

**THE GOVERNING BODY OF ST BARTHOLOMEW'S SCHOOL**

**Minutes of the Governing Body meeting  
St Bartholomew's School on Thursday 1<sup>st</sup> July at 6:30 PM (held via Zoom)**

Present:

Ros Sutton	Rebecca Johns
Sara Sanbrook-Davies	Peter Main
Bettina Carlyon	Daniel Meyer
Chelsea Drake	Louise Ward
Allison George	Rev Jim Perry
Rosalind Goodrich	David Roberts
Cathryn Johnston	Pauline Lloyd
Louise Ryle	Steve Larwood

In Attendance:

Jane Cheadle	Clerk
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Actions:

Item	Action	Responsibility	Date
1.6	Clerk to liaise with Lewisham and P. Main regarding Local Authority Governor appointment/re-appointment.	Clerk	09.2021
1.6	Clerk and Chair to follow up on re-appointment of B. Carlyon.	Clerk / Chair	30.07.2021
1.8b	Headteacher to include a maintenance fund reminder in the next school newsletter.	Headteacher	06.07.2021
5	Chair to write to all school staff on Governors behalf, thanking them for all their hard work this term.	Chair	18.07.2021
6.1	Headteacher to circulate changes to LAC definition via email once statutory requirement is clear (admissions policy implications).	Headteacher	01.08.2021
6.2	C. Johnston to circulate the amended wording of section 2.8 of the Health & Wellbeing Policy for Governor agreement via email.	C. Johnston	14.07.2021
7	Headteacher to update the SIP in terms of the Ofsted Readiness training outcomes.	Headteacher	01.09.2021
7	Website accuracy: All Governors to review the school website and send the Chair any items that require amendment. The Chair is to collate these together and forward them to the Headteacher to assist with the updating of the website.	All Governors	22.07.2021
7	Senior Leadership Team to formulate an Ofsted readiness pack for Governors.	Headteacher	01.09.2021
8	Chair's of CLC and Resources committee's to liaise with the Headteacher to arrange committee meeting dates ahead of the meeting of the Governors on 28 <sup>th</sup> September 2021.	P. Main B. Carlyon	20.07.2021

**1. Governing Body Administration**

1.1	Apologies, Declarations of Interest and Business for the Meeting
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	Apologies: H. Buckhurst (late). Co-associate Governors, D. Meyer and C. Johnston were to attend the meeting intermittently, leaving the meeting for short periods in order to attend to their parent evening duties.
1.2	<p><u>The minutes of the Governing Body meeting held 6<sup>th</sup> June 2021</u></p> <p><b>Agreed:</b> Governors agreed to the minutes and a copy was signed by the Chair. The signed pages of this and previous sets of minutes will be posted to the school to be kept on file.</p>
1.3	<p><u>Matters arising from the minutes</u></p> <p>1.5 No further Governors have come forward regarding Faith Group Chair vacancy.</p> <p>Governors B. Carlyon and A. George had previously offered to undertake this role in a joint capacity. Both Governors were thanked and the joint chair role was agreed.</p> <p>2.1 D. Meyer reported that he would circulate the EYFS video shortly after the meeting.</p> <p>3.2 The Chair has written to thank the parent who has been supporting the teacher with regards to the building works.</p> <p>9 Several Governors notified the Chair of additions and corrections to the New Governors information document on the Shared Drive. The Chair is in the process of updating the document. The document will remain on the Shared Drive once completed.</p> <p><i>D. Roberts joined the meeting</i></p>
1.6	<p><u>Governing Body membership</u></p> <ul style="list-style-type: none"> <li>Local Authority Governor, P. Main's term of office is due to expire in October 2021. P. Main reported that he would consider whether he wished to stand again and notify the Clerk.</li> </ul> <p><b>Action:</b> Clerk to liaise with the Lewisham and P. Main regarding the Local Authority Governor appointment/re-appointment.</p> <ul style="list-style-type: none"> <li>Foundation Governor, B. Carlyon's term of office is due to end in July 2021. Governors noted that the PCC meeting would be held shortly (2 weeks following the meeting). B. Carlyon stated that she is willing to stand again for the Governor role.</li> </ul> <p><b>Action:</b> Clerk to follow up on re-appointment of B. Carlyon.</p> <p><i>Governor Question: The school Website is out of date in terms of the list of Governors, how can this be rectified?</i> The Headteacher is due to review the school website over the school holidays. Governors and Clerk will support her by ensuring that all information is up to date. This matter will be discussed further later on in the agenda (Item 7.b below)</p> <ul style="list-style-type: none"> <li>The Chair reminded Governors that she would be stepping down from her role at the next meeting. All Governors were asked to consider putting themselves forward or to consider nominating a fellow Governor for the role.</li> <li><i>Governor Discussion: Governors Reflected on what had worked well whilst working remotely and discussed expectations for future meetings:</i> Governors agreed that overall, meetings on zoom have worked well. Governors agreed that although not as good as meeting face-to-face, working this way has been the best it could have been under the circumstances. Several Governors stated that working remotely has worked well for them. Governors discussed the possibility of using different virtual meeting formats were appropriate (break out rooms, Jam</li> </ul>

	<p>Boards, and taking short breaks). These arrangements are to be looked into in order to engage in deeper discussion between Governors. Governors agreed that the Autumn Term meeting was likely to be held virtually. The Autumn term meeting will focus on the statutory Safeguarding duty of all Governors.</p> <p><b>Action:</b> R. Goodrich to liaise with S. Larwood regarding the agendas for future Governor meetings. Break-out rooms and Jam-boards are to be explored if appropriate and if in-keeping with the capabilities and network access of all Governors.</p>
1.7	<p><u>Chair's Actions</u> The Chair reported on actions taken of confidential nature under item 10, below.</p>
1.8	<p>a) <u>CLC Committee Report</u> B. Carlyon reported on the recent committee meeting.</p> <ul style="list-style-type: none"> <li>- The committee had reviewed the Equalities Objectives and the recently established Diversity Council (remit: to address all protected characteristics, ensuring a good composite collection of books with representative role models and flip charts that are mindful and representative of the composition of the school, working to the 'all different all special' agenda). The committee noted that the council has plans to hold a costume day, with children representing their culture or that of a family member (background and upbringing).</li> <li>- Senior staff have attended race equality training and are looking for opportunities to further impact this area within the school. A curriculum committee has been established and is looking at diversity across the curriculum.</li> <li>- CLC committee members reviewed the SIP outcomes and there was a detailed discussion on data. A formal data review will take place in September 2021 as planned.</li> <li>- The committee reviewed school attendance and mental health (as per the SIP) as well as charities that the school has supported.</li> </ul> <p><i>Governor Discussion: The best way for the Diversity Council to have meaningful impact.</i> Governors discussed the protected characteristics, noting the need for a focus on all areas. A Governor voiced concern that gender and disability may be less of a focus at times. The Headteacher replied that the school is well aware of the need for balance, noting that the school has done a lot of work around disability and gender stereotyping. This work will continue. A Governor raised the idea of the need to engage in the intersectionality of these characteristics. The Headteacher noted that the Senior leadership is aware of this, however all feedback, advice and comments will be fed back to the team. A Governor voiced concern that the day of dressing-up may, in fact mask bigger areas of difference and questioned whether this was a worthwhile activity for the Diversity Council to undertake. The Headteacher explained that this activity had been requested by the children and that it need not be at the expense of other activities and projects for the council. Staff had felt that this would be a good lead-in to Black History Month and other curriculum areas. Staff are aware that there may be areas that require more steering and this will be reviewed on an ongoing basis, with project and activity updates as they go along. A Governor noted that it was important to talk to the children clearly about diversity and not inundate them with too much information. Governors discussed how best to guide children to ensure that the Diversity Council was a meaningful exercise. Governors agreed that the best way forward would be to think outside the box and for adults to steer the group where appropriate.</p> <p>b) <u>Finance Committee Report:</u> P. Main reported on the recent meeting and finance committee activities:</p> <ul style="list-style-type: none"> <li>- The school business manager had done a 'great job' to complete the budget with support from the Headteacher.</li> <li>- Overall the budget is looking better than previously anticipated, however it is still the case that the deficit will eat into the cumulative surplus over time. This will continue unless prudent and effective action is taken. The marketing committee have met to devise steps following the deficit reduction plan.</li> </ul>

- The Headteacher has updated the deficit recovery plan and this is to be a standing agenda item.
- Pupil numbers are a key factor in terms of the schools finances: 10 children have left the school this year. It appears that there have been larger changes at other, local schools (a London-wide trend).
- Governors noted that it is positive and encouraging the incoming reception is full this year. Governors thanked D. Meyer for his considerable efforts talking to parents and working with early years provision to ensure that the school is full.
- The maintenance fund contributions have been lower than normal, Chair of Governors has written to parents and it is likely that the Friends of St. Barts will need to be asked for support as well). The committee discussed the matter and arrived at a couple of ideas to promote contributions going forward. A parent pay donation page is to be set up (solely for the maintenance fund with a specific link that can be shared).
- Future forecast of the budget has been set and is available on MyDrive for Governor review. Any questions or points of clarifications are to be emailed to P. Main.

**Agreed:** Governors noted and agreed to the 2021/22 cumulative surplus and budget.

*Governor Question: is the catch-up fund expected to make any difference to the budget if revised in the general public expenditure review?* The school needs to be actively using the catch-up funds solely for its purpose. It is possible that this will make a small improvement in the overall budget but it is not possible to include it at present due to the uncertainty of the amount.

*Governor Question: How much lower is the percentage of maintenance fund contribution this year? It is clear that some families are struggling financially, however the Pupil Premium figures have reduced. Have the reasons behind the drop in contributions been looked into? Would better education of parents and carers and better communication support better contribution levels going forward?* The contributions are down by 15%. The contributions had been relatively high the previous year. A parent Governor noted that although the letter was sent out by the Chair, it would be helpful if further notifications were sent (it can get lost on class Dojo). Governors noted that KS 1 parents may have forgotten about parent pay and would need a reminder. It may be that some parents had missed the communication. The Headteacher reported that letters would be sent out to the Year 2's shortly.

**Action:** Headteacher to add maintenance fund reminder to the next school newsletter.

*Governor Question: In terms of parent pay, where does that money come from in the event that families are not up to date with payments? And what is the plan to tackle this with individual parents in arrears?* This was discussed in detail in the Resources committee meeting. There has been a rise in outstanding payments. A cap on arrears was discussed. The Headteacher is to benchmark and discuss with admin staff to decide on a process that could be put in place to address this rise. The Headteacher and Chair strongly stated that no child would go hungry. At the point of a cap on dinner money, parents are asked to bring in packed lunch. Normally a 2 weeks arrears of dinner money is allowed and a reminder is sent out following this. If the arrears continue the family will be asked to provide a packed lunch. If a child turns up without food a sandwich is made for them. The Headteacher reported that the problem appears to be that several working families earn just above the threshold for government school meal support, but are struggling financially. This issue is impacting on other areas such as school journey. The Headteacher reported that the majority of debts are small but they do add up. The school is constantly chasing these up.

c) Health & Wellbeing Committee Report:

C. Johnston reported on the recent committee meeting. The minutes of the meeting were available for Governor review on the shared drive in advance of the meeting.

- The Health and Wellbeing Policy has been updated (on MyDrive for Governor review)
- The work of the mental health support hub has been amazing and highly helpful in some difficult situations. Supporting agencies are working together to achieve best practice.

d) Committee membership

**Agreed:** Governors B. Carlyon and A. George had previously offered to undertake this role in a joint capacity. Both Governors were thanked and the joint chair role was agreed.

e) Class Link Governor Reports

Governors will be asked to link with their relevant staff members in September.

#### Pupil Premium Report

Joint Link Governors, L. Ryle and D. Roberts reported that they had met to review and gather information regarding the school's Pupil Premium provision. Notes were circulated to Governors in advance of the meeting. The Governors were confident that the needs of the school's Pupil Premium children are well identified and that provision is tailored to these needs. The Headteacher met with the joint Link Governors to explain the impact of the support measures in place for these children run by strong staff members across the school in different areas. The Headteacher had spoken of how the achievement of Pupil Premium children is constantly assessed. Pupil Premium children are always at the top of the agenda of the regular Pupil Progress Meetings. The impact of any intervention is assessed to ensure that successful measures are continued and less successful ones are changed. Research is relied upon to help inform decisions regarding best and most effective intervention.

#### Safeguarding

Link Governor P. Lloyd reviewed the Single Central Record on the 1<sup>st</sup> of July 2021.

## **2. Headteacher update**

The Headteacher updated Governors on the current situation and the well-being of pupils, staff and wider school community. The written report was circulated in advance of the meeting.

*Governor Question: Regarding the Fish Family Trust comparative data, what are the reasons for the dips in attendance, particularly in Year 4?* The dips in attendance are due to lockdown, when the majority of children were not in school. The dip in Year 4, red dot in may cold caught and non-C19 related bugs impacting on attendance.

*Governor Question: It appears that EHCP numbers will potentially double. Is this the case, and if so, why? What are the anticipated impacts on the school, staff and finances?* The Headteacher stated that yes, this was the case. There will be potentially 17 children next year. This is the highest number for the school and will be a challenge financially. Not all plans come with the money required to ensure they receive the adequate and appropriate support. There is an impact anticipated on staffing wellbeing, due to the increase of complex needs in the pupil cohort. The largest area of change will be Reception, where needs will be significantly higher this year than the last. D. Meyer reported that 6 EHCPs are expected by the mid-autumn term in early years. These will cover a range of needs: autism, physical and Kabuki syndrome. D. Meyer reported that this would pose an exciting challenge to staff. Parents are very much on board. D. Meyer and colleague have been to all of the children's nurseries and all the children have been in to school at least once. Governors noted that there is an additional child who is being worked with to support assessments as soon as possible.

*Governor Question: What is the research project relating to cognitive load? How is this useful to the school?* The school is taking part in the FFT research project. The children have taken maths and English tests internally (not standardized) and these are used to support gaps analysis to inform future teaching. The school has used it in Year 5 as a teaching tool to identify particular children that require support. This has enabled the grouping of the children together to target support. The research is being fed into a national project and the data is being accumulated.

*Governor Question: How does the SEND data table relate to local areas?* This is not yet clear as national EHCP figures and information is lacking (as detailed in C. Johnson's SEND report). National

figures do not differentiate between composite and EHCP. It is likely that the school will have a higher figure next year and hoped there will be benchmark data available by then. The school is looking into the overlap of Pupil Premium and SEND at present. Further information will be shared with Governors once this work is complete.

*Governor Question: Regarding Pupil Premium, the later Year groups have a higher number and this decreases lower down the school. What impact is anticipated on the budget and is there anything Governors need to factor in given that 10 Pupil Premium will leave the school shortly?* Numbers of Pupil Premium children are usually lower as families are less likely to apply (in receipt of universal free school meals). The school puts energy in to gently encourage applications and the office is good at supporting parents. As to the impact of 10 children leaving the school, yes this will be significant.

*Governor Question: The report notes a 'lack of data' on equalities. How does this impact on planning, and what can be done?* The 'lack' refers to formal, statutory data (collated data that produces a story across the school). This will be presented to Governors at the next meeting. The school does, however have good data to work with. Planning is based on this data. This data comes from robust teacher assessment with formal running notes reviewed regularly by the Headteacher. By the middle of July 2021, Early Years data will be available (always moderated to be spot on). In addition, phonics screening for Year 1 has been done and there is evidence on the children whose SATS data is lacking (children meeting national expectations evidenced and reading/maths strengths to be analysed and looked into further). S. Larwood on the ready to progress document used to support gaps analysis and catch-up. Data report to be presented to Governors in the September meeting.

*Governor Question: There may be anxiety in the parent body regarding school actions and gap analysis. How are gaps communicated to parents and carers? Could this be improved?* Consultation evenings will take place over the next 3 weeks. Parents will be spoken to on the phone (as per parents evening) and progress, gaps and attainment discussed one to one. Reports are to be going out on 16<sup>th</sup> July 2021 with detailed commentary. The push on wellbeing and support to have children back in to school and the approach to refresh learning behaviour has not been communicated in great detail to parents unless it is an area of significant concern. The majority of children are not quite where they ought to be but they are not far off. Each team sat down and considered each and every child, looking at what was to be taught for the next term to identify the key areas to ensure that the children were as ready as possible for their transition. This will be a similar process undertaken at the first day of the next year, looking at each cohort in terms of their needs. The Headteacher hopes that by this time next year any significant gaps been caught up and was pleased to note that the children are currently thriving at school. S. Larwood reported on the considerable progress that has been made with his year group since returning back to class. There is a lot of support in place. D. Meyer reported that he has not observed a noticeable gap in EYFS. Parents have been spoken to individually in the event of any concern.

*Governor Question: As there is no statutory data at present, is there the possibility of working with other local schools to compare internal data?* The FFT research project is working towards standardized benchmark data and results are forthcoming. The Headteacher voiced that she was willing to look into the possibility of working with local schools, however she noted that not every school is as willing to share data. Within the triad of schools that the Headteacher works closely with, one is quite similar to St. Barts and one is less similar. As such, a comparison of data would be a useful exercise if undertaken.

*Governor Question: Are there plans in place for the summer holidays in terms of closing attainment gaps?* With staff wellbeing and their need for a proper break in mind, the school is not planning to run anything extracurricular with the exception of the arrangements to give the Year 5's a small boost (next year's Year 6 with SATS expectations).

	<i>Governor Question: Is the school promoting the library's summer reading challenge this year? Yes, there are plans to promote and take-part in the library summer reading challenge again this year.</i>
<b>3. Safeguarding, Health &amp; Safety, SEND</b>	
3.1	<p>Safeguarding Report: The report circulated in advance and is available on the Governors shared drive for review. Link Governor P. Lloyd has reviewed the Single Central Record on the 1<sup>st</sup> of July 2021.</p> <p>SEND Report: Detailed in the Headteacher's report, above.</p> <p>Health &amp; Safety Report: No significant updates to report.</p>
<b>4. Finance</b>	
4.1	<p>Committee report detailed above, under item 1.8.</p> <p><i>H. Buckhurst joined the meeting</i></p>
<b>5. Staffing</b>	
	<p>Staffing arrangements for the Autumn term are being worked on at present. One confidential staffing matter was discussed under Item 10 below.</p> <p><u>Staff workload and wellbeing</u></p> <ul style="list-style-type: none"> <li>- Several staff members are due to leave the school due to moving out of the area: L. Moore, E. Jeffrey and S. Hinton. All will be greatly missed.</li> <li>- 2 maternity covers are due to return to the school part-time.</li> <li>- 1 member of staff is now off on long-term sick leave.</li> <li>- Appointments: 1 member of EYF staff (recent QTS) and 1 member of KS 2 (has been trained within the school).</li> </ul> <p><i>Governor Discussion: How best to show appreciation to staff during this highly challenging period?</i> The Headteacher reported that overall staff have been 'amazing' in terms of their energy and commitment. The Headteacher is grateful to all staff members.</p> <p><b>Action:</b> Chair to write to all school staff on the Governors behalf, thanking them for all their hard work this term.</p>
<b>6. Policies</b>	
6.1	<p><u>Admissions Policy</u></p> <p>New guidance has been received. The STBE is to meet to agree changes (due by 31<sup>st</sup> August 2021). This is to comply with the expanded definition of LAC children (which has recently gone to parliament. The school and STBE are waiting to hear if the changes are agreed at parliament level. Admissions Policy changes are to be looked into in the Autumn term 2 (agenda Item).</p> <p><b>Action:</b> Headteacher to circulate changes to LAC definition (admissions policy implications) via email once statutory requirement is clear.</p>
	<p><u>Mental health and Wellbeing Policy</u></p> <p>Governors reviewed the policy wording. Governors thanked C. Johnston for all her work for her proactive work in pulling in the significant support from outside agencies.</p> <p><i>Governor Discussion: the best wording of section 2.8 of the policy to ensure clarity regarding the overlap of safeguarding and confidentiality.</i> How to ensure the Safeguarding and Wellbeing policies are well aligned?</p>

6.2	<p><b>Action:</b> C. Johnston to circulate the amended wording of section 2.8 for Governor agreement via email.</p> <p><b>Agreed:</b> The Mental Health and Welling Policy (subject to the correction of the wording of item 2.8).</p>
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<b>7. Governor Activities and Training</b>
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	<p><u>Governor Training Updates</u></p> <p>Ofsted Readiness Training Report and Actions: Governors agreed that the training had been highly useful and informative. Governors noted that familiarization with the SEF would be key for all Governors to ensure they were able to answer and evidence inspector questions. Governors will be allowed to take key documents in with them to the interview. Safeguarding is a clear Ofsted priority and the school is up to date in all matters, with rigorous systems in place. Governors agreed to the following actions, resulting from the training:</p> <ul style="list-style-type: none"> <li>- <b>Action:</b> Headteacher to update the SIP in terms of the Ofsted Readiness training outcomes.</li> <li>- <b>Action:</b> Website accuracy: All Governors to review the school website and send the Chair any items that require amendment. The Chair is to collate these together and forward to the Headteacher to assist the updating of the website. Thanks to Governors D. Roberts and B. Carlyon who have already done so.</li> <li>- Items to be reviewed in September: Scheme of Delegation</li> <li>- <b>Action:</b> Senior Leadership Team to formulate an Ofsted readiness pack for Governors.</li> <li>- Governors asked that Ofsted remain a standing item on the agenda.</li> <li>- A Governors away day to be planned.</li> </ul> <p>H. Buckhurst attended the Unconscious Bias Training recently. She reported that the training had been ‘brilliant’ and ‘eye opening’. Slides are to be shared with Governors and a form to be completed for the Governor file.</p> <p>A. George reported that she had attended the ‘excellent’ Budget Training for Governors that had highlighted the strategic monitoring role of Governance in this area. Slides to be circulated shortly.</p> <p>D. Meyer reported on the training recently attended: Single Central Rerecord, Budgets for Governors and Governor Role in Maintaining School Buildings. D. Meyer has completed other training in addition to this and will send the Chair a full list of the training that has been completed.</p> <p>L. Ryle reported on the New Governor Training that she has attended, noting that it had been ‘very good’.</p> <p><u>Future Governor Training Needs</u></p> <p>The Chair asked Governors to consider any area they would particularly like training in and to let her know. Group training arrangements will be looked into where possible.</p> <p>The Diocese is running Unconscious Bias Training on 7<sup>th</sup> July 2021. Both Headteacher and Chair plan to attend.</p>
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<b>8. Next meeting dates and agenda items</b>
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	<p><u>Governing Body dates for 2021/22</u></p> <p>Governors agreed that going forward, different days of the week would be chosen for their meetings (Monday, Tuesday and Thursday evenings). The next meeting of the Governors will take place on <b>Tuesday 28<sup>th</sup> September 2021 6:30PM</b></p>
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**Action:** Chair's of CLC and Resources committee's to liaise with the Headteacher to arrange committee meeting dates ahead of the meeting of the Governors on 28<sup>th</sup> September 2021.

Next Agenda Items

Election of Chair

RHSE

Statutory Safeguarding training

Ofsted (new standing agenda item)

Data Report

Future Agenda Items

Admissions policy

Scheme of Delegation review

**10. Any confidential business**

2 confidential items were discussed (recorded in a separate, confidential set of minutes)

*The meeting closed with a prayer at 8:45pm*

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

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