

THE GOVERNING BODY OF ST BARTHOLOMEW'S SCHOOL

**Minutes of the Governing Body meeting
St Bartholomew's School on Thursday 24th September 2020 at 6:30 PM (held on Zoom)**

Present:

Ros Sutton	Rebecca Johns
Sara Sanbrook-Davies	Peter Main
Bernadine Williams-Adebayo	Daniel Meyer
Bettina Carlyon	Louise Ward
Chelsea Drake..	Rev Jim Perry
Johanne Ejbye Ernst	David Roberts
Allison George	Fr. Paul Tiernan
Rosalind Goodrich	

Associate members:

Pauline Lloyd
Elaine Smith

In Attendance:

Jane Cheadle, Clerk

Item	Action	Action to be taken by	Date
1.1	Governors to complete the declaration of interest forms and return them to the school office by email or post. Clerk to forward forms to Chair.	Chair Clerk	8 th October 2020
3.4	C. Johnston to amend the appendix of the Child Protection policy. This is to be brought to the next meeting of the Governors.	C. Johnston	3 rd December 2020
3.4	All Governors to review the KCSIE document. All to email C. Johnston stating that they have both read and fully understood the document.	All Governors	8 th October 2020
4.1	The Headteacher is to update Governors following the Local Authority Heads meeting that is to be held on 25 th September 2020.	Headteacher	3 rd December 2020
5.2	Chair and P. Main to assist with the posting of the advertisement, interview and appointment of a new School Business Manager.	Chair P. Main	3 rd December 2020
8	C. Johnston to circulate date for Safeguarding training	C. Johnston	

1. Governing Body Administration	
1.1	Apologies, Declarations of Interest and Business for the Meeting Apologies were received and noted from C. Johnston. H. Buckhurst had not been able to gain entry to the Zoom meeting. No new declarations of interest were made.

	Action 1: All Governors to complete the new declaration of interest forms and return them to the school office by email or post by 6 th October 2020.
1.2	Meeting arrangements including decision making Governors welcomed and appointed the new Clerk to the meeting. Governors acknowledged and agreed that their meetings would proceed virtually due to the coronavirus pandemic, in line with current official guidance. Any votes would be taken by a show of hands.
1.3	Business critical decisions The following business critical decisions were identified: <ul style="list-style-type: none"> • How best Governors can support School Leaders • What can be done to support staff and pupil safety and wellbeing • What can be put on hold whilst ensuring continuity
1.4	The non-confidential minutes of the Governing Body meeting held 29th May 2020 The minutes of the meeting held 29 th May 2020 were agreed . The following amendment is to be included in the minutes: A. George’s statement regarding Black Lives Matter. The minutes will be amended and signed by the Chair once this is done.
1.5	Matters arising from the minutes not included on the agenda. <i>Item 5:</i> The Chair is in the process of drafting a message to parents explaining the purpose and importance of the Maintenance Fund. This will include a message of welcome.
1.6	Governing Body membership <ul style="list-style-type: none"> - Governors noted that there are no vacancies on the Governing Body at present. - Ms Drake’s term of office is to expire on 16th October 2020. Governors agreed to extend her membership until November 2020 in order to give the PCC time to meet and make a decision. Agreed
1.7	Committee Reports Children and Learning Committee report: <ul style="list-style-type: none"> - E. Smith reported that the committee had reviewed their terms of reference and three small amendments had been made. - Two new Governors have been added to the committee: R. Goodrich and H. Buckhurst. - The election of Chair will be delayed till the Autumn 2 meeting. - It was agreed that flexibility would be required under the current Covid-19 challenges. The committee will review the core purpose document, focusing on evidencing the 5th outcome. - A wellbeing questionnaire has been conducted - The committee has reviewed the School Safeguarding policy and slight amendments have been made. Pay Committee report detailed under item 5.5, below. Resources Committee are to meet shortly (October 2020).
2. Covid 19/Headteacher update	
2.1	The Headteacher reported on the current situation and the well-being of pupils, staff and wider school community. The report was circulated in advance of the meeting. <ul style="list-style-type: none"> - Update on school re-opening: Attendance was high during the first week of term (between 95% and 97%). 42 children are currently not in school. This is due to the children either isolating or waiting for Covid-19 test results. Parents have been helpful in sharing the test results

	<p>despite this not being mandatory. There have been no positive Covid-19 tests in the school thus far.</p> <ul style="list-style-type: none"> - All staff are currently in school with the exception of two staff members who are out of school for non-Covid related issues. The school is currently running at maximum capacity. - Ms Osborne is due to leave the school in October 2020 as she will be taking maternity leave. She has been co-running online/home learning online and has been touching base with children twice daily. Home learning is not currently being offered to all children off with illness. - All bubble groups are working well. Children appear to accept the rules and lunchtime is working well at present. Gate openings have been slightly adjusted. A fence panel has been removed in the early years area to better facilitate collection and drop off. - Before and After School Clubs: Breakfast club and after school clubs are working well. This is being run by Energy Kids. Children attend by appointment. There is a maximum capacity of 70. Numbers are much reduced, with approximately 35 attending. It is hoped that take up will increase and numbers will grow. - Premises: only vital work is being undertaken at present. The electronic gates are being replaced and this work is to be completed by 25th September 2020. - Free School Meals: the number of children in receipt of FSM's has dropped from 69 to 50. This is due to changing cohorts. Governors noted that in the event of closure, Chartwells is able to provide food hampers. - Contact with families: regular newsletters are being written and several one-to-one meetings are taking place in a physically distanced manner if requested by parents. A Governor suggested that parents be reminded that the newsletter is back up and running. A parent Governor reported that communication is efficient and is going well. <p><i>Governor Question: are there any children who have not come back to school, voluntarily?</i> One family has taken the view that they want their child to have a 'fresh start', however this family has yet to apply for a new school place. As such the child is currently categorized as 'child missing in education' and the matter has been handed over to the Local Authority. The school continues to keep in touch with the family. Several families have moved out of Borough or out of London. The latter is a trend across the Borough.</p> <p><i>Governor Question: Are the clubs generating revenue for the school?</i> Currently there are not enough children in the provision to generate income for the school. It was hoped that uptake would have been higher and it is expected that numbers will grow. Energy Kids are paid directly. The premises is provided by the school at no cost at present.</p> <p><i>Governor Question: The toilets had been renovated with the intention of generating and income stream for the school. Has there been any additional hiring out?</i> There has been no additional hiring out and the school's income stream has reduced significantly. Anything that would require additional cleaning is not possible at present. It is important to reduce as much footfall as possible. Ms Leach is to present to the Resources Committee. Rental income is to be prioritized as soon as the Covid-19 period has passed.</p> <p>The Chair and Governors thanked the Headteacher, Senior Leadership Team and all staff for their enormous efforts to cater for the needs of all the children.</p>
2.2	<p>Update, Chair's Action</p> <ul style="list-style-type: none"> - The Chair has agreed to the costs of the repairs to the school gates, for approximately £3.5K. This will be paid for out of the Diocese maintenance fund. - The Chair has agreed to the temporary extension of Ms. Drake's term of office.
2.3	<p>Business continuity Plan – updates and amendments</p>

	<p>In advance of the meeting, the Headteacher has circulated the Risk Assessments, detailing contingency planning. This is being updated weekly.</p> <ul style="list-style-type: none"> • In the event of a confirmed case there are standard operating procedures in place. The Headteacher has been in direct contact with Public Health and the Local Authority. Both have been helpful. The procedure is for the Headteacher to contact Public Health, a risk assessment to be undertaken and a recommendation given. The Headteacher is then to contact the Chair of Governors and the Communications Team from the Local Authority will provide the school with the appropriate wording and templates for communication. • Contingency plans are in place for significant teaching / SLT absence. • In the event of enforced closure – this might include discussing a governing board action plan covering how the board will continue its work if your school needs to close completely. <p>Governors noted that the business continuity plan remains in place.</p>
3. Safeguarding	
3.1	<p>DSL arrangements during the Covid-19 period</p> <p>C. Johnston was not able to attend the meeting. The Headteacher reported on her behalf.</p> <p>C. Johnston has taken the lead regarding Safeguarding arrangements. These continue to be implemented with vigilance as per school policy and guidance. There are no specific issues that have required referral. Assistance has been offered by Early Help and several families are being worked with closely, accessing the Wellbeing Hub. C. Johnston is to report at the next committee meeting. The school benefits from a positive relationship with Social Care and outside agencies.</p> <p>The Chair asked that Governor thanks be related to C. Johnston for all the hard work particularly in maintaining a positive relationship between outside professionals and the school.</p>
3.2	<p>Contact with families</p> <p>This item was detailed above under the Headteacher’s report.</p>
3.3	<p>Online learning</p> <p>D. Meyer gave a detailed report on the current online learning arrangements as well as contingency planning that is being done for the coming term. A. Osborne has taken the lead with online learning and is supported by S. Larwood and D. Meyer. The learning is similar to that undertaken during lockdown with the addition of video lessons and a change in format. A. Osborne is touching base with children daily. The team have put a lot of thought and work into the online learning approach. Wellbeing and connection with children has been highlighted as an important purpose of the provision. There is a need to re-establish the purpose of the provision with parents, asking: who is it for? what are the expectations?</p> <p><i>Governor Question: What are the details of the plans for online learning in the event of bubble closure or larger scale lockdown?</i> The team has been keen to learn as much as possible from the previous lockdown/online experience. Feedback from parents has been reviewed and a key area of focus going forward is inclusivity: taking into account intermittent access to technology and the internet. Printed packs are being sent out to all children in order to pre-empt any sudden rush and to alleviate the anxiety. A. Osborne has prepared one of the set books that is reading in the event of any sudden change. Class teachers are starting to group their classes so that they are ready for online learning. Teachers will touch base with groups of children at the beginning and the end of each day. The team is looking into ways that the use of online platforms can be scaled up.</p>

Governor Question: How many children do not have access to the internet? How many will be excluded from the online provision? During the previous lockdown, access to internet was not a problem as such, however there were problems with the quality of internet connection and the ability of children to remain online for a significant duration. This is one of the reasons that the team have taken the decision to have daily, short and focused check-in sessions with children. This is deemed a better use of teacher time and a good way to ensure fairness across all the children. During the previous lockdown, 14 parents and a number of staff members had made use of the Chrome books on offer at the school. The timing of the teachers sessions are being adjusted so as to avoid any clashes for a particular family with more than one child at the school.

Governor Question: How long will the contact sessions last for and how many children will be in each group? At present the plan is to hold two sessions lasting 15 minutes (at the beginning and the end of day). This approach has been found to be effective within 4 groups per class (between 4-8 children per group). Children will be able to access the online platform during the day and teachers will be able to check-in and work with smaller groups (breakaway groups) to address particular areas of learning.

Governor Question: How will safeguarding be managed with regards to online learning? Was online security looked into? Yes, safeguards have been looked into with rigour. The first piece of work is to have children ask their parents and carers to hand back consent forms through the online platform, detailing expectations and safeguarding. This will test the ability of parents to access the system. Google Classroom was settled on as it has high levels of encryption. This platform is being used across the borough. The users are required to hold an account that needs to be approved by the school. As best as can be all the necessary safeguards have been put in place.

Governor Question: along with the preparations for home learning, are there provisions for key worker children being planned in parallel? Unfortunately there has been no guidance as yet in this regard. The presumption is that the approach taken earlier in the year will be reverted to: vulnerability risk assessments and sessions to be run in smaller bubbles.

Governor Question: What communications are planned for parents around the event of a quarantine for a bubble year group? How much notice will parents be given? The standard operating procedure will allow for minimal warning time for parents. Parents will be sent a text message as soon as the initial public health conversation and risk assessments are completed. A further risk assessment will then be carried out and once this is completed, the decision will be made and further information sent to parents. It is for this reason that emergency learning packs are being sent out to all families. Governors agreed that this approach appeared to be prudent and clear.

Governor Question: Will the online learning sessions be able to differentiate for children on EHCP or SEN provision or vulnerable children? Yes this is possible, within reason. The checking-in sessions can be bespoke for each child in the group. A possible limitation to this would staff illness. In this event, parents will be contacted directly. This approach to contact will also be put in place for any child who is unable to access online learning and support staff will be available to assist.

Governors thanked D. Meyer for a thorough presentation and thanked A. Osborne and the team for their hard work.

3.4 **Appendix to Child Protection policy**

The appendix in the Child Protection policy (to say what is being done during lockdown) has not yet been updated.

Action 2: Headteacher to check with C. Johnston that this is done and brought to the next meeting of the Governors.

Action 3: The KCSIE document is to be reviewed by governors. All to email C. Johnston stating that they have both read and understood it.

4. Finance

4.1 2020/21 budget setting- update

- There will be a £51K overspend. This is comprised of £8K owed by Department for Education (Covid_19 expenses) as well as £10K premises consumables (extra cleaning, Covid-19). Pupil Premium numbers have decreased and several SLA costs have increased. There has been a £10K overspend to cover learning resources (extra learning packs, books, subscriptions to online platforms, paper and photocopier).
- The projected carry forward will therefore reduce to approximately £155K and it is therefore likely that the school will come into deficit sooner than expected.
- There is a Finance meeting for Headteacher's in the Local Authority to be held on 25th September 2020. Deficit recovery is an agenda item for this meeting.
- The Resources Committee has not been able to meet in advance of the current meeting and the meeting dates are to be set by the Chair and P. Main.

Governor Question: What is the expected consequence of an in-year deficit with regards to the Local Authority? There had been a precedent of bad press in relation to a local school in the past, will the school receive similar responses from the local press? St Bartholomew's is in a very different position to the local school mentioned by the Governor. The reason for the deficit is clearly recorded by the School Business manager (pandemic response) and clearly minuted during these exceptional times. The school has demonstrated prudence prior to the pandemic and Governors are well aware of the pressures that the school is under. Transparency and due diligence are not in question. An extra £800-900 is being spent on cleaning products and this is similar across schools in the borough. A plan is to be put in place and this is to be discussed at the resources committee. Funding remains an area of uncertainty. Governors noted that the need to challenge should be balanced with their duty of care for the Headteacher and Senior Leadership Team, noting the high degree of stress all staff were under at present.

Action 4: Headteacher to update Governors following the Local Authority Heads meeting that is to be held on 25th September 2020.

Governor Question: Could The Friends of St. Bartholomew's be asked support with further funding? At present The Friends are funding many extras for the school, such as resources for the upcoming Black History Month. A Governor suggested that The Friends set-up a Just Giving Page. A meeting is being set-up in order to discuss how The Friends can further assist the school. It was noted that having a named purpose for fundraising has been a successful approach in the past.

Governor Question: Were it not for Covid-19, would the budget would be in a very different positioning? The school would be creeping towards deficit but with less speed. Savings are being used to maintain staffing levels.

Governor Question: Has the Maintenance Fund been used? G. Leach is looking into this so that Parent Pay payments can then be taken. The Chair is to write to

	<p>all parents reminding them of the maintenance payments. Governors were mindful of the financial pressures on many of the parents and carers. Those who are not suffering hardship are to be reminded that an additional donation amount is an option and would be greatly appreciated.</p> <p><i>Governor Question: What is known about the expected catch-up fund? Could this be used to retain Teaching Assistants?</i> There is not yet any specific information regarding how the catch-up fund may be spent. It is expected to be £85 per child and received in tranches.</p>
4.3	<p>Finance impact of coronavirus pandemic Detailed under Item 4.1</p>
<p>5. Staffing</p>	
5.1	<p>Staffing during Covid-19</p> <ul style="list-style-type: none"> - The school is currently operating at maximum capacity with members of the Senior Leadership Team undertaking some teaching. - A. Osborne is due to take time off for maternity leave. She is currently leading on the online learning provision. Resources are tight and the covering of this position will require delicate resourcing decisions
5.2	<p>Staffing for September</p> <ul style="list-style-type: none"> - A new High Level Teaching Assistant (HLTA) has been recruited. - A maternity cover staff member will be appointed (closing date: 25th September 2020) - G. Leach is staying on to support continuity at the school. Resources need to be discussed and Governor support required in this regard. <p>Action 5: Chair and P. Main to assist with the posting of the advertisement and appointment of a new School Business Manager.</p>
5.3	<p>Ongoing support for staff during Covid 19 Supports are in place for staff so as to alleviate pressure and anxiety as much as possible during these challenging times.</p>
5.4	<p>GB support and thanks to staff and pupils Governors and Chair noted hard work and commitment on behalf of staff and the apparent resilience of the pupils. Governors are open to any further ways that they can provide support.</p>
5.5	<p>Performance appraisal</p> <ul style="list-style-type: none"> - The Pay Committee has met via email. All teachers were on track to complete their objectives and the decision was taken that all staff should move up one point on the pay scale unless they are already at the top of their pay scale. - This was carried out in line with union advice and government guidance. - All staff have had their appraisals at the end of the previous academic year. - The appraisals report is to go to the pay committee. - The Headteacher's appraisal is awaiting the view of an external advisor. <p>SIP aspirations: The CLC aspirations were discussed and the Headteacher has sent out the SIP in advance of the meeting.</p>
<p>6. Policies</p>	
	<p>The following policies were discussed and agreed:</p>

	<p>Confidentiality Policy: Agreed <i>Governor Question: Is there a conflict between confidentiality and Safeguarding?</i> A protocol exists that a reported concern goes to the safeguarding lead. If there is abuse there is a clear triage system involving the Local Authority. Parents will not be spoken to unless instructed by Children’s Social Care. A staff member is not able to make the promise to keep communications in confidence, it is to be explained to the child that some information may need to be shared to keep them safe. Governors noted that there is a clear code of conduct in the school and staff members are highly trained and have expertise in this area.</p> <p>Emergency Planning Policy: Agreed Amendment: the list of core staff is to include Deputy Head Teachers</p> <p>First Aid Policy: Agreed</p> <p>Health, Safety & Welfare Policy: Agreed Amendment: Site walks to include a Governor once the Covid-19 period has ended.</p> <p>Infection Control Policy - May: Agreed</p> <p>Infection Control Policy - September: Agreed</p> <p>Information and Records Management Policy: Agreed Amendment: P. 5 regarding sending information via email, the words ‘if possible’ is to be deleted. Headteacher to look into the wording. Egress is used by the school. Amendment: Paragraph 46, use of word ‘justify’ to be changed to ‘justifiable’ to be corrected.</p> <p>Online Safety Policy: Agreed Amendment: School specific details to be added.</p> <p>Physical Distancing Policy: Agreed</p> <p>Safeguarding Policy: Agreed Amendment: 3.13 Domestic Violence to be changed to Domestic Abuse</p> <p>Security & Visitors Policy: Agreed</p> <p>Supporting Pupils with Medical Conditions Policy: Agreed</p> <p>Fire Safety (Temporary) Policy: Agreed</p> <p>The SEN Policy is to be brought to next full Governor meetings in December 2020.</p>
7. Catering Contract update	
	<p>The matter is ongoing. Church schools are working together to get the best possible deal.</p>
8. Health and Safety	
	<p>C. Johnston has been asked to provide safeguarding training for Governors. This will take place at the same time as the training planned for staff - date to be shared shortly. Action: C. Johnston to circulate date for Safeguarding training</p> <p>A recent fire drill was undertaken at school. This had gone well.</p>

9. Next meeting dates and agenda items	
9.1	<p><u>Governing Body meeting dates 2020/21</u></p> <ul style="list-style-type: none"> • Thurs 3rd December 2020 at 6.30pm • Thurs 28th January 2021 at 6.30pm • Thurs 18th March 2021 at 6.30pm • Thurs 6th May 2021 at 6.30pm • Thurs 1st July 2021 at 6.30pm <p>The advice from Lewisham is that meetings are to be held virtually at present.</p> <p><u>Committee meeting dates</u> Detailed on MyDrive</p> <p><u>Next Agenda Items:</u> SEN Policy Finance Update (Local Authority Head's meeting report)</p>
10. Governor Membership	
10.1	<p>Governors wished J. Ejbye Ernst the best for her move and thanked her for all her hard work on the board.</p> <p>B. Williams-Adebayo gave her apologies in advance for the next meeting. Governors wished her well for the birth of her new child.</p> <p>The Chair reminded Governors that Chair, Vice-Chair and Committee Chair elections are on the agenda for the next meeting. Any Governors interested in filling these positions are welcome and are asked to email the Chair in advance.</p>
11. Any confidential business	
	No matters discussed.

The meeting closed with a prayer at 9 PM

Signed by: _____

Date: _____