

THE GOVERNING BODY OF ST BARTHOLOMEW'S SCHOOL

Minutes of a Governing Body meeting held at St Bartholomew's School on Thursday 4th July 2019 at 6.30 PM.

Present:

Ros Sutton
Sara Sanbrook-Davies
Johanne Ejbye Ernst
Fr Tiernan
David Roberts
Bettina Carlyon
Ms Bernadine Williams-Adebayo
Rebecca Johns
Pauline Lloyd

Daniel Meyer
Louise Ward
Elaine Smith
Peter Main
Steven Larwood

In attendance

Jane Smith

Clerk

Item	Action	Who	When
1	Chair to write to Ms Haynes informing her that she had lapsed as a governor. Chair to write to the PCC seeking a governor for the vacancy created.	Chair	W/c 2 nd September 2019
6b	Chair to check that the Diocese has no concerns with the Premises Officer's company being awarded the contract for re-decoration in the school.	Chair	ASAP
10b	All governors to look at the training plan and email Ms Ward with any areas in which they have an interest.	All governors	By FGB 26 th September 2019
12d	Chair to circulate dates for the Health and Wellbeing Committee.	Chair	By FGB 26 th September 2019

1. APOLOGIES AND DECLARATIONS OF INTEREST

Apologies were received and accepted from Ms Allison George and Ms Cathryn Johnston, associate member. Ms Juanita Haynes was not in attendance. Governors noted that Ms Haynes had been absent from the last three Governing Body meetings without apologies and that she had not attended committee meetings or learning walks in that period. The Chair had written to her but had not received a response.

Regretfully governors **AGREED** that Ms Haynes' term of office had lapsed. The Chair said she would write to Ms Haynes informing her that she had lapsed as a governor and that she would also write to the PCC seeking a governor for the vacancy created.

Action 1: Chair to write to Ms Haynes informing her that she had lapsed as a governor. Chair to write to the PCC seeking a governor for the vacancy created.

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

1.2 Register of Business Interests: Declarations of Business Interest forms are 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 9th May 2019

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

b) Matters arising from the Governing Body meeting held on 9th May 2019 (if not elsewhere on the agenda.)

Item 4a: The Chair reported that she had updated the governing body committee membership list.

Item 6c: The Chair reported that it had not been possible to form a group to draft a response letter to Ellie Reeves MP as preparing for the external governance review had been a priority. Governors decided not to proceed with this action as it was unclear what it would achieve.

Item 8d: It was **AGREED** to defer drafting the Health and Wellbeing Committee Terms of Reference (TOR) until September to fit in with the Relationships and Sex Education work.

Item 12: The Chair confirmed the governance review report is for the school only and that it will take place on 9th July 2019.

3. TO AGREE THE BUSINESS OF THE MEETING

Consideration of the Health and Wellbeing TOR at item 6 (d) would be replaced by the SEND report.

4. MEMBERSHIP OF THE GOVERNING BODY

a) Changes to the Governing Body

Governors noted that Fr Edmonds has resigned as an associate member of the governing body.

Ms Lloyd's term of office expires on 21st July 2019.

It was unanimously **AGREED** by a show of hands to appoint her as an associate member.

b) DBS checks

The Headteacher reported that DBS checks are up to date.

5. SCHOOL IMPROVEMENT

a) Headteacher's Report

The Headteacher's report had been circulated to governors prior to the meeting and she had requested that governors send any questions before the meeting.

Governors discussed the following points:

- Take up for the Year 6 school journey in 2020 is low. The PGL option is popular but it is expensive for parents and there is no other funding available apart from Pupil Premium Grant. Currently only half the year group have signed up. There is a question as to whether the school should continue to organise residential school journeys. The Headteacher reported that Year 5 are currently on school journey and are having a very good time.
- Year 2 phonics. Out of the eight children in Year 2 who re-took phonics, two passed. The other six children all have SEND and there will be interventions in Year 3 to support them.
- Data predictions versus actual for Year 2 writing: actual at 66% is lower than the 74% predicted. This is as a result of three children not reaching the expected standard.
- New report format for parents: the subject commentary has been removed and replaced with a 200 word commentary about the child and their strengths and achievements. The Headteacher said the reports are a delight to read and not repetitious. Staff had enjoyed writing the reports and there had been a good impact on workload. If there is an issue with a specific subject, this would be highlighted.
- Governors commented that it is good to see that the school is working with other schools and that there are so many school trips.
- School Improvement Plan (SIP): The Chair said she had reviewed and updated the SIP with the Headteacher. Governors noted that safeguarding training had been completed this year for the governing body and would be repeated in September 2019. A safeguarding training session could be arranged for Mr Roberts as a new governor. The Headteacher invited governors to attend the staff safeguarding update on 2nd September and said that there will also be a session on philosophical questioning on that day. It was noted that the learning walks had been well attended.
- Self-Evaluation Form (SEF): The Headteacher said that whole school training 'Vision and Values' would be added to the SEF in September 2019.

Governors' questions: why are individual scores for subjects higher than the combined RWM score? When will the KS2 results be available and discussed by governors and how are children and parents advised of the results?

Response: The Headteacher explained how the combined RWM score is compiled. The KS2 results will be available on 10th July 2019 and discussed at the governing body meeting in September. Children and parents are informed of the results by letter or with their reports.

The Chair thanked the Headteacher for her comprehensive report and for all the staff's hard work this year.

b) Pupil Premium Grant Report

The Headteacher reported that she had met Ms George who would report back to the governing body at its next meeting.

c) Relationships and Sex Education

The Headteacher said that there is new guidance which becomes statutory in 2020 and is good practice to adopt in 2019. The school is waiting to hear whether it is an early adopter. Ms Leanne Moore will lead on this work as part of her PHSE role. The focus is more on valuing and celebrating relationships whoever these are between. The school is very strong and positive about this and sees it as part of its PHSE approach which includes relationships

and life skills. It forms a central part of the curriculum and there is a lot of work to do in this area which will start in September. It is an exciting opportunity to do things differently. Governors noted that financial education is part of the PHSE policy. There will be a parents' meeting on relationships and sex education in September and activities to share with governors at the next governing body meeting.

Governors' questions: Have there been any feedback or questions from parents? Will there be parents who do not wish their children to be included in certain aspects?

Response: There have been a small number of questions from parents and the Headteacher said she had explained that it is about relationships and love and allowing children to be themselves. It is important not to pigeonhole children and let them develop at their own speed and pace. Relationship education will be statutory so children cannot be withdrawn but parents can withdraw their children from sex education.

Following Equality Act training, the Headteacher, Mr Meyer and Ms Carlyon are putting together an action plan on how to promote diversity and to cater for all protected groups. This will include a series of 'what if' scenarios.

Governors noted that the newly formed Health and Wellbeing Committee would be an appropriate place for governors to consider the information and review work in this area. Fr Tiernan expressed his pleasure that the school was adopting an enlightened approach to PHSE.

6. REPORTS FROM COMMITTEES AND WORKING GROUPS

a) Report from the CLC Committee 13th June 2019

The minutes of the CLC Committee held on 13th June 2019 had been circulated to governors. Ms Smith presented the report: she said the committee had received a presentation on relationships and sex education from Leanne Moore. The Headteacher and Ms Lucas-Williams, Assistant Headteacher, are leading on Science.

b) Report from the Resources Committee 25th June 2019

The minutes of the Resources Committee held on 25th June had been circulated to governors. Mr Main presented the report and highlighted the following:

- The final 2019/20 budget had been submitted to Lewisham on time at the end of May.
- Spend against the budget so far was reviewed and no concerns noted.
- The dates of future Resources Committee meetings are set out in item 12 (b) below.
- The Digital Learning Strategy sub-committee had met on 12th June and a strategy had been approved. This included the purchase of two class sets of Chromebooks and the desktops removed from the ICT suite would be re-used around the school to create "mini-hubs".

Governors' questions: Do staff need training? Could the Friends of St Bart's help to fund?

Response: No staff training will not be necessary as all the systems are Iglmail based. The Chromebooks will provide more flexibility. There would be more hard wiring and extra wi-fi so that all the school could be reached. The strategy would be reviewed in three years and the sub-committee would meet again later in the year to see how the upgrades were embedding and plan for next year. The Headteacher said that white boards would need replacing and the sub-committee would be phasing this expenditure over the next few years. She said that this expenditure should be covered by the

school as it is part of its statutory responsibility. Governors noted that they would prefer funds from the Friends to support trips, school journeys and other enrichment activities to benefit children across the school.

Mr Main explained that according to the school's Financial Management Policy there are limits to what the Resource Committee can approve expenditure (£10-£20k) and this ICT spend is over £20k so must be put to the FGB for approval.

Governors **AGREED** expenditure up to £30,000 on ICT improvements.

- Mr Main said he had taken advice from the SDBE about claiming Gift Aid on Maintenance Fund payments and he would be taking this forward.
- Over the summer, two areas of the school would be re-decorated in accordance with the agreed budget: the upstairs of the main block (including the stripped out ICT suite) and the EYFS block. The Headteacher said there had been three blind bids for the work and that the Premises Officer's company had been by far the lowest bid. Governors discussed probity issues and noted that the Premises Officer had declared an interest and that his work would be closely monitored. His knowledge of the school and interest in doing a good job together with the fact that he would be on leave while managing the work were noted and viewed as a benefit. The Chair said she would check with the Diocese.

Governors **AGREED** to the work being awarded to the Premises Officer's company subject to the Diocese raising no concerns.

ACTION 2: Chair to check that the Diocese has no concerns with the Premises Officer's company being awarded the contract for re-decoration in the school.

c) Faith Committee

- The minutes of the Faith Committee had been circulated to governors. The Chair said that character was at the heart of the school. The Committee planned to look at each section of SIAMs to support and prepare the school.
- The next meeting of the Faith Committee is on Thursday 3rd October at 2.30 pm.

d) SEND report

The SEND report from Ms Carlyon of her meeting with Cathryn Johnston, SENDCo, on 25th June 2019 had previously been circulated. Ms Carlyon presented her report and highlighted the following:

- She had been impressed with the the school approach of "Whole School SEND" which is an inclusive approach to children with SEND across all school activities and this had been clear to see during governors' visits to the school. Aspirations and ambitions are high for all children and teaching is tailored to their needs.
- Specialist provision and expert support is being provided for ASD and Counselling.

- Complex needs are challenging. Lewisham could be more supportive in some cases and this will be monitored more closely.
- There are 80 SEND children with a wide range of need in school **without** an Educational Health and Care Plan (EHCP). The school has 7 SEND pupils **with** an EHCP. The total is 23% of the school and is above the July 2018 national average of 14.6%, although for EHCPs alone 1.8% is below the July 2018 national average of 2.9%.
- Ms Johnston, SENDCo, is planning a training session for governors on SEND next year, the session focusing on the code of practice, key issues and funding. A governor visit focusing on SEND is also a possibility.
- Governors' questions: Is SEND spending audited? How many pupils are supported without funding? Are governors fulfilling their statutory responsibilities in relation to SEND? Is the school fulfilling its local offer?

Response: Ms Carlyon explained how SEND is funded and how the money is spent on interventions. Accounting for the money is complicated and time consuming but it is important to show how the money is spent on these pupils. The school is expecting 3 or 4 more children to receive an EHCP but the thresholds are very high and the process prescribed and slow. The expectation would be for the school to support most of the 80 SEND children. The school and governors need to talk more to Lewisham about consistency and limitations in future. Inclusivity in the school is very good and governors do fulfil their responsibilities with the Chair giving support to the SENDCo.

The Chair thanked the Committee Chairs and link governors for their comprehensive and informative reports.

7. INFORMATON AND DATA MANAGEMENT

a) School website update

Ms Ejbye Ernst reported that she had reviewed the school's website and prepared a spreadsheet which included a compliance check against statutory requirements. She had met with the Headteacher and they had talked about how to make the personality of the school stand out and how to make the website inviting and informative for new and potential parents.

The statutory compliance review is on MyDrive for all governors to access. She noted that the accessibility policy is not yet on the website.

The Headteacher said that the website will be reviewed again in September following further work.

The Chair thanked Ms Ejbye Ernst for her very useful work.

8. POLICY REVIEW

The following policies had been circulated to governors for review prior to the meeting:

Accessibility Plan
Attendance and Punctuality policy
Data Protection policy

Environmental policy
Intimate Care policy
Looked After Children policy
Parental and Volunteer Involvement policy
Private Fostering policy
Safer Recruitment policy
Separated Parents policy

Governors' questions: Have all children with dyslexia been screened privately by parents? In relation to the Intimate Care policy, is one to one care recommended?

Response: Private assessments are not accepted by Lewisham for EHCP funding. The school has six screenings a year funded and can buy in extra if needed via its Service Level Agreement with the local authority. Ms Johnston, SENDCo, can do basic screening and there are a range of measures and tools available to the school. The Intimate Care policy, in relation to one to one care, is in line with the Lewisham model policy and the school has been advised by ERIC.

By a show of hands, governors **APPROVED** all the above policies, subject to a further check that the Intimate Care policy is in line with guidance issued by Lewisham Council.

The Chair thanked the School Business Manager (SBM) for preparing the policies for governors' approval.

9. GOVERNING BODY ORGANISATION AND PROCEDURES

a) Governing Body self-review

The Chair confirmed that the external governance review by Michele Robbins would take place on 9th July 2019 and that the requested information had been sent to Michele. She would be interviewing new governors, the Headteacher, Chair and Vice Chair and the clerk.
The action plan from her report will be discussed at the September meeting of the governing body.

10. GOVERNORS' ACTIVITIES AND TRAINING

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

The Chair said that she had visited EYFS when the police horses had visited, and she had noted the new equipment. She had talked to Mr Meyer and noted the progress in the children over the year.

The Chair and Ms Carlyon had attended the Lewisham Learning Conference which was interesting, focusing on how to make the curriculum accessible to all.

Ms Smith had accompanied the EYFS trip to the Horniman museum.

Mr Roberts had attended governor induction training.

The Chair said she has been impressed by the politeness and excellent behaviour of the children and asked the Headteacher to pass on her congratulations to the children.

b) Governing Body training plan

c)

Ms Ward reported that she had met the Headteacher to go over the training plan and governors' skills audit. The skills had been RAG rated and a list of priorities produced. A key priority is focusing on a shadowing system for governor roles, for example, shadowing safeguarding and SEND roles and appointing Vice Chairs for the Committees to build up skills and resilience. Observation of other governing bodies would also be very helpful. The Headteacher said that a peer review model for governing bodies is being worked on by the local authority.

Ms Ward asked governors to look at the training plan and email her with any areas in which they have an interest.

Ms Johnston would be arranging safeguarding training as this is an area of slight weakness.

Ms Lloyd offered training on child protection and governors welcomed her offer. Ms Ward will include this in the training plan.

The SBM to be asked to present a top-level view of funding and financial planning for governors.

Ms Ward said she would devise a training plan for the coming academic year with expectations of where governors would expect to be in a year's time.

ACTION 3: All governors to look at the training plan and email Ms Ward with any areas in which they have an interest.

11. ANY OTHER BUSINESS

• **Correspondence:**

The Chair reported that she had received correspondence including a positive email from a parent about paying for the coach for year 2 to visit St. Nicolas and St. Mary CE Primary School in Shoreham on Sea, an email about the Southwark Eucharist in September; a letter from the Bishop and Lewisham Learning News.

• **Safeguarding update:**

Ms Johnston, SENDCo, had circulated her report to governors prior to the meeting. There were no questions arising from the report.

12. DATES OF FUTURE MEETINGS

a) Meetings for the 2019-20 school year

Dates of the Governing Body meetings 2019/2020.

Thursday 26th September 2019 at 6.30 pm

Thursday 5th December 2019 at 6.30 pm

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

b) Resources Committee

Dates for the Resources Committee 2019/20.

Tuesday 17th September 08:00 school house

Tuesday 15th October 08:00 school house
Thursday 23rd January 08:00 school house
Tuesday 28th April 08:00 school house
Thursday 25th June 08:00 school house

c) Children and Learning Committee

Dates for the CLC meetings 2019/20:

Autumn 1, 19th September 2019 18.00
Autumn 2, 19th November 2019 18.00
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

d) Health and Wellbeing Committee

The Chair to arrange and circulate dates for the Health and Wellbeing Committee.

ACTION 4: Chair to circulate dates for the Health and Wellbeing Committee.

13. ITEMS FOR NEXT AGENDA

- Report on PPG from Ms George
- Review of Governance report
- Health & Wellbeing Committee Terms of Reference
- Admissions policy

Signed:
Rosalind Sutton, Chair of Governors

Date: