

THE GOVERNING BODY OF ST BARTHOLOMEW'S SCHOOL

Minutes of a Governing Body meeting held at St Bartholomew's School on Thursday 26th September 2019 at 6.45 PM.

Present:

Ros Sutton
Sara Sanbrook-Davies
Elaine Smith
Allison George
David Roberts
Bettina Carlyon
Ms Bernadine Williams-Adebayo
Rebecca Johns
Pauline Lloyd

Daniel Meyer
Louise Ward
Cathryn Johnston
Peter Main
Steven Larwood
Chelsea Drake

In attendance

Jane Smith

Clerk

Item	Action	Who	When
4	Ms Johnston to check that the Intimate Care policy is in line with the Lewisham model in relation to one to one care, and to report back to the next Governing Body meeting.	Ms Johnston	Next FGB 5-12-19
7	Add Behaviour and Attitudes section in SIDP to CLC agenda for discussion	Ms Smith	Next CLC meeting
7	Add PPG funding to Resources Committee agenda.	Mr Main	Next RC meeting
10	Clerk to list Strategic Review Report early on the agenda for the Governing Body meeting on 5 th December 2019.	Clerk	FGB 4-12-19
10	Governors to read the Strategic Review report and forward comments and questions to the Chair by 20 th November 2019.	All governors	By 20-11-19
15	Governors to read and familiarise themselves with the Code of Conduct.	All governors	Next FGB 5-12-19
17	Chair to investigate and report back on what is good practice to share with the full Governing Body regarding the Headteacher's appraisal objectives.	Chair	Next FGB 5-12-19

1. APOLOGIES AND DECLARATIONS OF INTEREST

Apologies were received and accepted from Ms Hilary-Anne Buckhurst, Fr Tiernan and Ms Johanne Ejbye-Ernst. Ms Sutton welcomed Ms Chelsea Drake, a new PCC governor, to the meeting and governors introduced themselves.

1.1 Declarations of Interest:

There were no declarations of interest in items on the agenda.

1.2 Register of Business Interests:

New governors were asked to complete a Declarations of Business Interest form and return it to the school office.

1.3 To appoint a Clerk to the Governing Body:

Ms Jane Smith was appointed clerk to the Governing Body.

1.4 Election of Chair:

Ms Sutton was nominated and elected as Chair of the Governing Body for the school year 2019/20. She stated that this would be the last year that she would serve as chair.

1.5 Election of Vice Chair:

Governors noted that the current Vice Chairs, Ms Lloyd and Ms Smith were, in the case of Ms Lloyd already an associate member, and Ms Smith would become an associate member later in the term. As such neither would be able to serve as Vice Chairs.

Ms Ward was nominated and elected as Vice Chair for the school year 2019/20. She said that she would consider taking the Chair next year but that she would confirm nearer the time whether she wished to do this.

1.6 To elect governors to strategic roles:

Resources Committee: Mr Main was elected as Chair. The Vice Chair position will be considered at the next meeting.

CLC Committee: Ms Smith was elected as Chair. Ms Carlyon was elected as Vice Chair.

SEND: Ms Ejbye -Ernst is to shadow Ms Carlyon as SEND governor.

Safeguarding: Ms Lloyd is to continue as safeguarding governor. The new vicar will be asked to shadow this role.

Training: Ms Ward said that she cannot be the training governor as well as the Vice Chair. It was noted that Ms Ward had set up a robust training record system and the Chair and Ms Smith agreed to share the role of training governor.

2. TO AGREE THE BUSINESS FOR THE MEETING

There was no additional business.

3. GOVERNING BODY MEMBERSHIP

The Governing Body noted that Ms Drake and Ms Buckhurst had been appointed by the PCC as governors. Ms Drake's term of office will be for one year (2019-20) which is the period remaining following Ms Haynes' lapse of office. Ms Buckhurst's term of office is 2019–2023.

Ms Smith's term of office expires in November 2019 and governors thanked her for her support and contribution to the school. Ms Smith accepted the Governing Body's invitation to become an associate member. The PCC requires a lapse of two years after two terms of office as a governor have been served. The Chair noted that there is a science focus this year and the school will benefit from Ms Smith's great experience in this area.

Ms Drake is in the process of getting her DBS check completed and Ms Buckhurst will also be required to do this.

4. MINUTES OF THE LAST MEETING AND MATTERS ARISING

a) To approve the non confidential minutes of the last Governing Body meeting held on 4th July 2019

The minutes were **APPROVED** and signed by the Chair as a true record, subject to an amendment to item 8: Policy Review to read:

“By a show of hands, governors **APPROVED** all the above policies, with the exception of the Intimate Care policy. With regard to this policy governors asked Ms Johnston, Deputy Headteacher, to check with Natasha Orumbie, Safeguarding in Education Co-ordinator at Lewisham Council, that the draft Intimate Care policy is in line with the Lewisham model policy in relation to one to one care, and to report back to the next Governing Body meeting.”

Action 1: Ms Johnston to check that the Intimate Care policy is in line with the Lewisham model in relation to one to one care, and to report back to the next Governing Body meeting.

Item 10 b Governing Body Training Plan was also amended to read:

“Ms Ward reported that she had met the Chair....”

b) Matters arising from the Governing Body meeting held on 4th July 2019 (if not elsewhere on the agenda.)

Item 1: The Chair reported that she had written to Ms Haynes and to the PCC regarding a replacement governor following Ms Haynes’ lapse of office.

Item 6b: The Chair reported that she had checked with the Diocese and there were no concerns with the Premises Officer’s company being awarded the contract for re-decoration in the school because the correct processes had been followed and the quote had been a blind submission. Governors thanked the Premises Officer for the redecorating work which had been completed to a good standard.

The Headteacher confirmed that the school had been selected as an early adopter of the new guidance on Relationships and Sex Education.

5. REPORTS FROM COMMITTEES AND WORKING PARTIES

a) **CLC Committee 19th September 2019**

Ms Smith reported that the Committee Terms of Reference (TORs) 2019/20 were reviewed and agreed. Other items discussed included:

Safeguarding report from Ms Johnston.

Data: the annual data pack has not yet been produced by Lewisham. Initial use of the school’s new data system is encouraging. There are three data drops across the year and SLT currently input the data. which has helped to decrease staff workload, an issue addressed in the new Ofsted framework.

EYFS: the school were part of the pilot for the National EYFS Baseline test. It was not found to be useful and St Bart’s is not going to continue with it.

Governor’s question: If the baseline test is introduced in 2020 will it have been modified as a result of feedback from the pilot?

Response: That is unknown at this stage.

Greater Depth (GD): there was a frank discussion. The Headteacher said that a well recommended consultant has been engaged to look at Teaching and Learning in November to assure that judgements are accurate and sound. Out of this, ways of engaging to provide greater challenge to reach GD will emerge and bring a different

perspective to advanced questioning. GD is achieved at the end of year 6 but potential can be identified earlier. CLC will re-visit GD each term.

Ms Smith thanked Ms Sutton for preparing the minutes.

b) Resources Committee

Mr Main reported that Committee's TORs 2019/20 will be reviewed at the next meeting.

The budget submission for the coming year has to be submitted in November so the Committee will meet on a date to be confirmed to sign off the accounts and complete the submission. The census in October is key to funding.

Mr Main said that the school had been recognised for Gift Aid and can claim for donations back to 4 years once the school has a procedure in place. This applies to the maintenance fund because the donations are voluntary. Governors asked whether this could be attached to Parent Pay. Mr Main said he would check whether information from the Friends of St Bart's can be used under GDPR. Governors thanked Mr Main for his work in getting the school recognised for Gift Aid which will make a valuable additional contribution to funds.

c) Faith Committee

The Faith Committee is due to meet on 3rd October 2019.

d) Health and Wellbeing Committee

The Chair stated that the TORs for the Health and Wellbeing Committee had been circulated to governors and were agreed.

The first meeting of the Committee is on 8th October 2019 at 4 pm. Membership of the Committee was confirmed as Ms Johnston (Chair), Ms Sutton, Ms Carlyon, Mr Meyer, Alex Miles (Learning Mentor), Leanne Moore (PHSE Subject Leader), the Headteacher, and the Vicar. Any other governors are welcome to attend.

e) Committee membership and link governor responsibilities

The Chair said that committee membership and link governor responsibilities had been circulated. She stressed that all governors are welcome to attend any committee, although generally governors attend either the Resources Committee or CLC. She invited the new governors to choose which committee they would like to join.

6. SAFEGUARDING

Ms Johnston presented the safeguarding report which had been circulated to governors prior to the meeting. Governors thanked Ms Johnston for the safeguarding training she had delivered to them immediately preceding this Governing Body meeting.

Governor's questions: What is a young carer? How does home tuition show on the school's attendance figures? How can the school ensure that a home tutored child is being safeguarded?

Response: These are children who are taking on a caring responsibility at home and can be referred for support and activities. A charity called HoneyPot provides this.

Attendance is good although there are a small number of complex absentees. Home tuition does not count as an absence. There is good support from Lewisham Council when a child is being home tutored with a home visit and the tutor visiting to give assurance. In this specific case, the tutoring is part of an EHCP and being administered and paid for by Lewisham Council.

The school's safeguarding policy is to be updated and sent to governors. The changes are minor.

Governors thanked Ms Johnston for her hard work.

7. SCHOOL IMPROVEMENT

a) School Improvement and Development Plan (SIDP)

The SIDP had been circulated prior to the meeting and the Headteacher presented the plan. She said that the plan had been discussed by governors at their meeting in July but that there had been a slight change in format to make the plan sharper, listing key priorities for the year on page 3.

Governor question: Has the SIDP been devised with the new Ofsted framework in mind?

Response: the SIDP is in line with the new Ofsted framework. Ofsted could potentially inspect the school next Autumn.

Relationships and Sex Education (RSE), which may be known as Relationships Education, will be created in consultation with parents. There is a parents evening to discuss this shortly and staff have already received training. There is little information available for early adopter schools such as St Bart's.

Governors' questions: Do the children currently receive sex education? Are you anticipating any concerns from parents?

Response: Children receive in depth information about biological processes and relationships in Year 6 and from Year 2 children learn the biological names for parts of the body. The school is not anticipating concerns and the curriculum is very clear about relationships and openness.

Governors noted that this links to safeguarding and welcomed clarity and transparency. It is also important to counter adverse and incorrect media coverage: the school has a good range of books which show that all families are valued so that the children feel equal, valued and secure whatever their home life.

Primary Science Quality Mark: the school is hoping to take the entire staff to the science conference to support this year's science focus and which is free as the school is participating in the quality mark.

Governor question: What is the science quality mark? How will the impact be measured?

Response: the aim of the quality mark is to increase children's scientific capital by raising the profile of science, developing staff's subject specific knowledge and engaging girls in science. It is hard work, but it is beneficial and advantageous to the school. Philosophical thinking skills are developed which link across to other subjects. Governors will be invited into school for a science day, possibly in science week, to see the work and its impact for themselves.

RE Quality Mark: the school has not yet signed up to this. It contains some good practice but not all aspects are good or relevant.

Governors' questions: Is there a risk of not achieving outstanding again from a SIAMs inspection if the school does not adopt the Diocesan curriculum?

Response: The SIAMs inspection framework is changing and the school has time to fulfil the criteria. The inspection is not just about RE but includes mental health and well-being, and relationship policy, for example.

The Headteacher said she is working to break down tasks in the SIDP into smaller sections to introduce more precision, keeping focus and timescales tight. The parents' version of the SIDP is in line with the key priorities on page 3.

Behaviour and Attitudes: Governors agreed to add this area of the SIDP to the CLC agenda for discussion.

Action 2: Add Behaviour and attitudes section in SIDP to next CLC agenda for discussion.

b) School Performance Data

The Headteacher reported that the annual data pack has not yet been received from Lewisham. The school has been unpicking the data, tracking back to see where the children were especially regarding Greater Depth (GD). Mr Meyer is leading on challenge across the school.

The SATs results are above the national average and have been reported and discussed at CLC. KS2 data will be validated and available for the Governing Body meeting in January.

The Headteacher explained how the children's progress is assessed internally and through statutory tests throughout the year. Governors noted that detailed questions are asked about this at CLC.

c) School Self Evaluation (SEF)

This has not yet been done.

d) Pupil Premium Grant

Ms George presented her report on Pupil Premium Grant (PPG). She said she had met the Headteacher in June and that her focus had been the school's approach and status. Sixty-six children (17%) receive PPG funding which is quite low although it is difficult to find local comparative figures.

Every PPG child is assessed every six months looking at interventions, progress and spend, with strategies put in place. Ms George referred to the Education Endowment Fund which gives examples of interventions, costs and evidence of success and posed the question how this is reflected at St Bart's. The main barrier to progress identified by the school appears to be lack of aspiration. A key question is whether PPG funds work in narrowing the achievement gap with children not in receipt of this funding. The Chair said that nationally the gap between PPG and non-PPG children's attainment has not closed.

Governor question: Is PPG funding pooled and used in group work?

Response: It can be but this is not necessarily the case and it can be tailored to an individual child's need.

More children could access PPG funds but it is difficult to encourage parents to apply perhaps because of a perceived stigma and there are complexities with the benefits system which could be acting as a barrier. PPG and how to access it could be introduced to parents at the start of their child's school life. Governors noted that there is a changing demographic in the school with an increase in working parents.

Mr Main said that the budget overspend on providing interventions is in the region of £40,000 each year, which is 5% of the school's overall income, so breaking down the barriers to accessing funding would be very beneficial to the school and there could be some work on identifying internal and external barriers. PPG is

already reported to CLC and governors agreed to discuss it at the Resources Committee in future.

The Chair stated that if a child has a need it will be met.

Governors thanked Ms George for her comprehensive and thought-provoking report.

Action 3: PPG funding to be added to Resources Committee agenda.

8. FINANCIAL MANAGEMENT

8

This was reported under item 5 b) Resources Committee

9. PERFORMANCE RELATED PAY AND APPRAISAL

a) Pay Committee

The date of the Pay Committee is to be confirmed.

b) Pay Policy and Performance Appraisal Policy review

The Headteacher said that the Pay and Conditions documentation had only just been received.

10. GOVERNING BODY STRATEGIC REVIEW REPORT

The Strategic Review report commissioned by the school from Michele Robbins had been received and circulated to governors.

Due to time constraints governors agreed to set aside time at the start of the next Governing Body meeting in December to consider the report thoroughly. In the meantime, the Chair asked governors to read the report and email their comments and questions to her two weeks prior to the meeting.

Action 4: Clerk to list Strategic Review Report early on the agenda for the Governing Body meeting on 5th December 2019.

Action 5: Governors to read the Strategic Review report and forward comments and questions to the Chair by 20th November 2019.

11. HEALTH AND SAFETY REPORT

There was no health and safety report at this meeting.

12. EQUALITIES DATA AND OBJECTIVES

Mr Meyer reported that he, the Headteacher and Ms Carlyon had received equalities training. He and Ms Carlyon had met in the summer to review the pupil parent engagement questionnaire responses. There had been 180 responses, a return rate of 44% which is high. There had been some action points to be considered by the Health and Well-being Committee. The next stage is to unpick the barriers relating to the protected characteristics and the RSE and PSHE curriculum. Establishing how the school community identifies

protected characteristics is difficult to do. The school website should include objectives to be reviewed every four years and this will be done by December.

13. ADMISSIONS ARRANGEMENTS 2021/22

The Headteacher reported that there was no change to the Admissions policy but that the school would have consult on the policy. This was a procedural requirement as consultation is required every seven years.

14. POLICY REVIEW

There were no policies for approval at this meeting.

15. GOVERNING BODY PROCEDURES, ACTIVITIES AND INFORMATION FOR GOVERNORS

a) Governing Body Code of Conduct

The Chair requested that governors read and familiarise themselves with the Code of Conduct which was adopted.

Action 6: Governors to read and familiarise themselves with the Code of Conduct.

b) Agenda plan for 2019-20

This will be based on the SIDP following a meeting between the Chair and the Headteacher.

c) Governors' visits to the school, training, meetings attended and other activities

The dates of future governors' visits will be confirmed.

Ms Ward reminded governors to let her and the Chair know of any training they had attended or wished to attend for the records.

16. DATES OF FUTURE MEETINGS

a) Governing Body meetings 2019/2020.

Thursday 5th December 2019 at 6.30 pm

Thursday 30th January 2020 at 6.30 pm

Thursday 19th March 2020 at 6.30 pm

Thursday 7th May 2020 at 6.30 pm

Thursday 2nd July 2020 at 6.30 pm

b) Resources Committee 2019/2020

Tuesday 15th October 08:00 school house

Thursday 23rd January 08:00 school house

Tuesday 28th April 08:00 school house

Thursday 25th June 08:00 school house

c) Children and Learning Committee 2019/2020

Autumn 2, 19 th November 2019	18.00
Spring 1, 16 th January 2020	18.00
Spring 2, 27 th February 2020	18.00
Summer 1, 30 th April 2020	18.00
Summer 2, 16 th June 2020	18.00

d) Health and Wellbeing Committee 2019/2020

Tuesday 8th October 2019, 4 pm
Other dates tbc.

17. ANY OTHER BUSINESS

- a) The Headteacher informed governors of parents' evenings on 16th and 17th October and asked governors to attend if possible.
- b) The new incumbent is to be instituted on 31st October 2019.
- c) Governor question: How does the Headteacher's appraisal operate and whether targets should be shared with the Governing Body.
Response: The Chair explained that setting the Headteacher's objectives is the responsibility of the appraisal committee who are advised by an independent adviser, in this case an adviser recommended by the SDBE. She said she would investigate and report back on what is good practice to share with the full Governing Body.

Action 7: Chair to investigate and report back on what is good practice to share with the full Governing Body regarding the Headteacher's appraisal objectives.

18. CONFIDENTIAL BUSINESS

- a) The confidential minutes of the meeting held on 4th July 2019 were **APPROVED** and signed by the Chair as a true record.
- b) There were no confidential items to report.

There being no further business the Chair closed the meeting with a prayer at 9.25 pm.

Signed:
Rosalind Sutton, Chair of Governors

Date: