

THE GOVERNING BODY OF ST BARTHOLOMEW'S SCHOOL

Minutes of a Governing Body meeting held at St Bartholomew's School on Thursday 29th November 2018 at 6.30 PM.

Present:

Ros Sutton	Elaine Smith
Sara Sanbrook-Davies	Allison George
Carl Erdly	Rebecca Johns
Bettina Carlyon	Johanne Ejbye Ernst
Peter Main	Louise Ward
Juanita Haynes	Rev Paul Tiernan
Pauline Lloyd	Steven Larwood
Daniel Meyer	Cathryn Johnston

In Attendance:

Deb Long, Chair of Governors at St. Edmonds RC Primary, Richmond

Julie-Ann Nicholls, Chair of Governors, Oliver Thomas School, Newham

Jane Smith

Clerk

Item	Action	Who	When
8	Headteacher to prepare costings for a coach to take Year 4 children to Shoreham for the next Resources Committee.	HT	Next Resources Committee
14	Mr Erdly to circulate a skills audit form to all governors for completion and return. Mr Erdly will analyse the responses and report to the Governing Body meeting in January 2019.	Mr Erdly	FGB 24 th Jan 2019
14	The Chair to ask Fr Stephen to attend the Admissions Committee on 25 th February 2019 at 10 a.m.	Chair	Admissions Committee 25 th Feb 2019

1. APOLOGIES AND DECLARATIONS OF INTEREST

Fr Tiernan opened the meeting with a prayer.

Apologies were received and accepted from Bernadine Williams-Adebayo and Fr Edmonds.

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

1.2 Register of Business Interests: Some governors had completed the Register of Business and those who had not done so were asked to forward to the School Business Manager as soon as possible.

2. MEMBERSHIP OF THE GOVERNING BODY

a) Welcome to new governors

The Chair welcomed the new governors Rebecca Johns (Parent), Louise Ward (Parent), Johanne Ejbye Ernst (Parent), Allison George (Foundation) who introduced themselves.

b) Proposed Co-option of two new governors

The Chair said that staff had expressed a wish to be more involved in the strategic running of the school and would like to have more representation on the governing body. The Chair said she welcomed this and, having confirmed that it was permissible to have staff making up to a third of the governing body, she proposed that Cathryn Johnson and Steve Larwood be co-opted onto the governing body.

Ms Johnson and Mr Larwood left the room. In response to a question, the Chair confirmed that co-opted governors had full voting rights.

By a show of hands, governors unanimously **AGREED** to co-opt Ms Johnson and Mr Larwood onto the governing body.

3. MINUTES OF THE LAST MEETING AND MATTERS ARISING

a) To approve the non-confidential minutes of the last Governing Body meeting held on the 27th September 2018

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

b) To approve the confidential minutes of the last Governing Body meeting held on the 27th September 2018

The confidential minutes had been approved by email by the governors present at the meeting and would be signed as a true record.

c) Matters arising from the Governing Body meeting held on the 27th September 2018, not included elsewhere on the agenda.

The Chair said that she found the inclusion of an action table at the start of the Minutes helpful.

Item 8.1: The Chair confirmed that the layout of the SIP had been revised to capture how governors can support and monitor the delivery of SIP outcomes.

Item 8.1: Ms Smith confirmed that parental engagement had been added to the CLC agenda as a standing item.

Item 8.1: The Chair confirmed that parental engagement had been added to the SIP.

Item 13.3: Mr Erdly reported that he had reviewed the school website and that he had reported a few issues to the School Business Manager but that overall it was compliant.

4. TO AGREE THE ORDER OF BUSINESS OF THE MEETING

The order of business of the meeting was **AGREED**.

5. HEADTEACHER'S REPORT

The Headteacher's report had previously been circulated to governors. The following points were highlighted:

- Tolerance and harmony have been added to the school's Vision as a result of discussions at INSET.
- There has been a lot of activity this term including Rocksteady and the battle of the bands later in the term. Governors said that the children's singing at the Christmas Fair had been excellent and had helped to boost profits. The whole school went to church for the remembrance service and the reading of names of those who had died from St Bart's had been particularly poignant. Ms Johns asked whether children could still go to Rocksteady even if their parents could not afford it. The Headteacher replied that they could.
- Ellie Reeves, the local MP, had visited the school and the children had asked some challenging questions.
- The school journey had gone well but unfortunately Arethusa is closing and the school is looking for a replacement for a residential trip. In response to a governor's question, the Headteacher said that the school did not want to travel for longer than 3 hours to reach their destination.
- Year 3 is very low on numbers. A number of children have moved away and one child has moved to a specialist provision. The level of movement is similar to other schools in the Borough and there are generally a lot of spare spaces in schools.
- **Pupil Premium:** There are high numbers of children in receipt of Pupil Premium in Years 5 and 6 but this decreases further down the school although there are other families who could claim. The school has adopted a subtle approach to encouraging parents to apply for Pupil Premium but may have to be more direct in future.
- Ms Lloyd commented that attendance figures were good and improving. The Headteacher confirmed that the cut off is 9 am. She said that Breakfast Club attendance is high. She said that it is important to keep families on side and to keep reinforcing the message about punctuality. Some families have been rehoused a long way from school and it is key that the school knows its families.
- The Headteacher reported that she receives a lot of requests for holidays and bereavements abroad. Ms Ward asked how these were treated. The Headteacher said that she applies discretion depending on circumstances and the previous attendance record. She talks it through with parents.
- One child had been excluded for 6 days but has since moved to a specialist provision. Exclusion is a last resort and the Chair said she has always been kept fully informed and agreed with the actions of the Headteacher.
- The Headteacher explained that the school is in two triads for school improvement. The first is carrying on work started last year with Marvels Lane and Perrymount Schools. The relationships are supportive but honest. The focus will be whole school learning through Learning Walks and discussions, and examining assessment and how school improvement plans impact on learning. The second triad is starting in the Spring term with Lewisham Anglican Schools Partnership (LASP) with a focus on maths. The school will be working with St Margaret's Lee and St Mary's Lewisham. The aim of these groups is to share expertise now that the local authority no longer plays a school improvement role at no additional cost to the schools. St Margaret's Lee is an outstanding school which does outreach work sharing expertise and this will be a challenging and supportive arrangement this year. Mr Larwood explained

the Maths hub and whole school approach of Maths Mastery which models concrete, pictorial and abstract. He invited governors to watch a Maths lesson.

Ms Johns asked if the school had any links with private schools. The Headteacher said only informally through a parent with Trinity, Croydon. Ms George asked whether the school partnered with schools in other countries. The Headteacher said that work has been done with schools in Shanghai but there is more of a monoculture there and although schools can learn from this, it needs to be tailored to fit children in this country.

- There were no reported racial incidents or bullying incidents.
- Governors noted that a child had required hospital treatment following an accident but had recovered well.
- The main areas of the SIP were highlighted. The chair said that it had been good to see vocabulary teaching in action and she encouraged governors to come in on Wednesday mornings. Mr Meyer explained that this is part of action research, following a scheme to build language and vocabulary with less emphasis on spelling.
Governors' questions: How is the impact measured? Does this replace spelling tests? For children approaching greater depth, could spelling errors prevent them achieving this?

Response: The impact is measured by assessing writing skills, starting with a baseline assessment, repeated after six months, and by observations and feedback from staff. Spelling patterns are more important than learning spelling lists. The approach builds on good phonics. Spelling is important and being monitored but not every spelling is checked and corrected. It is more important to build confidence to explore and play with language and vocabulary and to prepare children as communicators. Grammar is more important than spelling and if everything else is in place, spelling alone would not prevent a child achieving greater depth. The school recognises that poor spelling could be an indicator of a special need, particularly if writing is at a high level.

- A play therapist has been appointed for one day a week, who is funded by not having a second learning mentor, and this is going very well.
- The Chair reminded governors of the data training session on 8th January looking in depth at ASP and FFT.
- **Attainment and Progress:** The Headteacher reported that the Year 6 results had been very good last year. She said that the results will not be so good this year as some children will not get the expected standard. This relates to the cohort and the school has small group sessions and boosters which are well attended by children before school. The Chair commented that the school change data is mostly positive. The Headteacher reported that the school is doing work on assessments, paring down the assessment criteria. The commentary includes bullet points about every child and this encourages discussion about each child's progress. The school is in a good position with Ofsted and SIAMs completed last year so this is a good opportunity to evaluate assessments and ensure that the school only has data that is useful. Governors commented that it was a good decision to pare down assessments.
- The Chair said that the data shows that phonics really work, that where change is negative, this is in line with national trends and cohorts do make a difference. The Headteacher said that data should not be used to drive decisions and that there is no particular trend as all classes are different. Mr Meyer stated that whilst data is presented as like-for-like, the curriculum has changed so it is difficult to make true comparisons.

- There are more EAL children than being declared. Ms George asked what support is put in place for EAL children. There are targeted interventions for EAL children. Although there is no EAL teacher, one teacher is released half a day a week to support these children. EAL children make greater and faster progress than other children.

6. PUPIL ACHIEVEMENT AND PROGRESS

This item was covered in the Headteacher's report.

7. SCHOOL IMPROVEMENT PLAN (SIP)

This item was covered in the Headteacher's report.

The Chair said that setting out the governors' role in the SIP would assist in monitoring progress.

The Headteacher asked new governors to contact her if they required any background information to the SIP.

8. REPORT FROM THE CLC COMMITTEE

The report of the CLC held on 22nd October 2018 and the safeguarding report had previously been circulated.

The Chair reported as follows:

- The EYFS report had been presented by Mr Meyer.
- Assessment and data had been reviewed with an in-depth training session for all governors on 8th January 2019.
- A safeguarding report had been received from Ms Johnston. There had been one referral made to social care. The case is now closed. There are four carers in school, no children on Child Protection Plans and two siblings on Child In Need Plans. There is one ongoing Team Around the Child following an Early Help assessment and a new Early Help assessment and Team Around the Family for a child on a reduced timetable at the parent's request. There are 18 medical care plans in place.
- Dojo was being used successfully to engage parents across the school and together with Parent Pay, had transformed communication with parents. Governors commented that parents were using Dojo responsibly to make comments.
- The PHSE visit during anti-bullying week had been a very successful way to visit the school and see the subject being taught across the school. Mr Main said he had seen some excellent work, that children and teachers were calm and interacting. Children were being taught at the appropriate level and teachers had clearly done a lot of preparation. Governors are looking forward to their Maths visit in March.
- Ms Carlyon said she is arranging a coffee morning for parents of children with SEND with Ms Johnston.
- The Chair said there had been a visit by Year 4 children from St Nicholas and St Mary School in Shoreham and the children had worked well together. The St Bart's children are keen to visit Shoreham and the Headteacher asked whether governors would agree to funding the cost of the coach (£800-£900).
Governors agreed in principle to support this, subject to costings being brought to the next Resources Committee and adequate funds being available in the school fund.

ACTION 1: Headteacher to prepare costings for a coach to take Year 4 children to Shoreham for the next Resources Committee.

- Governors noted that £750 still has to be paid for the Arethusa trip.
- Membership of CLC: All governors are invited to attend all committees next term so that new governors can choose which committee they would like to participate in.
- Ms Smith advised governors of the dates of the next CLC meetings as follows:
16th January at 6 pm, 14th March at 6 pm, 25th April at 6 pm, 25 June at the school house at 8am.

9. REPORT FROM THE RESOURCES COMMITTEE

Mr Main presented the report from the last Resources Committee and highlighted the following:

- It was Jack Patrick's last meeting as Chair of the Resources Committee
- Charitable status of the school: the Headteacher is speaking to Leo to progress this.
- Finance: the revised budget is overall in line with forecasts. There has been an increase in staff salaries because of the teachers' pay increase this year. Although this has been covered this year by DfE funding the future is unclear and there could be an in year deficit in the region of £25,000 in 2020/21.
- The school is seeking a clawback from Chartwells as they have been using the school's gas and electricity and this could be backdated to 2015.
- Gillian Leach, School Business Manager, has a list of ideas and projects to save money.
- Shared services are a possible way of saving money. Perrymount and Marvels Lane Schools have saved on shared training.
- Mr Main said he would circulate the dates for forthcoming meetings of the Committee to governors.

Governors' questions: Has the whole Sports Premium budget been spent? The Governors account takes money from the maintenance fund. If there is a shortfall where will the money for trips come from?

Response: The spending plan for the Sports Premium funds is on the school website and the balance bikes have already arrived in school. Mr Main said that the next Resources Committee will consider a proposal for funding school trips.

10. DATA PROTECTION REGULATIONS

There were no reportable incidents.

11. FRIENDS OF ST BART'S

- Ms Carlyon reported that a number of new Reception parents had joined the committee and were taking key roles. The previous committee members are still on the Committee so there are plenty of skills available.
- Preparations for the Christmas Fair are going well and there is a lot of support. There is a volunteers' rota with some gaps on it still.
- The Friends have committed to raise £4,500 to add to £3,000 from the maintenance fund. The Christmas and summer fairs could potentially bring in this amount and be supplemented by other events. These are fun events and for the community and are also a more reliable way of raising money than sponsorship.
- The Pod for Forest School has been funded by the Friends and is for use by the whole school.
- Ms Ward said she is running a half marathon on 10th March 2019. The organisers have offered discounted community places and there are four places left with three people running to raise funds for the school already.

- Ms George said that Sydenham Tennis Club has some funding and also offers free tennis coaching.

12. POLICY REVIEW

a) SEND policy

Ms Johnston reported that there have been a few factual changes to the policy.

The SEND Information report is on the school website and has also been updated. She said it is important for governors to note the wording 'we will provide what we can within the resources available.' The school has to be realistic about its 'offer'. It is not always possible to provide what parents want or feel they are entitled to as a result of private reports they have commissioned. The Chair stated that if a provision is included in the child's EHCP this would be provided. However private reports are not recognised by the local authority and are causing increasing difficulties.

Ms Johnston said that the school is looking at the creative use of SLAs as alternatives to the local authority SLAs. For example, the school could buy in a speech and language therapist to work with children and to train and develop the school's own staff.

The SEND policy was **APPROVED** and signed by the Chair.

b) Pay Policy

c) Performance Appraisal Policy

Both the Pay and Appraisal policies have been updated to reflect the new pay scales but otherwise remain the same.

The Pay Policy was **APPROVED** and signed by the Chair.

The Appraisal Policy was **APPROVED** and signed by the Chair.

13. GOVERNORS' ACTIVITIES AND TRAINING

- Governors were again reminded of the Data training on 8th January 2019.
- The Chair reported that she and the Headteacher are attending training run by the Diocese entitled 'Highly Effective Schools: a system for comprehensive, values-based reviews' on 30th November.
- Ms Ward asked if any governors had experience of the Governance for Schools Training. She was also referred to the Modern Governor programme available through the local authority. New Governors would have access to the training portal now that they had lgflmail addresses.

14. ANY URGENT/OTHER BUSINESS

- The Health and Safety Committee has been established and met on 29th November 2018 and agreed its Terms of Reference. The committee comprises Ms Smith, Gillian Leach (SBM), Maria Lucas Williams (Assistant Headteacher), a union representative and Dipo Akinfe, (Premises Manager).

- Governors asked whether the School Council know about governors and their role and whether they have questions for governors. Ms Smith said she attends School Council and asks the children if there are any questions for governors.
- Pupil Voice: An Eco Environmental Committee has been set up and a governor representative is invited together with a parent representative.
- Mr Erdly is to send round a skills audit form to each governor for completion. He will analyse the responses and present his analysis at the next Governing Body meeting in January. Ms Lloyd noted the importance of succession planning which can be considered following the skills audit at the next Governing Body meeting along with identifying roles for the new governors.

ACTION 2: Mr Erdly to circulate a skills audit form to all governors for completion and return. Mr Erdly will analyse the responses and report to the Governing Body meeting in January 2019.

- Governors noted that the Admissions Committee will meet on 25th February 2019 at 10 a.m. Committee members are Ms Sutton, Ms Smith, Ms Carlyon. Ms Sutton will ask Fr Stephen to attend.

ACTION 3: The Chair to ask Fr Stephen to attend the Admissions Committee on 25th February 2019 at 10 a.m.

15. DATES OF FUTURE MEETINGS

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| • Thursday 24 th January 2019 | 6.30 pm |
| • Thursday 21 st March 2019 | 6.30 pm |
| • Thursday 9 th May 2019 | 6.30 pm |
| • Thursday 4 th July 2019 | 6.30 pm |

16. CONFIDENTIAL BUSINESS

There was no confidential business.

Rev Tiernan closed the meeting with a prayer.

Signed:
Chair of Governors

Date: