

THE GOVERNING BODY OF ST BARTHOLOMEW'S SCHOOL

**Minutes of the meeting held on Zoom
Thursday 6th May 2021 at 6:30 PM**

Present:

Ros Sutton (Chair)	Louise Ryle
Sara Sanbrook-Davies	Rebecca Johns
Bettina Carlyon	Peter Main
Chelsea Drake	Daniel Meyer
Allison George	Louise Ward
Rosalind Goodrich	Rev'd Jim Perry
Pauline Lloyd	David Roberts
Hillary-Anne Buckhurst	Cathryn Johnston

In Attendance:

Jane Cheadle (Clerk)

Item	Action	Responsibility	Date
1.5 (1.5)	Governors wishing to put their name forward for the role of Faith Group Chair vacancy are to email Chair of Governors.	Governors	
1.5 (1.8)	Governors are to make contact with their assigned staff member before the end of the school year (once guidelines and expectations of the Class Link Governor role have been circulated).	Governors	
2.1(g)	Headteacher is to contact R. Gowes at the Diocese and arrange Ofsted framework training for Governors. - The session is to be held ahead of the next meeting of the Governors if possible or on a different evening. - The possibility of recording the session is to be looked into in the interests of any Governors who are unable to attend.	Headteacher Chair	
2.1(i)	D. Meyer to circulate the Lewisham Borough's video explaining the EYFS framework to all Governors.	D. Meyer	
3.2	The Chair is to write to thank the parent who is supporting the teacher with the build next door to the school.	Chair	
9	Governors are to review the New Governors information document on the shared drive and notify the Chair if there is anything that should be amended or included.	Governors	

1. Governing Body Administration	
1.1	Welcome, Apologies and Declarations of Interest - Apologies: B. Williams-Adebayo - The clerk was late for the meeting and joined at item 1.5 (minutes and matters arising). - There were no declarations of interest.
1.2	Meeting arrangements including decision making AOB: New Governor Welcome document.

1.3	<p>Business critical decisions</p> <p>The Admissions and Equalities policies are to be reviewed and agreed.</p>
1.4	<p>The minutes of the Governing Body meeting 18th March 2021</p> <p>The minutes were approved with the following correction: Rev'd J. Perry's name is incorrectly recorded on page 4.</p>
1.5	<p>Matters arising from the minutes (not covered in the agenda)</p> <p>1.5 Governor L. Ryle' declaration of interest form has been completed.</p> <p>1.5 The parental summary of the Remote Learning policy has not yet been sent out. The (5) policy is available on the website and has been pinned to the top of Google Classrooms.</p> <p>1.8 The vacancy for Faith Group Chair remains open. Governors B. Carlyon and A. George have (b) volunteered, however the Chair is conscious that both Governors have significant time commitments and it would be preferable if another Governor were to be able to step forward for the role. The Headteacher reported that Governor input would be highly valuable for the forthcoming SIAMS review. Governors noted the importance of the role.</p> <p>Action: Governors to consider taking on the role of Faith Group Chair and to email Chair of Governors with any expressions of interest.</p> <p>1.8 The Chair has uploaded visiting guidelines to the shared MyDrive. D. Meyer reported that (c) he plans to discuss Class Link Governor roles with staff in the days following the meeting. Thereafter a memo will be drafted, detailing expectations for Link Governor this role.</p> <p>Action: Once guidelines and expectations of the Class Link Governor role have been circulated, Governors are to make contact with their assigned staff member before the end of the school year.</p> <p>5.3 The Chair has written to all staff on behalf of Governors, thanking them for their efforts during this challenging period.</p> <p>6 A few comments on the Health & Wellbeing Policy have been received. These will be (a) reviewed by C. Johnston and the Headteacher. (Next meeting agenda item).</p> <p>7 The Chair has circulated the Lewisham training offer link to all Governors. Several (c) Governors have had difficulty signing up for training and the Chair is supporting.</p>
1.6	<p>Governing Body membership</p> <p>a) The Headteacher confirmed that Governor DBS checks are up to date.</p> <p>b) Governors noted that B. Carlyon's term of office was due to expire shortly. She has been in touch with the foundation notifying them of her intention to stand again. An election is being arranged and there will be further updates at the next meeting.</p> <p>c) D. Roberts has been re-elected as Foundation Governor by the PCC for another term.</p> <p>d) The Chair will be stepping down from her role in September 2021. The election of a new Chair of Governors will be arranged for the meeting in September 2021.</p> <p>e) Agreed: Governors L. Ryle and D. Roberts were appointed joint Link Governors for the Pupil Premium Grant. The Headteacher reported that Governor input in this area is highly valuable. The role entails once-termly meetings to touch base and review impact and spent.</p>
1.7	<p>Chair's Actions</p>

	The Chair reported on a letter she has written recently. Detailed further in a separate, confidential set of minutes.
1.8	<p>Committees</p> <p>a) CLC Committee Report Governor B. Carlyon reported on the recent committee meeting:</p> <ul style="list-style-type: none"> - The committee reviewed the Equalities Policy in detail. - Equality Objectives were discussed. - Further data is required to confirm progress on the 2nd objective: alignment of the school's computer platforms is under way to support this. - Changes to the wording of the 3rd objective were suggested (to include a spectrum). Governors felt that this objective was particularly strong. - The SIP objectives were reviewed, leading to an in-depth discussion regarding the 1st and 2nd objectives. - A detailed and informative presentation was made by the Headteacher: a focus on embedding equality and the importance of questioning. <p><i>Governor Discussion: Does the Equalities Policy sufficiently cover gender fluidity and those who do not have a gender preference?</i> A change in gender is in the policy, but what of those who don't relate to either gender? One Governor noted that although this is not covered explicitly, it would be sufficiently covered by the wording of non-binary and trans-gender identities. Governors debated whether this was the case, noting that there is a lack of clarity regarding the current statutory position. Governors agreed that this should be looked in to in order to avoid any possible confusion and to ensure that there is no discrimination.</p> <p>b) Resources Committee The decision was taken to delay the meeting as the 53rd week of accounting had yet to be received from Lewisham (making it difficult to compile accurate forecast budgeting). In addition, there had been a mistake in the Lewisham template. The meeting was rescheduled for 11th May at 8am.</p> <p>c) Marketing Sub-committee The meeting has been postponed due to Governor availability. The meeting will be held on May 12th at 6pm.</p> <p>d) Committee membership There have been no changes to committee membership.</p> <p>e) Class Link Governors The roles of Class Link Governors is in the process of being formalized (as minuted above under item 1.5). Once guidelines and expectations of the Class Link Governor role have been agreed and circulated, Governors are to make contact with their assigned staff member before the end of the school year.</p>
2. Headteachers' Report & Covid-19 Update	
2.1	<p>a) The Headteacher gave an update on the current situation of the school and the well being of pupils, staff and wider school community.</p> <p>b) The school has recently been used as a polling station. This brought additional pressure for staff on that day, particularly in the light of restrictions posed by the pandemic. Governors noted that it would be better if alternative sites were chosen for polling in future.</p> <p>c) <u>Covid-19 Update</u>: The Headteacher reported that the three weeks prior to Easter had gone well and the weeks following the Easter break have been the most 'normal' that the school has experienced since the onset of the pandemic.</p>

d) Catch-up Funding Update: Part of the Catch-up premium has been put towards the hiring of a theatre group, Big Foot. The group has come in to the school, running workshops to facilitate wellbeing and language development. Teachers were freed-up to work with parallel classes (maths challenge with year 1 and year 2). Years 4 and 5 took part in the philosophy research club. In addition, Rock Steady, Samba and a hoola hooping workshop have been arranged. The latter took place on the day of the meeting and had been a big success with the children, allowing for a rich experience that all could participate in. The Chair had been consulted to when planning for this spend. She had agreed that this would be an excellent way of spending part of the Catch-up budget as it enables all children to benefit from Language development and Social and Emotional development as well as bringing 'awe, wonder and a richer experience'.

Governor Question: Regarding the Pupil Catch-up fund on Big Foot, is this covering every pupil (years 1-5)? Is the school ensuring that the fund is bringing benefit all pupils? The Headteacher explained that the theatre group was brought in to work with Reception to year 5 (with the exception of two classes). Year 6 would have a special day of theatre work as part of their drama preparation (as per this group's request). No additional curriculum time was taken. The rest of the catch-up premium is being spent as per the action plan. The decision to bring in this additional area of support was taken in light high degree of value and impact expected.

e) Assessments were undertaken at the end of March 2021. Work is being done to ensure that both platforms are aligned. Governors noted that the Headteacher currently has a large teaching commitment, taking away from her time that would normally be spent at leadership level.

f) Transitions: C. Johnston is looking into the Year 6 to 7 transition and other transition planning is under way

g) Pupil Premium: Governors noted the updated guidance from the Department for Education. The Headteacher reported on the rigorous evidence gathering done by the school to inform evaluation of the impact of every spend.

h) Revised Ofsted Handbook: The Headteacher reported on the likelihood of any forthcoming Ofsted inspection. The school is unlikely to be at the top of the list, however it is best for Governors to be prepared. Governors asked that training be arranged. The Chair reported that she has contacted the Diocese regarding training.

Action: Headteacher to contact R. Goves at the Diocese regarding Ofsted framework training. A training session is to be arranged ahead of the next meeting of the Governors, if possible or on a different evening. The possibility of recording the session is to be looked into as well as other ways of sharing aspects of the training for any Governors who are unable to attend.

i) Emersion days: The curriculum is going well and staff have been told to work creatively, given their good understanding of the component parts of the national curriculum.

j) New EYFS Framework: The school is an early adopter of the framework that becomes statutory in September 2021. D. Meyer reported that the most significant change is in relation to teacher workload and the school is already in the process of addressing this. There are some changes to the way that the profile is reported (a trickling down of the mastery approach, ensuring all are included as per the Nuffield early intervention approach; the school is part of a trial in this regard). D. Meyer reported that the approach is already having a good impact and a discussion of baselines is to be held at the next CLC committee meeting.

	<p>Action: D. Meyer to circulate the Borough’s video explaining the EYFS framework to all Governors.</p> <p>k) <u>EYFS Admissions:</u> D. Meyer reported that the admissions for EYFS is going well in terms of transition points. The school will have a full intake (60). This is a much better intake than many other local schools. Good interactions with parents and carers are already taking place. Many parents and carers attended the school tour (some who had not been able to come in previously due to Covid-19 restrictions). The Headteacher reported that the success with admissions was clear testimony to D. Meyer’s hard work and commitment.</p> <p>Governors agreed that the tours have been valuable as well as video tours. A Governor reported that a parent with video skills has offered to help make another video. D. Meyer and the Headteacher noted that this would be helpful in making a video for the summer.</p> <p>A Governor gave feed-back on another parent’s behalf: the parents had been highly impressed with the education and provision for their child in Reception during lockdown and after lockdown.</p> <p><i>Governor Question: Is there any particular nursery or pre-school that has been the source of most of the admissions?</i> D. Meyer reported that the main intake had been from Cuddly Bear, the school’s nearest nursery. This year there has been a high number of siblings as well as children coming from a mixture of local nurseries. Transition visits will be up and running at nurseries for the summer term.</p>
2.2	<p>Risk Assessments</p> <p>There have been no major changes to the Risk Assessments. Cleaning routines and plans remain place to keep staff and children safe. Governors agreed that the Headteacher’s approach, erring on the side of caution, was prudent and considered. Governors noted that it was vital to keep existing bubbles and lunchtime and playtime arrangements in place for the time being.</p>
2.3	<p>Long-term Covid-19 management</p> <p>There are no changes planned at this point. The mixing of staff and bubbles will be looked at in September 2021. Governors voiced support for the cautious and sensible approach taken by the Headteacher and Senior Leadership Team.</p>
3. Safeguarding & Health & Safety	
3.1	<p><u>Safeguarding</u></p> <p>The Safeguarding report was circulated to Governors in advance of the meeting. Governors noted that 2 children were currently on Child In Need (CIN) plans (one child has gone from Early Help to CIN). No children in the school are on Child Protection plans at present.</p> <p><i>Governor Question: Why does the report include Google classroom now that the school has reopened to all?</i> Google classroom is still used for assemblies and all staff briefings. Two shielding children had been accessing their learning through Google classroom. Both are now back in school.</p> <p><u>Single Central Record</u></p> <p>Governor P. Lloyd has been in to the school to review the Single Central Record on 30th March 2021. P. Lloyd and C. Johnston identified several actions that needed to be undertaken following the change of school business manager (these were raised and discussed at the recent CLC committee meeting). The Headteacher reported that the majority of the actions on the checklist have been completed and she is currently cross checking these actions.</p>
3.2	<p>Health & Safety</p>

	<p>The Headteacher reported on the building work that is planned next door to the school. Weekly meetings are to be held once the works commence. The Headteacher reported on sometimes challenging interactions with the builders regarding the demolition works that are planned to commence shortly. The Headteacher is receiving guidance and support from a knowledgeable and proactive parent (as noted in previous meeting minutes).</p> <p>Action: Chair to write to thank the parent on behalf of the Governors.</p> <p><i>Governor Question: Has demolition air pollution been considered? How is this going to be mitigated?</i> The Headteacher reported that this has been considered. One of the delays to the works has been the need for mains water on site in order to damp down the dust. All drilling is to be covered with water. Acoustic blankets will also be used to deaden the noise. It is expected that despite these two measures, there will be an element of dust and noise disturbance albeit to a lesser degree.</p> <p><i>Governor Question: Builders were seen driving down Carlton Terrace between 8:30 and 9:30am. Can anything be done to stop this?</i> The Headteacher reported that she would look into this as times have been pre-arranged with the builders and they are aware that there should be no traffic between 8:30 and 9:30am or between 3 and 4pm. Drilling times have been arranged in order to pose the least disruption possible.</p> <p>Governors discussed traffic rules around the school further: minuted in a separate, confidential set of minutes.</p>
4. Finance	
4.1	<p>Finance Update</p> <ul style="list-style-type: none"> - Governors noted that the budget submission was due in May/June 2021. The Resources committee has plans to meet shortly. - Governors discussed a separate finance matter, minuted separately in a confidential set of minutes. - The Headteacher and School Business Manager have recently undertaken detailed finance training.
4.2	<p>Finance impact of coronavirus pandemic</p> <p>No updates for Governors to note.</p>
5. Staffing	
5.1	<p>Staffing during Covid-19</p> <p>Many members of staff have now been vaccinated. Others are, as yet, too young to access their vaccinations.</p>
5.2	<p>Staffing for Summer 1</p> <ul style="list-style-type: none"> - Three teachers are currently on maternity leave and have said they would like to return in a part-time capacity. This will be looked in to and offered, where possible. - 31st May 2021 is the cut-off day for resignations. There have been some resignations and Governors will be updated following this date. - One staff member remains off on long-term sick leave. <p>The teacher research group has recently commenced. Three sessions are planned to be held during the term. The Headteacher reported that the first session had been highly valuable; it had been very good to sit and talk with colleagues, having discussions around the science of learning.</p> <p>The Headteacher reported that staff have been amazingly resilient and amazingly positive during this challenging period. Staff are happy to be back in at school and are continuing to follow rules, being sensible on the whole. C. Johnston agreed that this was the case, noting that there was</p>

	<p>evidence of good rapport between staff and that there had been energetic engagement in the recent meeting of staff. There is a high willingness to do the right thing for the children. D. Meyer shared the view of the Headteacher and C. Johnston noting that working with children helps focus on the children, 'getting in to the zone' and staying 'in a good place' mentally.</p> <p>The Headteacher reported that the Early Years team have done an amazing job recently, managing their site being both a polling station and a site for learning on the same day. She asked that these staff members be particularly thanked in the minutes.</p>
5.3	<p>Ongoing support for staff during Covid-19 All Governors</p>
5.4	<p>GB support and thanks to staff and pupils Governors hold staff and pupils in their thoughts and prayers.</p>
6. Policies	
	<p><u>Admissions Policy</u> The Chair has contacted Leo Morrell from the Diocese for advice on potential changes to the policy. The response was circulated to all Governors.</p> <p><i>Governor Discussion: Governors engaged in a full and frank discussion regarding the previously tabled changes to the admissions policy in terms of siblings:</i></p> <ul style="list-style-type: none"> - Would any such changes to the policy open the school up to more appeals? - Would a change to the extent of the applicable gap between siblings impact on those applying with a closer gap between siblings? How could this be mitigated? - Could a change in the admissions policy adversely impact on parent and community opinion and regard of the school? - Shorter journeys should be encouraged and steps should not be taken to encourage longer distances between school and home. - There are more places than uptake in the locality at present; this should be taken into account. The school should prioritize local children and not take any steps to undermine this. - Governors agreed that the email from L. Morrell was measured and balanced, noting that the school's 'sibling priority is already very generous'. - A close connection with families should be considered. The school works hard to build these relationships. How can the expectations of families (with older siblings) be balanced with the expectations of other local families? - Governors agreed that anything that makes it harder for local children to get in to their local school would not be good. <p>The motion was put forward to change the admission policy to give priority to a child that has had a sibling at the school at any time in the past. Governors voted with a majority against this motion with one abstention.</p> <p>The motion was put forward to change the admission policy to give priority to a child that has a sibling in the school at the point of application. Governors voted by a show of hands and agreed by majority with no abstentions. This proposed change to the policy is now to go out to consultation.</p> <p style="text-align: center;">Agreed: The Admissions policy wording is to be changed to include sibling priority for those with siblings at the school at the point of application.</p> <p><u>Equalities Policy</u> The policy was discussed in great detail at the recent CLC committee meeting. The CLC will review progress of the objectives at each meeting. Governors noted the legal obligation for the school to have equalities objectives and to publish these on the school website.</p>

	<p>R. Johns will review the policy to ensure the language is adequate in ensuring there is no discrimination in terms of gender fluidity or those with no gender preference (in line with the discussion minuted under item 2.3a, above - CLC committee report).</p> <p><i>Governor Question: Regarding the equalities objectives, is this lead by national or school data?</i> The statutory objectives are specific to the school's particular context. The school is expected to evidence improvements in terms of the schools own data.</p> <p>Agreed: Governors agreed to the policy unanimously, subject to a final review of wording by R. Johns.</p> <p><i>C. Drake gave her apologies and left the meeting</i></p>
7. Governor Activities and Training	
	<p>a) Governor Monitoring Governor P. Lloyd has been in to school to review the Single Central Record on 30th March 2021.</p> <p>b) Governor Training Governors have all reviewed the Lewisham training offer and identified upcoming training that they wish to attend. The Chair is supporting several Governors who have had trouble signing up for the upcoming training</p>
8. Next meeting dates and agenda items	
	<p>a) Governing Body Meeting dates for 2020/21 Thurs 1st July 2021 at 6.30pm (timing will be confirmed once training is arranged)</p> <p>b) Committee meeting dates Available on the shared MyDrive.</p> <p>c) Next Agenda Items: Health & Wellbeing Policy Ofsted Framework Training (tbc)</p> <p>d) Future Agenda Items: Election of Chair (September 2021)</p>
9. New Governors Welcome Document	
	<p>The New Governor welcome document has been uploaded to the shared drive.</p> <p>Action: Governors are to review the information document and notify the Chair if there is anything that should be amended or included.</p>
10. Any confidential business	
	<p>Governor discussion regarding item 1.7, 3.2 and 4.1 are minuted in a separate, confidential set of minutes.</p>

The meeting closed at 8:40pm