

Action 4: Ms George to write an article on PPG for the governors' newsletter.

13. FRIENDS OF ST BART'S

Ms Carlyon reported that a committee had been formed at the AGM in October and that there had been a mixture of parent social events this term, such as a quiz night, second-hand clothing sale, a disco for the children and the Christmas Fair on 13th November 2019. There is a focus on parental engagement and inclusion so that all children are able to attend events.

14. POLICY REVIEW

- **Behaviour policy**

Governors' questions: how is communication with parents handled particularly in relation to bullying? Are there induction days for parents on the behaviour policy?

Response: The Headteacher stated that she speaks to parents after an alleged bullying incident. Sometimes an incident is not bullying. Behaviour is talked about at parent induction days although bullying is not specifically referenced. The Headteacher suggested that a workshop for parents during bullying week would be informative.

The behaviour policy was **APPROVED** subject to the removal of 'Senior Leadership Team' at point 1 on page 3.

- **Safeguarding policy**

Reverend Perry commented that the safeguarding policy is very long and much of the 'policy' is procedural. Ms Johnston said that the policy was inclusive and Lewisham had based this model policy on the KCSiE policy. After discussion, governors agreed not to remove anything from the policy to ensure the school is legally covered. The Headteacher suggested that a summary of the key points could be provided for parents which would be more accessible. Ms Johnston said she would take advice from Lewisham and feedback to governors at the next Governing Body meeting.

Action 5: Ms Johnston to take advice from Lewisham regarding producing a shorter more accessible safeguarding policy summary for parents.

- **Sex and relationships policy**

The Headteacher asked governors to send any comments regarding this policy to her by 9th December 2019. Ms Lloyd asked that 'happy' be removed from paragraph 5.1 and that the policy should refer to marriage or civil partnerships.

Action 6: Governors to send comments regarding the Sex and Relationships policy to the Headteacher by 9th December 2019.

15. GOVERNORS ACTIVITIES AND TRAINING

Dates of Governor Curriculum Days:

Tuesday 28th January 2020 - Science

Friday 28th February 2020 – PHSE/RE

Wednesday 20th May 2020 – provision for working at Greater Depths

16. ANY OTHER BUSINESS

- **Catering**

The Headteacher reported that the catering contract with Chartwells is due to end at Easter and that Lewisham's Mayor and Cabinet have decided not to re-tender the service. Chartwells have been asked to extend the contract to the end of the Summer term. Schools are being asked to make their own arrangements with the catering staff retained via TUPE arrangements.

The Headteacher said there will be more options and information available in January but there may need to be an emergency governors' meeting in January to make a decision.

Governors' questions: What will be the cost to the school of buying the kitchen equipment and staff TUPE? Will Lewisham provide legal advice on TUPE? The level of school procurement is limited but there is no guidance on how to handle a catering contract which is likely to exceed the procurement limit.

- **Admissions arrangements**

The Chair reported that she had received a letter from Lewisham inviting the school to continue to use Lewisham for in-year admissions arrangements as it does at the moment or to make its own arrangements.

Governors **AGREED** to adopt the London Borough of Lewisham's in-year admissions arrangements.

17. DATES OF FUTURE MEETINGS

Governing Body meetings 2019/2020.

Thursday 30th January 2020 at 6.30 pm
Thursday 19th March 2020 at 6.30 pm
Thursday 7th May 2020 at 6.30 pm
Thursday 2nd July 2020 at 6.30 pm

Resources Committee 2019/2020

Thursday 23rd January 08:00 school house
Tuesday 28th April 08:00 school house
Thursday 25th June 08:00 school house

Children and Learning Committee 2019/2020

| | |
|------------------------------|-------|
| Spring 1, 16th January 2020 | 18.00 |
| Spring 2, 27th February 2020 | 18.00 |
| Summer 1, 30th April 2020 | 18.00 |
| Summer 2, 16th June 2020 | 18.00 |

Health and Wellbeing Committee 2019/2020

Dates tbc.

Rev Perry closed the meeting with a prayer.



Signed:
Chair of Governors

Date: 30/1/2020

