

THE GOVERNING BODY OF ST BARTHOLOMEW'S SCHOOL

Minutes of a Governing Body meeting held at St Bartholomew's School on Thursday 24th January 2019 at 6.30 PM.

Present:

Ros Sutton	Elaine Smith
Sara Sanbrook-Davies	Allison George
Carl Erdly	Rebecca Johns
Bettina Carlyon	Johanne Ejbye Ernst
Peter Main	Louise Ward
Bernadine Williams-Adebayo	Rev Paul Tiernan
Pauline Lloyd	Steven Larwood
Daniel Meyer	

In attendance:

Jane Smith Clerk

Item	Action	Who	When
1	Ms Smith to confirm that her RBI form is up to date.	Ms Smith	ASAP
3 b	Mr Erdly to complete skills audit and identify skills gaps so that recruitment of new governors can be targeted.	Mr Erdly	
3c	Clerk to include item on next Governing Body agenda for governors to decide whether governors should serve more than two terms of office	Clerk	FGB 21 st March 2019
3d	Governors to consider before the next FGB, whether they wish to take on the Vice Chair or Pupil Premium governor roles on the governing body.	All governors	FGB 21 st March 2019
11	Clerk to include governor attendance on Parent Evenings on 3 rd and 4 th April on the next FGB agenda.	Clerk	FGB 21 st March 2019

1. APOLOGIES AND DECLARATIONS OF INTEREST

Apologies were received and accepted from Juanita Haynes, Fr Edmonds and Cathryn Johnston.

1.1 Declarations of Interest: There were no declarations of interest in items on the agenda.

1.2 Register of Business Interests: Ms Smith to check that she has completed her RBI and, if not, to complete and return to the School Business Manager as soon as possible.

Action 1: Ms Smith to confirm that her RBI form is up to date.

2. MINUTES OF THE LAST MEETING AND MATTERS ARISING

a) To approve the non confidential minutes of the last Governing Body meeting held on 29th November 2018

- Ms Smith stated that the future dates of the CLC Committee (page 5, item 8) were incorrect and should read 27th February 2019; 8th May 2019 and 29th June 2019, all at 6 pm.
- Ms Carlyon said that on page 6, item 11, it should read 'The Friends have committed to raise £4,500 for enrichment and to add up to £3,000 to the maintenance fund. '
- Ms Carlyon said she had attended a coffee morning for parents of children with SEND arranged by Ms Johnston. (page 5, item 8).

The minutes were corrected, **APPROVED** and signed by the Chair as a true record.

b) Matters arising from the Governing Body meeting held on 29th November 2018

Item 14: Fr Stephan had been asked to attend the Admissions Committee on 25th February 2019 but he said he was not sure whether he would be able to attend. Ms Lloyd said that if Fr Stephen is not available perhaps a church warden could step in. The Chair said she would follow this up.

Mr Erdly reported that he had completed his overview of the school website. Some updating was necessary, for example, governors' names and there were some slight gaps. He had reported these to the office. The policies and procedures were all in place. The Headteacher said that the website was looking a bit dated and Mr Erdly said he would have another look at it.

Item 8: The Headteacher confirmed that £750 has now been paid for the Arethusa trip.

3. MEMBERSHIP OF THE GOVERNING BODY

a) Review of governor co-options at the last meeting

The Chair outlined the numbers and categories of governors as set out in the school's Instrument of Government (IOG).

As the IOG only permits one co-opted governor, it was **AGREED** that Mr Larwood and Ms Johnston should be appointed as Associate Members rather than co-opted governors.

As Associate Members they would be able to speak but not be able to vote at meetings of the full Governing Body. They would however have voting rights on any committees of which they were members.

The Chair thanked Mr Larwood for his interest and said she would write to thank Ms Johnston.

b) Analysis of Governors' skills audit including review of governors' roles and responsibilities

Mr Erdly reported that he had sent out the skills audit forms but that they had not all been returned yet. He said that the preliminary findings were that the skill scoring the lowest was experience of school governance. This was understandable as several new governors had recently been appointed. Current education policy was also an area where governors felt they needed to learn more and he directed governors to the courses run by Lewisham and the SDBE.

Skills that appear to be well covered are project management, people management and education.

The Chair said it would be welcome if the PCC could bring forward governors with specific skills and Ms Lloyd said that an advertisement could be placed in Sydenham Life. It was noted that a governor could be a member of a church within the Deanery.

Mr Erdly said he would complete his work on the skills audit once all the forms have been returned and identify skills gaps. He would discuss these with the Chair and let Ms Lloyd know what skills are being sought.

Action 2: Mr Erdly to complete skills audit and identify skills gaps so that recruitment of new governors can be targeted.

c) End of Term of Office

The following governors' terms of office expire over the next few months:

Mr Meyer	Co-opted	February 2019
Ms Williams Adebayo	Staff	March 2019
Ms Lloyd	Foundation	July 2019
Ms Smith	Foundation	Sept 2019

Mr Meyer said that he and Ms Williams Adebayo would discuss with staff the staff governor election. It was noted that Mr Meyer is currently a co-opted governor who is a staff member.

The Chair said that it was good practice for governors to stand aside after two terms of office and that this applied to Ms Smith and Ms Lloyd who had both served two terms. Governors had a long discussion about the benefits of longstanding governors in terms of experience and continuity when there had been a lot of changes on a governing body; the opportunity to bring in new skills and experience and to refresh the governing body; how to replace specific expertise, for example in safeguarding, the need to balance new skills with experience and the idea of having a rolling programme of refreshment to maintain continuity. It was noted that this question was a point of principle relating to good practice and was not mandatory.

Governors felt that it was important to consider this question in the context of succession planning and that they needed more time to reflect on the matter.

It was **AGREED** that the question of whether governors should serve more than two terms of office should be an agenda item for the next meeting.

Action 3: Clerk to include item on next Governing Body agenda for governors to decide whether governors should serve more than two terms of office

d) Governor Roles and Responsibilities:

The Chair reported that Mr Erdly has indicated that he is resigning from the governing body because he cannot give the necessary commitment with a new job and his family. He is stepping down as Vice-Chair immediately but he will remain a governor until the PCC finds a replacement. The Chair thanked Mr Erdly for his commitment and hard work as a governor at St Bart's.

The Chair said that another governor is considering the Vice-Chair role and she asked any other governors who were interested to contact her.

The Headteacher explained the role of the Pupil Premium link governor and asked governors to think about whether they would like to take on this before the next meeting.

Ms Johns agreed to be the Spanish link governor.

Action 4: Governors to consider before the next FGB, whether they wish to take on the Vice Chair or Pupil Premium governor roles on the governing body.

4. TO AGREE THE ORDER OF BUSINESS OF THE MEETING

The order of business of the meeting was **AGREED**.

5. REPORTS FROM COMMITTEES

a) Report from the CLC Committee 16th January 2019

Ms Smith presented her report from the CLC Committee. The Minutes of the meeting had been circulated to governors. She reported that it had been a spirited meeting and she highlighted the following:

- Mr Meyer had given a report on vocabulary teaching. A whole school vocabulary scheme (Rising Stars) had been introduced. Ms Smith said she had visited the school and looked at the scheme. She had been impressed at the wealth of resources and the complexity of the words, for example, gloaming.
- Mr Meyer is to present the St. Bartholomew's research project at the Lewisham Research Conference in July 2019.
- Parent Engagement and Communication. It was acknowledged that the school had made great efforts to communicate with parents but it was felt that there was sometimes a lack of consistency in communication. The Headteacher agreed to meet the parent governors to discuss this.
- The Headteacher presented Ms Johnston's safeguarding report, which is available to governors on MyDrive. There had been one referral made to social care and the case remains open with the school supporting the child. There are four young carers in school, no children on Child Protection Plans and two siblings on Child In Need Plans. There is a new Early Help assessment and Team Around the Family for a child on a reduced timetable at the parent's request. There are 18 medical care plans in place. The appointment of a Play Therapist has been very successful and is having a positive impact on the mental health of the children who attend. The Headteacher would like to extend the provision if there is sufficient budget. Attendance is currently at 97.25% which is excellent.

Governors thanked Ms Smith for her report.

b) Report from the Resources Committee 15 January 2019

Mr Main presented his report from the Resources Committee. The minutes of the meeting had been circulated to governors. He highlighted the following:

- The financial report to the end of December 2018 and the predicted expenditure to the end of the financial year were considered and the small predicted surplus (£3000) noted.
- Funding had increased in-year due to receipt of Growth Funds that had not been anticipated.
- SEN top up had increased from the original budget due to successful bids for additional EHC plans with associated funding.
- School-led income had increased mainly due to additional take-up of Breakfast Club and additional income from school lettings.
- The supply teacher costs are taking a significant proportion of the budget and the Headteacher said this is mainly for additional SEN cover.
- Ms Lloyd noted that the three year plan is predicting a negative budget. The Headteacher said that there will be deficit of about £6,000 by 2021. She said that the school is likely to be able to maintain staffing levels until then by using the school's surplus. Ms Lloyd thanked all staff for the careful management of the school's budget. The Headteacher said the children are not going without resources. The additional funding announced in the autumn for 'little extras' funding is expected to be about £13000 for St Bart's and could be used for the much needed IT upgrades. Funds from the Friends of St Bart's have been used for the pod which is now in place.

Governor question: does the breakfast club make a profit?

Response: The Headteacher said it does not make a profit but does pay for itself. The after school club will be looked at again because profitability depends on staffing. She said that unfortunately the magic breakfast bid had been unsuccessful because the school already had a breakfast club. However the school had received funds through a subsidiary bid to give disadvantaged and vulnerable children breakfast. An additional staff member will be arranging activities to get vulnerable children in school as soon as possible.

- **SFVS** – this has been completed. Mr Main asked governors to note that the school is answering no to the question about independent review of the Headteacher's performance management in 2018 but this will be done in 2019. He said that the SFVS has to be ratified by the full Governing Body. He explained what the SFVS is and ran through the key areas. It had been completed by himself, the School Business Manager (SBM), the Headteacher and the Chair. It is in MyDrive for governors to view.

Governor question: Is Lewisham finance department being more supportive?

Response: The Headteacher said that there is a new chief accountant working alongside existing staff and the SBM is on the schools forum so there is more support.

The SFVS was **APPROVED** for submission to the local authority.

6. SCHOOL IMPROVEMENT

a) Headteacher's Report

- Mr Larwood and Mr Meyer gave governors a presentation on 'Growth Mindset' and governors watched a video by Carol Dwek. Governors discussed the ideas in the video and how they are applied in school.

Governors' questions: how is the decision taken as to which research to follow and apply? How do teachers access peer review and academic research? Does the approach have a positive impact on resilience? Is St Bart's peer reviewed? Do Ofsted have to approve the Growth Mindset approach? Does it link to aspiration?

Response: The research chosen will be from a trusted research body such as UCL, the decision informed by talking to other schools such as Kelvin Grove and the approach must feel comfortable for the school. The Chartered College of Teaching produces magazines and points of access to research for teachers. The Headteacher said the approach has to fit with the school's ethos and it is not about pigeon holing children. The Growth Mindset approach does have a positive impact on resilience. St Bart's works with Lewisham Anglican Schools Partnership including St Margaret's, Lee. Ofsted do not need to approve the Growth Mindset approach as Ofsted focuses mainly on results. Growth Mindset does link to aspiration and it is particularly important for girls.

Governors noted that parents need to endorse Growth Mindset and there is an opportunity for communicating the rationale to help parents adopt the approach.

Governors thanked Mr Larwood and Mr Meyer for their interesting and informative presentation.

- The Headteacher said the school is involved in several projects. Years 5 and 6 are involved with Physics Funfair with Perrymount and other schools which is being held for a day at Crystal Palace. St Bart's is the lead school in developing the physics project. STEM Learning is interested and the has grown in scale.
- Five new children have started this term. Two have moved into the area, one from China and one from Brazil and the space in reception has been filled.
- The Headteacher reported one accident where a child had fallen in football and broken a wrist bone.

7. FINANCIAL MANAGEMENT

a) 2019/20 budget and three year projections

This item was discussed at item 5 (b).

b) Schools Financial Values Standard (SFVS)

This item was discussed at item 5 (b).

7. SAFEGUARDING AND HEALTH AND SAFETY

a) Safeguarding Report

This item was discussed at item 5 (a).

b) School Health and Safety Self-Monitoring Checklist *to be completed and returned by 1st March 2019.*

This is an online requirement and will be completed with the assistance of Ms Smith, the link governor for H&S, prior to the March 2019 deadline.

c) Health and Safety Report

The SBM had circulated the notes of the first meeting of this committee on 29th Nov 2018. The committee will be meeting again on Wed 27th February 2019 to agree priorities for consideration with some target dates for any actions.

After the last meeting of the Committee, a number of Governors had undertaken a walk around the school site. The Chair will send details of any issues noted such as the stairwell decorating, to the SBM for inclusion in forward planning and budgeting.

8. FRIENDS OF ST BART'S

Ms Carlyon reported that the pod has arrived and fits in well with Forest School. It has heating and lighting and there is a budget to furnish it.

The Christmas Fair had been a success raising more than £3000.

There would be a meeting to plan other events.

9. POLICY REVIEW

There were no policies for approval.

10. GOVERNORS' ACTIVITIES AND TRAINING

- **Governors' Visits:** the Headteacher invited Governors to a Governors Day on 14th March from 9 am for half a day.

She said that World Book Day is on 7th March and governors are also welcome to visit then.

- **Training:** Governors were encouraged to look at the Governors Information Pack (GIP) for training opportunities and book themselves on any courses of interest. They were asked to let Mr Erdly of any courses booked for the governors' training records.

Ms Carlyon said she had attended training on unconscious bias and Ms Ejbye Ernst had attended new governor training.

11. ANY URGENT/OTHER BUSINESS

- The Headteacher asked whether a parent governor could look at the Education Endowment Fund to see how it might be used to support the most disadvantaged children in the school.
- Teacher workload: governors are very aware of this but acknowledge that it is difficult for staff to have a shorter day. Ms Williams Adebayo said that there is a good support system for staff in school. Mr Larwood said that governors should be aware that teachers are not qualified to deal with children's mental health and this is another task for them. Ms Lloyd said that the need for social work has risen rapidly and that this is falling on teachers. Mr Meyer noted the decrease in support to parents with mental health issues. The Chair said that dealing with children with mental health issues will have an impact on staff themselves and she thanked them for their hard work which is much appreciated by governors.
- Ms Lloyd asked whether the governing body was content to join Operation Encompass. This is a scheme, started in Bexley, where the police notify schools in the scheme immediately of any domestic abuse incidents affecting any of the school's pupils.

Governors **AGREED** to opt into the Operation Encompass scheme and that all parents will be notified that the school is participating in the project.

- All governors are invited to the service for Education Sunday on Sunday 10th February at 10 am
- The Headteacher said it would be good to have a governor present at the Parent Evenings on 3rd and 4th April. Governors will decide who will attend at the next governing body meeting.

Action 5: Clerk to include governor attendance on Parent Evenings on 3rd and 4th April on the next FGB agenda.

15. DATES OF FUTURE MEETINGS

- Thursday 27th March 2019 6.30 pm – *to note that this is a revised date*
- Thursday 9th May 2019 6.30 pm
- Thursday 4th July 2019 6.30 pm

Apologies were received from Ms Smith and Fr Tiernan for the meeting on 27th March 2019.

16. CONFIDENTIAL BUSINESS

There was no confidential business.

Rev Tiernan closed the meeting with a prayer.

Meeting closed at 8.50 pm

Signed:
Chair of Governors

Date: