

## THE GOVERNING BODY OF ST BARTHOLOMEW'S SCHOOL

### Minutes of a Governing Body meeting held at St Bartholomew's School on Thursday 5<sup>th</sup> July 2018 at 6:30 PM.

#### Present:

|                             |             |
|-----------------------------|-------------|
| Ros Sutton                  | Chair       |
| Sara Sanbrook-Davies        | Headteacher |
| Bernardine Williams-Adebayo |             |
| Bettina Carlyon             |             |
| Fr Stephen Edmonds          |             |
| Carl Erdly                  |             |
| Marina Huey                 |             |
| Fr Michael Kingston         |             |
| Pauline Lloyd               |             |
| Peter Main                  |             |
| Jack Patrick                |             |
| Elaine Smith                |             |
| Rev Paul Tiernan            |             |

#### Absent:

Juanita Haynes  
Debbie Singh

#### In Attendance:

|            |       |
|------------|-------|
| Jane Smith | Clerk |
|------------|-------|

### **Non-confidential – Main business**

#### **1. APOLOGIES AND DECLARATIONS OF INTEREST**

Apologies were received and accepted from Stacey Wilkes and Daniel Meyer.

There were no declarations of interest.

#### **2. MINUTES OF THE LAST MEETING AND MATTERS ARISING**

a) To approve the minutes of the last Governing Body meeting held on the 10th May 2018.

It was **RESOLVED** that the minutes be approved and signed as a true record subject to the following amendments to item 8 a) on page 3:

'Elaine Smith reported that the committee had received an excellent report on maths, including the mastery programme, *from Bernadine Williams-Adebayo*. The Curriculum report for SEN had been deferred to June. Debbie Singh had been working with Marina Huey and Stacey Wilkes on parental engagement and this is now a standing item for the committee. The Pupil Conference Report had been discussed and all were impressed by the

responses from pupils about helping others understand when their behaviour is unacceptable.

And item 13 a) on page 5:

'Peter Main would be completing a Spanish visit shortly...'

b) Matters arising from the Governing Body meeting held on the 10 May 2018 if not elsewhere on the agenda.

*Item 9:* The Headteacher confirmed that there would be a fire drill on the following day.

*Item 13 B):* Pauline Lloyd's (CP governor) training on Child Protection commonly used terms and acronyms would be delivered at the Autumn 2 meeting.

### **3. TO AGREE THE BUSINESS OF THE MEETING**

The business of the meeting was **AGREED** with the following items added to the agenda:

- Brasted Close building work
- Feedback from parents' questionnaire and follow up action.

### **4. GOVERNING BODY MEMBERSHIP**

Marina Huey and Stacey Wilkes have resigned as parent governors and there will be elections in September for two new parent governors.

The Chair thanked them for their support to the school as parents and governors.

Fr Michael Kingston is retiring and the new vicar will take the ex-officio role on the governing body. The Chair thanked Fr Michael for his contribution to the school and the governing body and passed on the governors' good wishes for his retirement.

Jack Patrick's (PCC governor) term of office comes to an end in November 2018 and he is unable to continue beyond this date as a governor. In recruiting a new PCC governor, the Chair asked Fr Michael to take into account that finance skills would be useful as a skills gap had been identified in this area. She also asked governors to let her know if any would be willing to take over as chair of the Resources Committee. There is an opportunity to find out about the role and shadow Jack before November. Jack Patrick said that being chair of the Resources Committee does not involve a big increase in workload beyond being on the committee and contributing and it gives a more integrated feel to being a governor.

Pauline Lloyd pointed out that there will also be a Pupil Premium link governor vacancy at the end of Jack's term of office. She said a lot of work has been done on Pupil Premium and Jack has been a valuable sounding board for which she thanked him.

Peter Main asked whether there a form to complete for those interested in becoming parent governors?

The Headteacher responded that there is a form which asks about motivation and skills. If there are too many applicants there will be an election.

The Headteacher confirmed that DBS Checks are complete.

## 5. SCHOOL IMPROVEMENT

### a) Headteacher's Report

The Headteacher's report had been circulated prior to the meeting. She highlighted the following:

- Secondary transfers have all been arranged and the children are going to a wide range of schools.
- School Journeys: The overnight trips for the next academic year are Y6 to Arethusa in October 19 and Y5 to Gilwell Park in June 19.
- Pauline Lloyd asked about mobility as this was picked up by SIAMs as being above the national average. The Headteacher said this was mostly due to families moving away long distances, although two children had moved following complaints while two others had moved for SEND provision and another as a result of a court order. The school has received some children with SEND from other schools and generally nothing is provided by these schools to support the children in moving to St Bartholomew's.
- Attendance is 96.59% (target 97%). Governors asked how this compared with the national average. The Headteacher said that the national average is 95.7% and that she would include local and national averages and a mobility percentage in future data.
- Governors noted that the EYFS places are filled which is good.
- Jack Patrick reported that the financial audit had suggested stronger links between the budget and the School Improvement Plan (SIP). Cost estimates in the SIP would give greater granularity to the plan. The Headteacher said that the SIP which governors see is a summary document; the main document does include budget estimates but it could be more detailed and robust. She said that the SIP and self-evaluation form (SEF) would be linked in a different way from September. In response to a question from Peter Main she confirmed that the SIP is presented in the order of the four Ofsted areas.
- Bettina Carlyon asked how successful the Maths Learning Passports had been. Bernardine Williams-Adebayo said they had been successful despite some teething problems and there would be some refinement for September. Children are coming but some need a push or may be busy elsewhere. Teachers are reminding parents about how it is working.
- Peter Main commented that the targets for Spanish seemed to be too ambitious. The Chair said it was a very good scheme and the Headteacher said that some children were doing well while others were doing less well. Elaine Smith asked whether Spanish speaking parents could help but the Headteacher said that the school is trying to stick to the scheme.
- Phonics results (91% Y1, 96% Y2) are in line with or above the national average.
- Jack Patrick asked whether the focus on developmental feedback is monitored in relation to reduced marking and teachers' workload. The Headteacher said marking has reduced but the school is not yet ready to stop marking. How this moves forward will be discussed at the Leadership Day.
- Pauline Lloyd noted the concentration on maths and the Headteacher confirmed that the focus this year and next year is maths and vocabulary. She said that children in Y6 for example can read but have limited vocabulary. In previous years, the focus has been on guided writing and comprehension and these are still a high priority. Jack Patrick asked whether the focus on maths was to the detriment of other subjects. The Headteacher replied that other

subjects do not suffer but there is still a way to go with maths, SPAG and phonics.

- Collaborative working is supportive and working well providing a useful sounding board. The school will continue to work with Perrymount and Marvels Lane Schools although there will be no SSAT next year. In addition, the school will be working over the next academic year with St Margaret's Lee and St Marys Lewisham as part of the Lewisham Anglican Schools Partnership (LASP), with a focus on developing subject leaders.
- Governors noted that the school had received accreditation as a Centre of Excellence for financial education.
- **Headline Data overview for summer 2018:** the school has submitted its data for EYFS, Phonics and KS1 and teacher assessment for KS2. This data is both raw and invalidated but will be analysed for the school and governors in the autumn. Governors noted that there a lot of summer born children, particularly August born, who have made good progress but less achievement. In Teacher Assessment, Y2 reading and maths, Pupil Premium children achieve better than non Pupil Premium children and the same is true in Y6.
- **The Chair asked governors to note the Vision and Values Day on Tuesday 4<sup>th</sup> September which will be led by the Headteacher.**

It was **agreed** that the overnight school trips for 2019 academic year would be Y6 to Arethusa in October 19 and Y5 to Gilwell Park in June 19.

Governors thanked the Headteacher for her comprehensive report and congratulated her, the staff and the children for the very good results this year.

#### **b) Pupil Premium and PE Premium**

The Headteacher and Jack Patrick had met since the last Governing Body meeting on 10<sup>th</sup> May. There will be a report to the Autumn 1 meeting on Pupil Premium to include data. There is a report on the school's website about PE Premium.

#### **c) SIAMS report**

Governors congratulated the Headteacher and staff for the SIAMs report which found the school to be outstanding across all areas. The school had received a letter of congratulation from Colin Powell, Director of Education, Southwark Diocesan Board of Education. There was just one area for improvement which was to 'Involve pupils in more structured and formal ways in contributing to the ongoing development of the school's Christian distinctiveness and effectiveness as a church school.'

The Chair highlighted that it has been a very busy and successful year for the school starting with a good Ofsted, a good audit, becoming a Centre of Excellence and culminating in an outstanding SIAMs report.

## **6. PERFORMANCE RELATED PAY AND APPRAISAL**

Staff performance management is ongoing but is almost complete. A date for the Headteacher's appraisal is to be arranged before September. Pay recommendations will be made to the Appraisal Committee.

## **7. COMMITTEES**

### **a) Report from the CLC Committee**

The CLC Committee minutes had been circulated prior to the meeting.

Elaine Smith reported that the Committee had been very low on numbers. She said that governors were not attending meetings or sending apologies. She asked governors at the very least to send apologies if they are unable to come to a meeting.

Elaine Smith thanked Bettina Carlyon (SEND link governor) for her report on SEND. The parents' questionnaire had been informative but there were too few governors present at the Committee to compile feedback from it.

### **b) Report from the Resources Committee 28<sup>th</sup> June 2018**

The Resources Committee minutes had been circulated prior to the meeting.

Jack Patrick reported the following:

- Charitable status: It still has not been possible to get an answer on this.
- The school's finances were reviewed. It is early in the year and there was nothing exceptional to report. Some budget headings were front loaded.
- Premises: Works over the summer holidays include re-roofing part of the school. SDBE is paying for this which is costing over £200,000.
- The Health and Safety review had been completed and Elaine Smith was thanked for doing this.
- There was nothing unexpected to report in relation to staffing levels.
- The maintenance fund is very low and the Committee felt that the best option was to ask the Friends to make up the shortfall. The Friends were set up to support the maintenance fund but until recently this was not explicit in the constitution. The maintenance fund unlocks SDBE funding, for example, for the roof works. Governors discussed ways to communicate and encourage parents to contribute to the maintenance fund including a 'barometer' of contributions on display and enclosing a direct debit form in the starters pack. The school is trying to arrange for maintenance fund contributions to be gift aided.

It was **agreed** that the Chair would write to all parents including a direct debit form in September and to include a direct debit form in the packs for starters.

**Action:** The Chair to write to all parents explaining about the maintenance fund and including a direct debit form, which will also to enclosed in the starters pack.

### **c) Report from the Admissions Committee**

The Admissions Committee had not met.

## 8. POLICY REVIEW

- **Lettings Policy**

Jack Patrick reported that the Resources Committee had discussed the lettings policy. He said that charges had not been increased for a long time and an increase of £5 is proposed. Marina Huey asked whether this is enough. Jack Patrick said that it does leave some headroom to bring charges in line with the market and that charges will be reviewed next year.

The Lettings Policy was **approved**.

- **Data Protection Policy**

The Headteacher reported that the GDPR policy is based on the Lewisham model policy. She confirmed that Lewisham Council is the Data Protection Officer. Marina Huey said that the term 'individual' in the policy should be explained to be those who have legitimate access to information, in this case, parents, carers and guardians and that language should be consistent.

The Data Protection Policy was **approved subject to the inclusion of a line to explain that the individual includes parents, carers and guardians**.

- **Information and Record Keeping Policy**

The Chair asked whether all computers are set to lock if they are not used for some time. The Headteacher replied that this was the case and staff are required to lock computers before they leave the room.

The Information and Record Keeping Policy was **approved**.

- **Health and Safety Policy**

The Headteacher reported that the Health and Safety Policy had been updated in February 2018 and a committee with a staff volunteer had been formed. Peter Main asked whether school trips were risk assessed and the Headteacher confirmed that they were as stated in the School Visits policy. Marina Huey asked who manages emergencies in the School Business Manager's absence. The Headteacher says she does and that should be stated in the policy.

The Health and Safety Policy was **approved**.

- **Virtual Attendance Policy**

The Chair confirmed that a model policy had been circulated to governors. After discussion, governors decided not to approve the Virtual Attendance Policy on the grounds of confidentiality, disruption to business, time taken to set up and the quality of sound.

The Virtual Attendance Policy was **NOT approved**.

## 9. GOVERNING BODY ORGANISATION AND PROCEDURES

### a) **Governing Body self-review**

The Chair had analysed Governors' responses to the self-evaluation questionnaire. She said that the areas in which governors were least confident were:

Rigorous analysis of data; external accountability (despite three successful external inspections in the past year); compliance with statutory and contractual requirements and management and development of board effectiveness.

It was **agreed** that the Chair would undertake a project about the roles and responsibilities of governors in response to the rigorous analysis of data.

**b) Procedures for remote attendance at meetings**

This was covered at item 8 – Virtual Attendance Policy.

**10. GOVERNORS' ACTIVITIES AND TRAINING**

**a) Visits to the school, meetings attended and other activities**

The Chair encouraged governors to attend Lewisham and SDBE training as the school had bought into the training SLAs and she reminded governors to let Carl Erdly know what they had attended for the records.

She asked governors to let her know if they had not received the Lewisham Services User Guide for Governors, sent by email on 30 April 2018, so that she could inform Governor Services. The guide contains useful information about logging into the system, details of training courses and how to book them.

The Chair also encouraged governors to look at the SDBE booklet 'Training and Development Opportunities for Governors of Church of England Schools' which had been sent by post and is also on the SDBE website.

In particular, she highlighted the Role of the Pupil Premium Governor workshop on 21 November 2018, which will support succession planning for when Jack Patrick leaves the role in November; The Role of the Chair and Vice-chair of Governors for herself and Carl Erdly and Understanding the Role of Governors in School Visits on 28 February 2019 for all governors.

Bettina Carlyon reported that she has completed the SEND module of the online modern governor training.

Elaine Smith said she had attended the Lewisham Governors Association Conference in May and that it had been very interesting.

Marina Huey and Juanita Haynes will be visiting the school to look at English and writing.

**b) Governing Body training**

As reported in item 2 (b), Pauline Lloyd would now be delivering the Child Protection commonly used terms and acronyms at the Autumn 2 meeting.

**11. ANY OTHER BUSINESS (to have been agreed at item 3.)**

- **Brasted Close building work:** The Headteacher reported that the planning application has been submitted for this scheme which involves the demolition of garages to provide 11 flats. Although the school supports the provision of affordable housing, it has responded to Lewisham Council with serious concerns about the design of the development. The buildings will be four storeys in places and have full

length bedroom windows all of which face the school playground. She said she would make her response letter available to governors and that governors could also write with their comments.

Elaine Smith expressed her concern about children being overlooked and the removal of trees which provide shade as the building line is right up to the fence. There is also a risk of damage to school property if the trees are removed resulting in movement of the ground.

- **Feedback from parents' questionnaire and follow up action.**

Overall, there was a positive response from parents. Parents commented on good communication by twitter, newsletters and that the staff are visible. They also said that bullying was dealt with effectively. Further analysis will be carried out and included in data and the Headteacher said she would report to Autumn 1 CLC on what follow up action has been taken where necessary.

**Action: the Headteacher** to report follow up action from parents' questionnaire to CLC Autumn 1.

## 12. DATES OF FUTURE MEETINGS

### Full Governing Body:

**27<sup>th</sup> September 2018 at 6:30pm. (6.00pm for training with Marcus Cooper – Effective Governor visits and writing the visit report)**

**29<sup>th</sup> November 2018 at 6.30pm**

### CLC:

**19<sup>th</sup> September 2018 at 6.00pm**

The Chair said she would send dates for future meetings to the Headteacher and then circulate to governors.

**Action: the Chair** to circulate dates of future Governing Body and Committee meetings to governors.

Signed:.....

Date:.....

Rosalind Sutton, Chair of Governors, St Bartholomew's COE Primary School