

# THE GOVERNING BODY OF ST BARTHOLOMEW'S SCHOOL

## Minutes of the Governing Body meeting St Bartholomew's School on Thursday 3<sup>rd</sup> December 2020 at 6 PM (held on Zoom)

Present:

Ros Sutton	Rebecca Johns
Sara Sanbrook-Davies	Peter Main
Bernadine Williams-Adebayo	Daniel Meyer
Bettina Carlyon	Louise Ward
Chelsea Drake	Rev Jim Perry
Allison George	David Roberts
Rosalind Goodrich	Fr. Paul Tiernan

Associate members:

Pauline Lloyd  
Elaine Smith  
Cathryn Johnston

In Attendance:

Jane Cheadle Clerk

Item	Action	Responsibility	Date
1.7d	Chair to contact the Diocese to notify them that she will be staying on as a Governor.	Chair	30/12/2020
1.7e	Parent Governor elections to be held.	Headteacher	30/12/2020
1.9b	Any Governor wishing to put themselves forward for Chair of the Faith committee is to email the Chair of Governors.	Governors	30/12/2020
1.9c	Governors interested in joining the marketing sub-committee are to email P. Main.  Governors willing to volunteer to join the digital improvement group to email the Chair.	Governors	30/12/2020
2.1	C. Johnston to report the national average for SEN children at the next meeting.	C. Johnston	30/12/2020
3.1	C. Johnston to circulate the Safeguarding audit report once completed along with the resulting action plan.	C. Johnston	30/12/2020
3.2	Any Governor interested in taking on the role of health & safety link Governor is to contact the Chair.	Governors	ASAP
6	Governors agreed that the updated policy should be emailed out for agreement. The changes are to be highlighted. Governors to agree the policy via email.	Governors	30/12/2020

*All Governors attended Safeguarding training from 6.00-6.30pm.  
The training was led by Cathryn Johnston (Designated Safeguarding lead)*

<b>1. Governing Body Administration</b>	
1.1	<p><b>Apologies, Declarations of Interest and Business for the Meeting</b></p> <p>There were no apologies</p>
1.2	<p><b>Meeting arrangements including decision making</b></p>
1.3	<p><b>Election of Chair and Vice Chair</b></p> <p>a) R. Sutton was nominated for the position of Chair in advance of the meeting. There were no other nominations. R. Sutton reported that although she had previously informed Governors of her intention to stand down she was willing to stand again in the interest of continuity during these challenging times as no other candidate has been put forward. She will take on the role until the end of the current school year. Governors voted and R. Sutton was unanimously elected to the position of Chair for the current school year. <b>Agreed</b></p> <p>b) Peter Main and Rosalind Goodrich were nominated as joint Vice-Chair's. Governors thanked L. Ward for time and energy as Vice Chair.</p> <p><i>Governor Question: Are there any rules against co-Vice-Chair roles?</i> Joint Vice-Chair roles are permitted, however joint Chair's are not.</p> <p>Governors voted and agreed unanimously to elect R. Goodrich and P. Main to the joint role of Vice-Chair. <b>Agreed</b></p>
1.4	<p><b>Business critical decisions</b></p> <ul style="list-style-type: none"> <li>- How best to support the Leadership Team.</li> <li>- Finance: to be the focus for this meeting and the upcoming months.</li> <li>- Assessing the possibility of joining the Southern Dices board MAT as a route to address financial concerns.</li> </ul>
1.5	<p><b>The non-confidential minutes of the Governing Body meeting held 24<sup>th</sup> September 2020</b></p> <p>The minutes of the previous meeting were agreed to as an accurate record. <b>Agreed.</b></p>
1.6	<p><b>Matters arising from the minutes not included on the agenda.</b></p> <ul style="list-style-type: none"> <li>• (3.4) Governors have reviewed the KCSIE document and emailed the Chair with their acknowledgement.</li> <li>• (41.) The Headteacher provided an update on the Local Authority Heads meeting at the current meeting.</li> <li>• (5.2) The Chair and P.Main gave assistance with the advertisement for and appointment of a new School Business Manager. N. Karim has been appointed. He has a finance background and came across very well at interview. This is a positive appointment and N. Karim is expected to be an asset to the school.</li> <li>• (8) All Governors undertook training at the beginning of the current meeting.</li> </ul>
1.7	<p><b>Governing Body membership</b></p> <p>a. Governors noted that the PCC has not yet been able to meet. They are looking to make an appointment in January 2021. The Chair has agreed with the PCC that C. Drake is to remain on the board until a decision is taken by the PCC. She was asked to remain on the board until January 2021. Governors noted that C. Drake has been an asset to the board.</p>

	<p>b. Governors noted that E. Smith intends to retire from the board. Governors reflected on her many years of membership, noting how hugely supportive she has been, bringing passion and depth to her many roles on the board.</p> <p>c. Governors noted that Father Tiernan will be retiring from his role. Governors thanked Father Tiernan for his longstanding work and energy to support the school.</p> <p>d. The Chair's term of office with the STBE is due to end in January 2021. <b>Action:</b> Chair to contact the Diocese to notify them that she will be staying on as a Governor.</p> <p>e. At the last meeting, Parent Governor J. Ejbye-Ernst had given notice that she would be leaving the board. An election is to be held to fill the resulting vacancy. <b>Action:</b> Parent Governor elections to be held.</p>
1.8	<p><b>Chair's Actions</b></p> <p>The Chair has met with the PCC to discuss C. Drake's membership (to remain in position until January 2020)</p> <p>The Chair reported on the STBE Governors' meeting:</p> <ul style="list-style-type: none"> <li>- C. Powell is due to retire. The current assistants to the Director will take over as co-interim directors until a new director is appointed.</li> <li>- A new secondary school to be opened in Kingston.</li> <li>- There will be an allocation of money made to the Diocese</li> <li>- Plans to go out to consultation on admissions in light of Covid-19. (temporary change to policy)</li> <li>- P. Cox is a new member with a supporting Governor role. Able to assist with any vacancies.</li> <li>- The importance of up to date websites was highlighted. Governors discussed the importance of accurate information on the school website. At the previous meeting it had been agreed that two Governors should take on the role of website support. Further discussion below regarding Governor link roles and sub-committees. (Item 1.9)</li> </ul>
1.9	<p><b>Committees</b></p> <p>a. Committee reports The Resource Committee report discussed under Item 4 of the agenda. The Pay Committee report was discussed and minuted in a separate, confidential set of minutes (attached).</p> <p>CLC Committee Report E. Smith reported on the constructive meeting held. Minutes are available for Governors to review on the shared drive. The Committee discussed the results of the wellbeing questionnaire to parents and carers. The Committee had received an in depth curriculum and learning report from the Headteacher.</p> <p>a. Election of Committee Chairs P. Main was re-elected as Chair of the Resources Committee. <b>Agreed</b> B. Carlyon was elected as the Chair of Children and Learning Committee. <b>Agreed</b> C. Johnston was re-elected to Chair the Health &amp; Wellbeing Committee. <b>Agreed</b></p> <p><b>Action:</b> Any Governor wishing to put themselves forward for Chair of the Faith committee is to email the Chair of Governors.</p> <p>b. Committee membership Governors discussed the need for a marketing sub-committee to look into the reasons behind falling pupil numbers further up the school and to devise plans to address this. Governors were asked to consider joining this group.</p>

	<p><b>Action:</b> Governors interested in joining the marketing sub-committee are to email P. Main.</p> <p>Governors agreed that the focus of the digital improvement group should be the school website (accuracy and up to date).</p> <p><b>Action:</b> Governors willing to volunteer to join the digital improvement group to email the Chair.</p> <p>c. Link Governors Hilary Buckhurst is to take on the role of SEN governor.</p>
<b>2. Headteacher's Report &amp; Covid-19 Update</b>	
2.1	<p>The Headteacher gave an update on the current situation and the well-being of pupils, staff and wider school community. Her report was circulated in advance and included:</p> <ul style="list-style-type: none"> <li>• School Performance Data</li> <li>• SEF</li> <li>• Pupil Premium</li> <li>• Targets 2020/21</li> <li>• Autumn Term Assessment</li> <li>• Safeguarding Report</li> </ul> <p><i>Governor Question: How is home learning being managed for those isolating or shielding? Has there been feedback on the paper packs that were sent home? Are any struggling due to lack of access to the internet or digital devices?</i> Home learning is held on Google Classroom and run by experienced TA who is shielding. This has been working well. Most of the children have access to digital devices at home. An order for Vodaphone sim cards been made to support those without internet access. Several children have made exclusive use of hard copies due to their age and stage. So far there have been no issues with any of the aspects of home learning. The school was well prepared as all was set-up in advance. The recent Year 4 group bubble closure has had a slight delay to the start of their home learning due to the required permission slips (sent out in advance but not all were returned and these are being chased up).</p> <p><i>Governor Question: Is the SEN number typical for this size of school?</i> The school's SEN figures are generally in-line with the national average. A number of EHCP's are slightly above the national average. Several new EHCP applications are currently being made.</p> <p><b>Action:</b> C. Johnston to report the national average for SEN children at the next meeting.</p> <p><i>Governor Question: Is any work being done with Year 5 and Year 6's regarding mobile phone use and social media (safety)? What is the policy on phones at school? How can parents be better educated about the necessary safeguards on mobile devices?</i> There is ongoing work regarding phones and social media that is undertaken termly. The school policy is very clear. No child is allowed to have a phone at school. Those that have been given phones by their parents must have them switched off at school. Most children are respectful and adhere to the rules. The impact of social media is a key focus of the forthcoming SHE curriculum. Addressing parental responsibility for any phone they give to their child is a child challenging area for the Senior Leadership Team. The O2 online workshop for parents was delivered 18 months previously and will be offered again as an online workshop for parents as informed parents are a key factor in keeping children safe.</p> <p><i>Governor Question: Where children are below expected attainment, how much of this is this due to covid-19/lockdown and how much due to pre-existing issues? Is it possible to extrapolate so to find out how best to apply catch-up funding? Where are the gaps most in the school?</i> This is a key concern for the Senior Leadership Team at present. The previous results were in line with the national average. The data for the current term will further support the analysis of gaps. Once the data this term then identifying children looking at assessment and work this is the question all teachers ad Senior Leadership Team will be asking throughout the assessment to inform a prudent and strategic use of the catch-up fund. The report of the research study looking into the reasons</p>

	<p>behind the gaps is due in March 2021. Intensive support is being put in place. £17K of the catch-up fund has already been received and allocated and targeted interventions are going well. Lockdown gaps are anticipated to be mostly in Year 3 as the gap between years 2 and 3 is a significant educationally. In addition, some longer-term impacts of the Covid-19/lockdown are beginning to show (mental health and language). Early language intervention in reception will be important in this regard. All interventions are being reviewed regularly and all staff undertaking intervention are working closely with teachers.</p> <p><i>Governor Question: What is the update regarding the building works?</i> The Headteacher has met with the builders and one of the parents from the school is supporting this process (experience planner). Completion of the works is expected by Easter 2021. STEM and finance projects will be linked to this process so that the children have an opportunity to learn with real time examples. Governors asked that their thanks to the supportive parent be noted.</p>
2.2	<p><b>Covid-19 Risk Assessment:</b></p> <p>The recent bubble closure had been handled well. Parents were co-operative and supportive.</p> <p>One member of staff is deemed clinically extremely vulnerable. The staff member is keen to come in to school and the advice is that this is possible if the risk assessment is reviewed by their medical practitioner.</p> <p>A parent Governor reported that clarity and proactive communication for parents. Parents feel well supported.</p> <p><i>Governor Question: What is the main challenge at present?</i> The Treasury for Education has now said that they will not be paying for cleaning sanitizing and extra costs incurred due to Covid-19. The Local Authority is challenging this decision (the Headteacher is involved in the capacity of Schools Forum). The school has employed an extra cleaner. Soap, sanitizing costs approximately an extra 5K. Staff cover has been managed in-house not incurring the extra costs seen by other local schools (supply teaching)</p> <p>Governors thanked the Senior Leadership Team for their hard work and commitment during this challenging time.</p>
<b>3. Safeguarding &amp; Health &amp; Safety</b>	
3.1	<p>C. Johnston reported on the online audit that has been undertaken by Owen Water. The audit was thorough and highly constructive. The Headteacher had joined to discuss school policies. A clear detailed action list has been drawn up following the audit. The list is comprised of several small items and all are to be done before Christmas.</p> <p><b>Action:</b> C. Johnston to circulate the Safeguarding audit report once completed along with the resulting action plan.</p> <p>The Single Central Record was reviewed and no concerns were raised.</p> <p>The new business manager is to undertake training on the Single Central Record.</p>
3.2	<p><b>Health &amp; Safety Report</b></p> <p>Governors noted the detailed health &amp; safety report that was included in the Headteacher's report, noting that there are no concerns raised and that all statutory compliance is up to date.</p> <p><i>Governor Question: Have the necessary checks for Brexit preparations been done?</i> The school is currently checking with the catering suppliers to ensure sufficient supplies of dried goods are available. Checks regarding any EU employees are to be done.</p>

	<p>A health &amp; safety Link Governor needs to be appointed.</p> <p><b>Action:</b> Any Governor interested in taking on the role of health &amp; safety link Governor is to contact the Chair.</p>
3.3	<p><b>Contact with Families</b></p> <p>Detailed above in the discussion following the Headteacher's report.</p>
3.4	<p><b>Online learning</b></p> <p>Detailed above in the discussion following the Headteacher's report.</p>
3.5	<p><b>Appendix to Child Protection policy</b></p> <p>C. Johnson reported that the matter is in hand.</p>
<b>4. Finance</b>	
4.1	<p><b>Finance Update</b></p> <p>P. Main reported on the previous Resources meeting. The focus had been on the deficit planning. The current budget for the school has to be evaluated as an in-year deficit 'in the red'. The Business manager and Headteacher have supported the Resources committee to be proactive and put together a plan that takes into account looking at costs and income. Governors engaged in a full and frank discussion regarding the possible routes of action.</p> <p>This discussion is minuted in a separate, confidential set of minutes.</p> <p>Governors reviewed the Deficit Plan (on the MyDrive) and voted to agree to the Resources Committee recommendations <b>Agreed</b></p>
4.2	<p><b>Finance impact of coronavirus pandemic</b></p> <p>Detailed in the Headteacher's report.</p>
<b>5. Staffing</b>	
5.1	<p><b>Staffing during Covid-19</b></p> <p>Detailed in the Headteacher's report.</p>
5.2	<p><b>Staffing for Autumn 2</b></p> <p>Governors noted that the arrangements have been made to successfully cover all three staff members' maternity leave. Two of these are via internal rearrangements and the third is to be covered by a new appointment. Three candidates were interviewed and R. Busman came across best. She has accepted the offer and expected to be an asset to the school.</p>
5.3	<p><b>Ongoing support for staff during Covid 19</b></p> <p>Discussed under the Head teachers report.</p>
5.4	<p><b>GB support and thanks to staff and pupils</b></p> <p>The Chair is to write an additional Christmas thank you to staff and the children.</p>

<b>6. Policies</b>	
	<p>Governors discussed the SEND Policy. It is to be updated to include:</p> <ul style="list-style-type: none"> <li>- Updated admissions</li> <li>- The name of the SEN Link Governor (Hilary Buckhurst)</li> <li>- Additional wording regarding roles and responsibilities of the school “so far as is reasonable and practical”</li> <li>- Covid-19 Appendix (procedural)</li> </ul> <p>Governors agreed to these additions and the policy as a whole. <b>Agreed</b></p> <p>Governors discussed the Behaviour Policy, noting that there are several small adjustments that will need to be made following the recent audit.</p> <p><b>Action:</b> Governors agreed that the updated policy should be emailed out for agreement. The changes are to be highlighted. Governors to agree the policy via email.</p> <p>Governors discussed and agreed the Virtual Meeting Policy <b>Agreed</b></p>
<b>7. Governor Activities and Training</b>	
	<p>The Chair, R. Goodrich and P. Main attended the recent Local Authority training held via Zoom. The training had been interactive and covered a lot of ground.</p> <p>D. Meyer has attended Local Authority Finance and HR training. The training had been very good.</p> <p>All Governors received in-depth safeguarding training at the start of the current meeting.</p> <p>The Chair encouraged all Governors to review and sign up for the Local Authority training available.</p>
<b>8. SDBE Multi-Academy Trust</b>	
	<p>The Chair reported that she and the Headteacher have met with the CEO of the SDBE Multi-Academy Trust for an initial discussion. The resulting discussion document has been circulated Governors and the CEO has been asked to join the meeting of the Governors in January 2021.</p> <p>Governors discussed the matter and began to discuss several areas they would like more information on:</p> <ul style="list-style-type: none"> <li>- how the budget is controlled and managed</li> <li>- how the faith element is ensured within the MAT structure</li> <li>- how individual school autonomy is ensured within the MAT structure</li> </ul> <p><b>Action:</b> All Governors to look at the website of the SDBEMAT. Governors to email the Chair with questions they would like to put to the CEO by 30 December 2020.</p>
<b>9. Next meeting dates and agenda items</b>	
9.1	<p><u>Governing Body meeting dates 2020/21</u></p> <ul style="list-style-type: none"> <li>● Thurs 28<sup>th</sup> January 2021 at 6:30pm (CEO SDBE discussion from 6pm)*</li> <li>● Thurs 18<sup>th</sup> March 2021 at 6.30pm</li> <li>● Thurs 6<sup>th</sup> May 2021 at 6.30pm</li> <li>● Thurs 1<sup>st</sup> July 2021 at 6.30pm</li> </ul>

	<p>The advice from Lewisham is that meetings are to be held virtually at present.</p> <p><u>Committee meeting dates</u> Detailed on MyDrive</p> <p><u>Next Agenda Items:</u> SDBE MAT discussion</p>
<b>10. Confidential business</b>	
	<p>Two matters were discussed (minuted in a separate confidential set of minutes).</p>

*The meeting closed with a prayer at 9:30PM*

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

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