

THE GOVERNING BODY OF ST BARTHOLOMEW'S SCHOOL

Minutes of a Governing Body meeting held at St Bartholomew's School on Thursday 30th January 2020 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
Peter Main
Johanne Ejbye Ernst
Hilary-Anne Buckhurst
Rev Paul Tiernan
Rosalind Goodrich

Associate members:

Pauline Lloyd
Elaine Smith

In Attendance:

Jane Smith Clerk

Item	Action	Who	When
10 a	The Headteacher to clarify any differences between the school staff grievance policy and the Diocesan policy.	HT	FGB 19-03- 2020
10 b	Ms Johns to place equality objectives on One Drive for governors to review prior to the next Governing Body meeting.	RJ	By 06-03- 2020
10 c	Governors to review the SEND policy and email the Chair with comments by 6 th February 2020.	All governors	By 06-02- 2020

Prior to this meeting the following governors had attended 'Understanding Data at St Bartholomew's' training led by the Headteacher and Mr Meyer.

Elaine Smith
Pauline Lloyd
Chelsea Drake
Ros Sutton
Rosalind Goodrich

Peter Main
Paul Tiernan
Allison George
Bettina Carlyon
David Roberts

1. APOLOGIES AND DECLARATIONS OF INTEREST

The Chair opened the meeting with a prayer.

Apologies were received and accepted from Steven Larwood, Cathryn Johnston, Rebecca Johns 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) To note any changes to the Governing Body.

There are no changes to the Governing Body.

The Chair said that she is no longer available to chair the Faith Committee and asked any governors who are interested in taking over this role to contact her.

b) DBS check update

Governors noted that all DBS checks are up to date.

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 5th December 2019.

It was **RESOLVED** that the minutes be approved and signed by the Chair as a true record.

b) Matters arising from the Governing Body meeting held on the 5th December 2019, not included elsewhere on the agenda.

Item 3: At the Governing Body meeting of 5th December 2019, Ms Johnston confirmed that the school's Intimate Care policy is in line with the Lewisham model in relation to one to one care.

Governors' questions: There is a concern that if there is a complaint, there should be two people involved in intimate care as witnesses. Is intimate care logged?

Response: Intimate care is logged. It is not always possible for two staff members to be present. It is school policy and practise, written into guidelines, to ensure that there is another appropriate adult aware of the task and within earshot. If a member of staff is uncomfortable with a situation or does not want to perform a task, they would call someone else. The Chair said that the school's policy is in line with DfE and Lewisham's policy and staff are content with it.

Item 12: Ms George has written an article for the Governors' newsletter to parents on Pupil Premium Grant (PPG).

Item 14: Governors were asked to send any comments on the Sex and Relationships policy to the Headteacher.

Governor question: Does the policy include coping with family break-ups?

Response: The policy looks at times of difficulty and mutual respect and support through these times.

4. TO AGREE THE ORDER OF BUSINESS OF THE MEETING

There was no additional business for the meeting.

5. REPORTS FROM COMMITTEES

a) Report from the CLC Committee

The Minutes of the CLC held on 21st January 2020 had previously been circulated.

Ms Smith said it had been a well-attended meeting. Leanne Moore attended the meeting and presented to governors. Topics covered included:

- PHSE and the Sex and Relationships policy.
- First Aid
- Character education - the next CLC meeting will address this in discussion groups
- Safeguarding
- Governor Visits: Dates for the three curriculum visits have been arranged
Tuesday 28th January at 9.00am – Science
Friday 28th February at 1.15-2.15pm – PHSE/RE and Enrichment
Wednesday 20th May at 9.00am – Greater Depth
- Governors are asked to attend Parents' Evening on 1st and 2nd April 2020.
- PPG will be discussed at the next CLC meeting

b) Report from the Resources Committee

The Minutes of the Resources Committee held on 23rd January 2020 had previously been circulated.

Mr Main presented his report and highlighted the following:

- The Resources Committee Terms of Reference were approved.
- Schools Financial Values Standard (SFVS). This had been completed by Mr Main and reviewed and agreed by the Headteacher and School Business Manager. The draft had been circulated to governors prior to this meeting. Governors **APPROVED** the SFVS.
- The SFVS this year includes a dashboard to show how a school's data compares to thresholds on a range of statistics identified by the Department for Education (DfE) as indicators of good resource management and outcomes. The Headteacher and SBM will conduct a benchmark of the Senior Leadership Team.
Governor question: How did the school compare to others in the benchmark?
Response: The school compared well. Premises costs were higher than others, but office costs are lower.
- Preparation of 2020/21 – 2022/23 Forward Budgets. The budget will require updating once the recommended increase of 1.84% per capita MFG has been ratified by the DfE and confirmation has been received that the pay and pensions grant will continue into the next financial year.
- As St Bart's is likely to be able to set non-deficit budgets for at least the next two years, Schools Forum had also given consent for budget setting to be delegated to the Resources Committees with ratification by the Governing Body taking place post submission of the budget to the LA.
Governors recorded their thanks to the Headteacher, the SBM and the staff for the prudent management of the budget and income generation so that there had been no detriment to the curriculum.
- Catering: Lewisham had decided not to re-tender the catering contract when the Chartwells contract expires in April 2020, requiring schools to take on direct

employment of catering staff. This proposal was presented to Heads in October 2019 and had met with resistance from both Heads and SBMs who did not feel they had the expertise (or funding) to do this and that the timescale being proposed was too short. Lewisham's Education Catering Team (ECT) were therefore exploring the option of extending the Chartwells contract (possibly at an increased price) until either July 2020 or July 2021 (or even March 2022) while schools decided whether to sign up with the new proposal or do their own catering tender exercise, either singly or as groups of schools.

ECT agreed to send out additional information by 14/2/20 following which schools would be asked to consult their governors and make firm decisions by July 2020.

Governor's question: Are school dinners different prices in different schools?

Perhaps the school could join a group including secondary schools to spread the cost.

Response: School meal prices can vary and Reception and Years 1 and 2 have free school meals. A group of schools in Deptford are currently offering school meals more cheaply than at St Bart's.

- The next Resources Committee is 10th March 2020 at 8 am. Mr Main invited the new governors to attend this meeting.

6. SCHOOL IMPROVEMENT

a) Headteacher's Report

A full Headteacher's report will be presented to the next Governing Body meeting.

The Headteacher reported that she is currently supporting another school in crisis on a Partnership School arrangement, at the request of the SDBE and with the agreement of Lewisham. This meant that she has been spending some days/half days away from St Bart's. The support is expected to continue until the summer and then become a mentoring role. She said it has been a team effort with Mr Meyer and Mr Larwood also supporting staff at the other school, and St Bart's had found it a beneficial experience particularly in giving a valuable insight into the Ofsted inspection framework. There would be some financial compensation to St Bart's which would enable the Headteacher to order resources for the school.

Governors congratulated the Headteacher, Mr Meyer and Mr Larwood for offering support to another school, and all the staff at St Bart's who had worked hard to make this possible.

b) Pupil Achievement and Progress

Data had been looked at in detail during the training session prior to the Governing Body meeting.

c) School Improvement Plan

The School Improvement Plan is being reviewed and will be discussed at the next Governing Body meeting.

d) Pupil Premium and PE Premium

Recording of PPG and PE Premium has been updated in line with DfE format but is not yet on the school website.

Governor's question: Have PPG numbers gone up?

Response: The numbers have not gone up as parents are 'just managing'. Ms George's article will be placed in the Governors' newsletter.

7. FINANCIAL MANAGEMENT

a) 2019/20 budget and three-year projections

This had been reported in feedback from the Resources Committee at item 5 b)

b) SFVS

This had been reported in feedback from the Resources Committee at item 5 b)

8. SAFEGUARDING AND HEALTH AND SAFETY

a) Safeguarding Report

This was reported under item 15 – Confidential business.

b) School Health and Safety Self-Monitoring Checklist

Ms Smith stated that she and the SBM are completing the Health and Safety self - audit to meet the 30 March 2020 deadline.

c) Health and Safety Report

Ms Smith confirmed that she has completed Health and Safety training.

9. FRIENDS OF ST BART'S

Ms Carlyon reported that there had been a meeting in January to discuss activities this term which might include movie nights, gardening and a disco and would be across the whole school. Christmas fund raising had raised less than in previous years, but it had been more inclusive. Nevertheless, more than £2,000 had been raised and it had been very enjoyable. There will be an Easter egg hunt during the school day which all children will take part in. Governor's questions: Governors had expressed concern in the past about whether vulnerable families were being reached.

Response: There had been a good community feel and lower prices had encouraged less well-off families to attend, but this is still a work in progress.

10. POLICY REVIEW

a) Staff grievance policy

Mr Roberts said that the policy was different from what he had understood from the Diocesan training which said that the Governor's Panel makes a decision and that there is an appeal mechanism. The school policy states that the Governor's decision is final. The Headteacher said she would look into any differences with the Diocesan policy.

Action 1: The Headteacher to clarify any differences between the school staff grievance policy and the Diocesan policy.

b) Review of equalities data and objectives

Mr Meyer said that he is meeting with Ms Carlyon and Ms Johns to review the school's equalities objectives. There may be a decision to have equalities running through every policy rather than having a separate policy. Ms Johns will place the objectives in One Drive for all governors to review prior to the next Governing Body meeting when this item would be discussed.

Action 2: Ms Johns to place equality objectives on One Drive for governors to review prior to the next Governing Body meeting.

c) SEND policy

The Headteacher reported that the SEND policy is on the school website in draft and would be placed on One Drive for governors to review and make any comments to the Chair by 6th February 2020.

The SEND policy would be **APPROVED** subject to any comments made.

Action 3: Governors to review the SEND policy and email the Chair with comments by 6th February 2020.

11. GOVERNORS ACTIVITIES AND TRAINING

a) Visits to the School and Activities attended

- **Science morning:** Eight governors attended Science morning on 28th January. The Chair said that Ms Lucas-Williams had given governors a sheet to guide them as to what the teachers and staff were doing. Ms Ejbye Ernst said it had been a very informative visit, looking at different year groups and scientific mindset, methods and skills. Ms George said that the children in all years had been very engaged. Year 1 had been spotting the odd one out and no answer was wrong. Year 2 had been capturing data on ipads and she said that learning could be felt throughout the school. The Headteacher asked governors to write up their visits for Science week on the governors visit form as it provides a good evidence base. Governors thanked Ms Lucas-Williams for facilitating a very well organised morning.
Governor question: are there adequate science resources?
Response: There had been a lot of resources bought last summer and this is ongoing. Some of the additional money paid for the Headteacher's support of another school will be used to fund resources. The Headteacher said that the school is looking at participating in a steam fair.
- Ms Smith reported that she had paid an informal visit to Life Savers and Year 6 were being bankers. She said it was very positive.
- Ms Buckhurst said she had attended Eucharist and had been impressed by the way the children had behaved calmly despite being excited.
- The Chair reported a tour of EYFS and had discussed the children's learning with Mr Meyer. She had noted the children's progression since September and that they were learning through play and creativity.

b) Governing Body Training

- **Safer recruitment training:** the Chair said she is up to date with this training and encouraged governors to attend the Lewisham training on 11th March 2020 or to complete the NSPCC online training.
- Mr Main said there is a budget setting training course on 25th February 2020 which would be helpful.
- The Chair said that the Modern Governor app has a lot of useful information for governors.
- The Chair said she would email the sections from the Governors' Information Pack which she felt governors should read. These included PPG, Relationships and

Health, character education and what the Governing Body and school leaders should expect from each other.

- **Preparation for Ofsted:** Governors asked the Headteacher to prepare a presentation about the new Ofsted framework for the Summer term 1 Governing Body meeting.

Dates of Governor Curriculum Days:

Friday 28th February 2020 – PHSE/RE

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

12. ANY OTHER BUSINESS

There was no other business.

13. DATES OF FUTURE MEETINGS

Governing Body meetings 2019/2020.

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

Tuesday 28th April 08:00 school house

Thursday 25th June 08:00 school house

Children and Learning Committee 2019/2020

Spring 2, 27th February 2020 18.00

Summer 1, 30th April 2020 18.00

Summer 2, 16th June 2020 18.00

Faith Group

Monday 3rd February 2020.

14. ITEMS FOR NEXT GOVERNING BODY AGENDAS

- Catering
- Equality policy and objectives.
- School Improvement and Development Plan.
- Presentation on the Ofsted framework (Summer Term 1)

Signed:
Chair of Governors

Date: