

## THE GOVERNING BODY OF ST BARTHOLOMEW'S SCHOOL

### Minutes of a Governing Body meeting held at St Bartholomew's School on Thursday 27<sup>th</sup> September 2018 at 7.00 PM.

Present:

Ros Sutton	Chair
Sara Sanbrook-Davies	Headteacher
Bernadine Williams-Adebayo	
Debbie Singh	
Carl Erdly	
Jack Patrick	
Bettina Carlyon	
Peter Main	
Juanita Haynes	
Daniel Meyer	

In Attendance:

Jane Smith	Clerk
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Item	Action	Who	When
8.1	To draft a revised layout to the SIP to capture how governors can support and monitor the delivery of SIP outcomes.	Chair	
8.1	To email Ms Smith asking her to add parental engagement as a standing item to the CLC agenda	Chair	
8.1	To add parental engagement to the SIP.	HT	
10	To include review of the Pay Policy and the Performance Appraisal Policy on the agenda of the November FGB meeting.	Clerk	Nov FGB
13.2	To include review of the SEND Policy on the agenda of the November FGB meeting.	Clerk	Nov FGB
13.3	To review compliance of the school website once a term.	Mr Erdly & Ms Haynes	ongoing
16	To add Friends of St Bart's to agenda for November governing body meeting.	Clerk	Nov FGB

The Governor's meeting was preceded by safeguarding training from Cathryn Johnston, Deputy Headteacher.

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

The Chair opened the meeting with a reading and a prayer.

Apologies were received and accepted from Elaine Smith, Pauline Lloyd and Fr Edmonds.

Fr Kingston and Fr Tiernan were not in attendance.

**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. ELECTION OF CHAIR AND VICE CHAIR**

### **2.1 To elect a Chair to serve from Autumn 2018**

The clerk asked for nominations or self nominations for the position of Chair of the governing body.

Ros Sutton was nominated and seconded for the position of Chair of the governing body.

Ms Sutton accepted the nomination and left the room whilst her position was being considered.

An open vote took place and there was a unanimous vote in favour of Ms Sutton becoming Chair.

It was therefore **RESOLVED** to appoint Ms Sutton to the position of Chair of the Governing Body of St Bartholomew's School for a period of one year.

Ms Sutton returned to the meeting room and was congratulated.

Ms Sutton took up the role of chairing the meeting.

### **2.2 To elect a Vice Chair to serve from Autumn 2018**

Carl Erdly was nominated and seconded for the position of Vice Chair of the governing body.

Mr Erdly left the room whilst his position was being considered.

An open vote took place and there was a unanimous vote in favour of Mr Erdly becoming Vice Chair.

It was therefore **RESOLVED** to appoint Mr Erdly to the position of Vice Chair of the Governing Body of St Bartholomew's School for a period of one year.

Mr Erdly returned to the meeting room and was congratulated.

The Chair thanked Jack Patrick, the outgoing chair of the Resources Committee, for his hard work both as chair of the committee and as a governor and in particular his considerable contributions to Pupil Premium. Mr Patrick confirmed that he would attend the Resources Committee in October but that this would be his last governing body meeting.

### **2.3 To elect chairs for the following Committees to serve from Autumn 2018:**

- CLC Committee  
Elaine Smith was nominated and seconded as Chair of CLC. There was a unanimous vote in favour of Ms Smith becoming Chair of CLC.
- Resources Committee  
Peter Main was nominated and seconded as Chair of the resources Committee. There was a unanimous vote in favour of Mr Main becoming Chair of the Resources Committee.

- Communication Working Group – the work of this group is included in the CLC.
- Working Group on Academisation - the work of this group is included in the CLC.

#### **4. TO AGREE THE ORDER OF BUSINESS OF THE MEETING**

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

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

a) To approve the minutes of the last Governing Body meeting held on the 5<sup>th</sup> July 2018

It was **RESOLVED** that the minutes be approved and signed as a true record subject to the removal of an 'r' in Ms Williams-Adebayo's name on pages 1 and 3.

b) Matters arising from the Governing Body meeting held on the 5<sup>th</sup> July 2018, not included elsewhere on the agenda.

*Item 11:* The Chair gave an update on the planning application for Brasted Close. She said she had submitted comments on behalf of the governing body and the school had given comments separately. She said that it had been made clear that the governors and the school were not opposed to reasonably priced housing. However concerns were expressed about the lack of communication, disruption to the school during the building works, the closeness to the school boundary of the proposed buildings and the fact that the bedrooms overlooked the school playground.

Mr Patrick said he had experience of the planning process elsewhere and errors in the process can led to the process having to be restarted. At the consultation meeting at the Civic Suite all the team from the developers had been present and only two staff from the Council. They were not open to adverse comment and had appeared defensive. The Chair said she would resend her comments and the Headteacher said that the consultation had been highlighted again to parents in the school newsletter. It was unclear when the deadline for comments was although it was thought that it was 5<sup>th</sup> October 2018.

#### **6. GOVERNING BODY UPDATE**

##### **6.1 Changes to the Governing Body:**

Mr Patrick's term of office expires on 21<sup>st</sup> October 2018. The Chair said she had written to the PCC asking for a replacement foundation governor to be appointed. The Headteacher said there are four or five possible parent governors and Ms Singh said she had been contacted by four people interested in finding out more about the role. There is a two week voting period following the close of nominations. It is hoped that the new parent governors and the foundation governor will have taken up their positions in time for the next governing body meeting. The Chair said it is important that the governing body is as inclusive and skilled as possible reflecting all parts of the community. In response to a question from Mr. Main, the Headteacher said that governors can claim reasonable expenses to cover caring responsibilities so that this is not a barrier.

##### **6.2 DBS checks:**

The Headteacher confirmed that DBS checks were complete.

### 6.3 Governing Body Code of Conduct:

Governors **RE- ADOPTED** the school's Code of Conduct. It was signed by all the governors present at the meeting.

### 6.4 Action Plan for 2018-19:

The Chair posed a question about how governors can be involved most effectively in monitoring the School Improvement Plan (SIP). The Headteacher said the focus this year is on Maths, writing and PHSE. She suggested that governors visit for a day or half day to look at Maths across the school and, later in the year, writing, from EYFS to Year 6. This would give a good overview of the school and an opportunity to see progression. Governors noted that CLC look at the SIP in detail and that it is an evolving document. The Chair said it is important for subject lead governors to continue to visit and the Headteacher emphasised the benefits of looking across the whole of the curriculum.

### Dates of Governor Visits (times tbc)

13 <sup>th</sup> November 2018 ( <i>anti-bullying week</i> )	PHSE and collective worship
7 <sup>th</sup> March 2019	Maths including looking in children's books to observe progress.
1 <sup>st</sup> May 2019	Writing including looking at children's books

Mr Meyer said there is an open invitation to all governors to attend CLC and the next meeting is on 22<sup>nd</sup> November. He also invited governors to Stay and Play for parents in October. The details are on the website and in the newsletter and he asked governors to contact him if they would like to attend.

### 6.5 Review of committee membership and link governor responsibilities:

The Chair said that all governors are invited to both CLC and Resources Committee.

#### Pay Committee and Pay Appeals Committee:

The Pay Committee is drawn from the Resources Committee (Mr Patrick, Ms Smith, Mr Erdly and Ms Sutton, with Mr Main replacing Mr Patrick after 21<sup>st</sup> October 2018)

The Pay Appeals Committee will be drawn from the pool of all governors as necessary and depending on availability.

Link governor responsibilities: Mr Main said that he would no longer be the link governor for Spanish but would continue as Maths link governor. Ms Sutton said she would be Spanish link governor.

### 6.6 Review of committee terms of reference

The Chair reported that CLC had reviewed and re-adopted its TOR with two changes. The changes related to the names of governors on the Committee and the TORs should read 'the quorum is three governors which does not include staff members'.

Governors **AGREED** to the changes in the CLC TOR.

Mr Patrick said that the review of the Resources Committee had been deferred to the next meeting and would be reported to the Governing Body at its November meeting.

The Faith Group will review its TOR in January 2019 and report back to the subsequent Governing Body meeting.

The Admissions Committee will review its TOR at the Spring meeting

## **7. REPORTS FROM COMMITTEES AND WORKING PARTIES**

### **7.1 CLC Committee**

The Chair reported that the Action Plan reviewed in item 6.4 above had been discussed; Ms Johnston (SENDCo) had reported on SEND; Ms Lloyd had reported on safeguarding; and the Headteacher presented the SIP. Governors noted that, with all inspections out of the way this year, the Headteacher and the staff team can embrace being creative and promoting cross curriculum work for children's learning for life. The headline data from last summer was very good particularly for KS2 and the children and staff were congratulated. The Chair reported on her visit to EYFS (report in My Drive), noting the speech and language difficulties of some children and the patient adult support for a child with cerebral palsy who needs 1:1 support. Governors are lending their support to the preparation of an EHCP as soon as possible for this child. Cathryn Johnston's safeguarding report is in My Drive. Staff have all received recent safeguarding training and Governors had received a safeguarding presentation prior to this governing body meeting.

Mr Meyer said it had been difficult to contact Lewisham's Early Years team but that it had now been confirmed that Tiffany Gordon would be visiting the school before half term.

### **7.2 Resources Committee**

Mr Patrick reported that the Committee had discussed the charitable status of the school which is in limbo. It is difficult to expedite but he and the Chair are pursuing the issues. The end of August financial reports were in line with costs as expected. There is delay and a lack of information regarding the teachers' pay rise. The Headteacher said that the government grant of £19 per child equates to £7,226 for the school which is a long way short of funding the teachers' pay rise so it will impact negatively on the school's contingency. The pay award is complex and will have a significant impact on resources which the Headteacher and the School Business Manager (SBM) are assessing with regard to the budget. [The Headteacher has since reported that the pay award will impact adversely on the school budget by around £1000 up until March 2019 which is much better than expected. The figures for 2019/2020 financial year have not yet been assessed].

The NAHT model pay policy has been recently received but the Lewisham Model Pay Policy is outstanding. A new Assets Disposal policy was approved by the Committee. The current financial management system (Wauton Samuels) is being withdrawn and a new system has been approved.

Premises: The Committee walked around the premises and noted that the condition of the school was generally satisfactory apart from some small items. The Headteacher said that the roofing work was going well so far and that the playground has sunk again by the tree and this is being monitored. Mr Patrick said that the EYFS team had voluntarily painted the boys' toilets and there is a marked improvement. He thanked them for the exceptional donation of their time and energy.

### **7.3 Faith Group**

The Chair said that the Faith group had met and agreed to monitor collective worship twice a year. The group questioned which part of the SIP they should be monitoring and had decided to focus on whether children have the opportunity to discuss moral dilemmas so

that they are well prepared for their future lives. The group would be inviting children from School Council to talk about this at the next meeting.

## **8. SCHOOL IMPROVEMENT**

### **8.1 School Improvement Plan (SIP)**

The Headteacher presented the SIP and highlighted the following:

- The SIP had been discussed at CLC. It starts by outlining what has been achieved last year and includes a hexagon diagram which shows how the school sees learning this year. The Chair commented that the diagram is effective in summing up the ethos of the school on a page.
- The data will be reviewed at the next meeting when Analyse School Performance (ASP) is available but it is very positive. Greater Depth is an area for particular review. The results will be less good next year because there are children who are not able to access the curriculum fully but they will not be disapplied.
- This is the final draft of the SIP but it will change and evolve. It is in a similar format to previously but the staff have spent a lot of time reviewing it thoroughly and making changes.
- A lot of research has been carried out this summer and Mr Meyer had led a staff meeting introducing an initiative to engage staff in small action research projects on how they are going to deliver vocabulary work after half term. This will place the onus on staff and will be exciting and beneficial to their personal development. This is an opportunity to be seized by staff and is relevant to Ofsted changes towards shared discussions. Mr Meyer noted that the gap is increasing between schools which do and do not use research to inform curriculum delivery.
- At the suggestion of the Chair, governors discussed how the SIP might capture how governors will support the school to deliver the SIP outcomes. The Chair said that she would draft a revised layout including an additional column or row for governors monitoring and support and circulate it to governors for their consideration.
- Ms Singh said that parental engagement is an outcome that governors could particularly support. Governors questioned how parental engagement is measured and how do parents want to be engaged? Ms Singh said that improving parental engagement across the whole school could be a SIP outcome. It is important to gain a better understanding of what parents want, how to represent all parents including those who don't currently access what is offered. She said that there is an opportunity to look at alternatives to fundraising and focus groups. The Headteacher said that the parents questionnaire had taken place last Spring and would be done again next Spring. In the meantime the Welcome to parents evening would be a good opportunity to ask how parents feel engagement is going so far and is there anything that could be done better. Parental engagement will be a standing item on the CLC agenda and the Headteacher said she would add it to the SIP.

**Action 1:** Chair to draft a revised layout to the SIP to capture how governors can support and monitor the delivery of SIP outcomes.

**Action 2:** Chair to email Ms Smith asking her to add parental engagement as a standing item to the CLC agenda

**Action 3:** Headteacher to add parental engagement to the SIP.

Governors thanked the Headteacher and Senior Leadership Team for a comprehensive SIP.

## **8.2 Pupil Premium and PE Premium**

Pupil Premium (PP): The Headteacher said that the PP results would be fully reviewed when the ASP is available. There are 63 children in the school receiving PP funding. The school has undertaken research into the different ways PP funding can be used. The results in Year 6 are good with a gap of less than 3%. Although inroads have been made there is still a long way to go. The school is reviewing need on a case by case basis to tailor the support to individual children's needs. Parents are becoming better at saying what support is needed, such as lunch, breakfast or school uniform. EAL interventions for PP children and others across the school will be reviewed at half term. Mr Erdly asked whether demographic changes have impacted on PP. The Headteacher said that overall families are slightly wealthier but it is the families who are just outside the limit that are a concern. Some classes have children who qualify for free school meals (FSM) but do not have PP funding. She said that 23 PP children had left school and that this has had a significant impact on school finances. Mr Meyer said that the school is helping parents to access PP. The Headteacher said that PP will be reviewed at half term.

PE Premium: The Headteacher reported that funding Sports Day had been a worthwhile use. The playground had been marked out for the Daily Mile, there is swimming for Year 4 and a sports coach for breakfast club starting at 7.45 am. She said a lot of reception children use breakfast club. The school is pleased with what has been achieved with the PE premium and is able to do some more.

## **9 SAFEGUARDING**

### **9.1 Safeguarding**

The safeguarding report is in My Drive and was discussed in the CLC meeting as reported in item 7.1 above. Ms Lloyd has not yet completed her termly visit but this will be done. The Chair, the Headteacher and the School Business Manager had completed Safer recruitment training last year.

### **9.2 Health and Safety**

The premises report from Mr Patrick had been received in item 7.2 above. The Headteacher confirmed that the wasps had been inspected three times and a nest dealt with although there were still wasps around. The rats had been baited.

### **9.3 Keeping Children Safe in Education**

Governors had received a presentation from Cathryn Johnston, Safeguarding Lead prior to this meeting. She had asked governors to email her to confirm that they had read and understood part 1 of the guidance.

## **10 PERFORMANCE RELATED PAY AND APPRAISAL**

**Pay Policy:** The Headteacher said that the school would be using the trade union model policy and that she would circulate it to staff before presenting it to governors.

**Performance Appraisal Policy:** Governors agreed to defer review of the Performance Appraisal Policy until the Headteacher has reviewed it in the light of recently received pay information.

**Action 4: Clerk** to include review of the Pay Policy and the Performance Appraisal Policy on the agenda of the November FGB meeting.

## **11 BUDGET PREPARATIONS 2018-19**

The draft budget for 2018-19 will be considered at Resources Committee and a Governing Body meeting later in the year.

## **12 SCHOOLS FINANCIAL VALUES STANDARD (SFVS)**

Arrangements to meet SFVS requirements will be considered at Resources Committee and a Governing Body meeting later in the year.

## **13 POLICY REVIEW**

### **13.1 Safeguarding Policy**

The Headteacher said that the Safeguarding Policy was on MyDrive and included the relevant changes from the September 2018 guidance update.

Governors **AGREED** the Safeguarding Policy.

### **13.2 SEND Policy**

Review of the SEND Policy was deferred until the November Governing Body meeting.

**Action 5: Clerk** to include review of the SEND Policy on the agenda of the November FGB meeting.

**13.3 Website update:** Ms Wilkes had been reviewing compliance of the school website on a termly basis. Mr Erdly and Ms Haynes agreed to take over this role.

**Action 6: Mr Erdly and Ms Haynes** agreed to review compliance of the school website once a term.

## **14 GOVERNORS' ACTIVITIES AND TRAINING**

### **14.1 Visits to the school, meetings attended and other activities**

The Chair reported on her visit to Early Years. She has filed her written report on My Drive. She said that the visit had taken place in the first full week for the children and she had been impressed with how calm and industrious the children had been. She had observed a lot of purposeful play and learning especially reinforcement of the ground rules. Mr Meyer said that changes were being made to the climbing frame to make it safer for the young children.

In response to a question from Mr Main, he said it is currently being partly used; the monkey bar is being used under adult supervision but the rings, slide, ladder and climbing net are not being used. He confirmed that it is on a safety surface.

## **14.2 Governing Body training**

Mr Erdly encouraged governors to look at the training on offer in the GIP. He asked governors to notify him of any training they have undertaken for the training record which he is aiming to keep on My Drive.

The Chair and Vice Chair will be attending training regarding their roles In March 2019.

Mr Main is attending Finance Parts 1 and 2 training.

The LGA Biennial General Meeting on 12<sup>th</sup> November 2018 has been postponed pending the outcome of the Strategic Review of Governance. A new date is to be announced.

The Chair and the Headteacher are attending a training day at the Diocesan about highly effective schools.

The Chair continues her NGA training for chairs. As part of this she is observing two other chairs and, as a reciprocal arrangement, two people would like to observe the November governing body meeting. They will only be observing Ms Sutton's chairing, will not receive papers in advance, will not be able to take papers away or make notes and would not attend for confidential items. Mr Meyer asked whether they should be requested to sign a confidentiality statement. The Chair replied that all participants had signed up to confidentiality on the course and that would cover this observation. The Chair asked any governors with concerns to contact her by email.

Governors **AGREED** to two observers attending the November governing body meeting to observe the chair as part of the NGA training for Chairs course.

## **15 COMMUNICATIONS WITH PARENTS AND CARERS**

Governors had discussed this under item 8.1 above and agreed actions.

## **16 ANY URGENT/OTHER BUSINESS**

**Friends of St Bart's:** The Friends of St Bart's do a lot of fund raising for the school and have a positive impact on communications with parents but is in difficulty at the moment. Governors noted that there are a lot of working parents and whilst people are willing to volunteer for small roles no-one has the capacity to lead and run a charity, to recruit volunteers or do shopping and co-ordinate events. Skill sets are important too. In order to retain its status as a charity, there has to be a Chair, Vice-Chair, Treasurer and Secretary and seven committee members. Ms Carlyon will remain as the link governor for the Friends of St Bart's and there will be a further discussion at the next governing body meeting under link governor feedback and to develop a contingency plan.

**Action 7:** Clerk to add Friends of St Bart's to agenda for November governing body meeting.

**School term and holiday dates:** The Headteacher said she would review these.

## **17 DATES AND TIMES OF FUTURE MEETINGS**

### **Governing Body meetings:**

Thursday 29 <sup>th</sup> November 2018	6.30 pm
Thursday 24 <sup>th</sup> January 2019	6.30 pm
Thursday 21 <sup>st</sup> March 2019	6.30 pm
Thursday 9 <sup>th</sup> May 2019	6.30 pm
Thursday 4 July 2019	6.30 pm