

**MINUTES OF THE GOVERNING BODY MEETING**  
**ST BARTHOLOMEW'S CE PRIMARY**  
 Tuesday 28<sup>th</sup> September 2021 at 6:30pm, via Zoom

**Present:**

Bettina Carlyon (Chair)	Peter Main
Ros Sutton	Daniel Meyer
Sara Sanbrook-Davies	Louise Ward
Chelsea Drake	Rev Jim Perry
Allison George	Pauline Lloyd
Rosalind Goodrich	Steve Larwood
Louise Ryle	Hilary-Anne Buckhurst

**In Attendance:**

Jane Cheadle (Clerk)

**Actions:**

<b>Item</b>	<b>Action</b>	<b>Responsibility</b>
1.2	Clerk and R. Sutton to liaise to ensure all declaration of interest forms are up to date.	R. Sutton & Clerk
1.3	R. Sutton to sign last pages of minutes (for meetings held virtually). R. Sutton to send these to the School to be kept on file.	R. Sutton
1.4 (1.8)	Headteacher to look into the visibility of the maintenance fund link on Parent Pay.	Headteacher
1.4 (5)	R. Sutton to write a letter of thanks to all school staff on Governors behalf.	R. Sutton
1.4 (7.iii)	Senior Leadership Team to formulate and circulated the Ofsted readiness pack once completed.	Senior Leadership Team
1.7.a	Governors to consider taking on the role of Chair of CLC and to be in touch with the Chair if interested.	All Governors
1.7.b	D. Meyer to circulate an electronic polling form and to liaise with C. Johnston so that a date for governor safeguarding training can be set.	D. Meyer
1.7.c	Governors to consider joining the Resources committee as an additional member would be beneficial now that R. Sutton is standing down.	All Governors
1.7.c.i	P. Main and C. Drake to liaise to set meeting dates and clear parameters for the marketing group.	P. Main & C. Drake

1.7.d	D. Meyer to circulate the link Governor list to all governors.	D. Meyer
3.1	C. Johnston to ensure that the safeguarding report includes a section on bullying (even if the figure is zero).	C. Johnston
7.4	Governors L. Rye and D. Roberts to look into attending the Pupil Premium training on 8 <sup>th</sup> November 2021.	L. Ryle & D. Roberts

*The meeting opened at 6:37pm with a prayer by Rev J. Perry*

## 1. Governing Body Administration

### 1.1. Welcome & Apologies

Apologies were received from governors R. Johns, C. Johnston and D. Roberts.

### 1.2. Declarations of Interest

No new declarations of interests were made at the start of the meeting.

Annual declaration of interest forms are due to be completed by all governors.

**Action:** Clerk to liaise with R. Sutton to circulate the declaration of interest forms so that the school can have this on file and update the interests register where necessary.

### 1.3. The minutes of the meeting of the Governing Body held 1<sup>st</sup> July 2021

**Agreed:** The minutes of 1<sup>st</sup> July 2021 were an accurate record.

**Action:** R. Sutton to sign the last pages of previous minutes (for meetings held virtually). R. Sutton to send these pages to the School so that they can be kept on file.

### 1.4. Matters arising from the minutes (not covered by the agenda)

1.8 The headteacher has included the maintenance fund reminder in the school newsletter. R. Sutton has written to parents regarding the maintenance fund. A parent governor reported that the maintenance fund is not easily accessible on parent pay.

**Action:** Headteacher to look into the visibility of the maintenance fund link on Parent Pay.

5 **Action:** R. Sutton is due to write a letter of thanks to all school staff on Governors behalf, shortly.

6.1 The Admissions policy has been updated and is on the school's website

6.2 The amended wording of section 2.8 of the Health & Wellbeing policy is available on MyDrive.

7.i The headteacher has updated the SIP (Ofsted Readiness training outcomes).

- 7.ii Governors were thanked for their messages regarding inaccuracies and updates on the school website. Governors are encouraged to continue checking the website for any inaccuracies and reporting them.
- 7.iii **Action:** The Senior Leadership Team is formulating an Ofsted readiness pack To be circulated shortly.
- 8 Committee dates are to be set once full governor meeting dates are agreed. Committee Chairs are to liaise with the Headteacher regarding dates.

#### 1.5. Governing Body membership

##### Election of Chair of governors:

R. Sutton nominated B. Carlyon for the role of Chair. The nomination was seconded by P. Lloyd. There were no other nominations made. R. Sutton thanked B. Carlyon for stepping forward. It was agreed that R. Sutton would Chair the remainder of the meeting.

**Agreed:** Governors voted unanimously to elect B. Carlyon as Chair of governors.

##### Election of Vice-Chair of governors:

H. Buckhurst nominated R. Goodrich and P. Main as joint Vice-Chair's. The nomination was seconded by P. Lloyd.

**Agreed:** Governors voted unanimously to re-elect R. Goodrich and P. Main to the joint Vice-Chair role.

##### Local Authority Governor Appointment:

**Agreed:** Governors voted unanimously to approve the re-appointment P. Main as Local Authority Governor.

##### Re-appointment of Foundation Governor:

**Agreed:** Governors voted unanimously to approve the re-appointment re-appoint B. Carlyon as Foundation Governor.

#### 1.6. Chair's Actions

No action to report.

#### 1.7. Committees

##### a. Ratification of Committee Chairs:

Governors noted that the new Chair of governors, B. Carlyon would no longer be able to continue in her role of CLC Chair.

**Action:** Governors to consider taking on the role of Chair of CLC and to be in touch with the Chair if interested.

**Agreed:** Governors agreed to approve P. Main as Chair of the Resources committee.

**Agreed:** C. Drake to take on the role of Chair of the marketing strategy group.

##### b. Committee Reports:

Resources: there has been no recent Resources committee meeting. A meeting date is to be agreed on shortly.

CLC: B. Carlyon reported on the recent CLC meeting.

- C. Johnson had given a verbal safeguarding update.
- C. Johnson had taken governors through the 2021 KCSiE document, highlighting the changes.
- D. Meyer had given an overview of the EYFS framework (the school is an early adopter of this framework).
- D. Meyer had presented on the baseline assessment.
- The headteacher had updated governors on the curriculum statement and on the school improvement and development plans.
- There had been a good, in-depth discussion and many questions put to the Senior Leadership Team.
- Governors had reviewed the terms of reference of the CLC committee.

*Governor Question: Regarding the new section in the KCSiE document, is the school required to define 'low level concerns'?* In her presentation to the committee, C. Johnston explained this in detail. Safeguarding training will be arranged for all governors shortly.

**Action:** D. Meyer to circulate a doodlepoll to governors and to liaise with C. Johnston so that a date for governor safeguarding training can be set.

#### c. Committee Membership

The committee membership list is available on MyDrive. Governors found the following errors in the list and asked that they be corrected:

- P. Lloyd sits on the admissions Appeals committee, Pay and Conditions committee, and Headteacher Appraisal committee
- The pay and conditions Appeals committee is comprised of: D. Roberts, C. Drake and A. George
- C. Drake is a member of the CLC committee, not the Resources committee.
- Rev'd Jim is a member of the CLC committee
- D. Meyer is a member of the Resources committee
- P. Main is on the Pay committee.

**Agreed:** Governors agreed that B. Carlyon would be appointed to take on R. Sutton's previous roles on Admissions, Appraisal and Pay & Conditions committees as well as Headteacher Appraisal committee.

**Action:** Governors to consider joining the Resources committee as an additional member would be beneficial, now that R. Sutton is standing down.

*Governor Discussion: The remit of the digital improvement and the marketing strategy groups:* members of the marketing group look into various ways to increase the numbers of children on roll. Anything that can be done to achieve this is considered. The digital improvement research group can be closed and replaced with the marketing strategy working group. Should this group become a proper committee to reflect the importance of this role? Governors noted that the group was set-up for a particular task and it has no frames of reference. It was agreed that it would be positive to publish a list of dates for meetings over the year. Parameters

for the group should be clearly stipulated (such as, purpose: keeping the numbers higher – ‘this group will exist for the entire school year’).

**Agreed:** The digital improvement group is to be brought under the umbrella of the marketing strategy group.

**Agreed:** H. Buckhurst is to join the marketing strategy working group

**Action:** P. Main and C. Drake to liaise to set meeting dates and clear parameters for the marketing group.

#### d. Link Governors

The Senior Leadership Team have agreed that it would be more useful for governors to be linked to particular subject areas than to a particular class. D. Meyer has developed a list for link Governors and will circulate this shortly.

**Action:** D. Meyer to circulate the link Governor list to all governors.

**Agreed:** P. Lloyd is to continue in her role as Safeguarding Link governor.

## 2. Headteacher’s Report

### a. School Self Evaluation Form

The SEF was circulated in advance for governor review.

*Governor Question: The SEF document states that all Governors have completed prevent training. Does this require updating? Prevent training was undertaken previously and updated training is being looked into at present.*

*Governor Question: Regarding Quality of Education, the strengths come across as aims. Should the school focus more about current performance in the document? This question has been discussed at Senior Leadership level and it appears some details may have been missed when updating to document (to be updated further in line with governor feedback). At present there is no statutory data available. The continual self-evaluation that is taking place is informing self-evaluation.*

*Governor Question: Regarding the ambition to become outstanding, what does the following mean: ‘ensure the sequence of learning is robust’? A staff Governor explained that when reviewing the books it had become clear that the sequence of learning was well set out in mathematics but was less well defined in areas such as reading. This is an area that the school would like to work to improve upon. ‘Robust’ in this context means building up to a logical learning sequence so that children can then apply it. Staff have undertaken much training in this area and improvements in the sequence of learning is taking place with good outcomes for the children.*

*Governor Question: In the part of the SEF focused on the implementation of quality of learning, some areas are left empty, what is the reason for this? The SEF is an evolving document. The Senior Leadership Team have spent a lot of time discussing and reviewing it. The blank areas are being filled in at present and the document will be continually updated and evaluated over the year.*

*Governor Question: The remit of the faith group is highlighted, how is this progressing?*

A. George reported that a date has been set for the faith group to meet on the 7<sup>th</sup> October 2021 at 2pm (to be confirmed in consultation with the headteacher). The meeting will be open to all stakeholders. Several parents who have attending in the past will be invited again (in liaison with the headteacher).

*Governor Question: Is the term 'disadvantaged', expressly meant in terms of parental income and economics?* Yes, disadvantaged refers to a child in receipt of Pupil Premium. Governors agreed that a glossary section in the SEF would be helpful.

A governor recommended that the importance on mental health and wellbeing should be better highlighted in terms of the school's strategy as should the school's strategic approach to financing. The headteacher agreed that this would be worth looking in to.

Governors asked that governor actions for every area be included. The Headteacher agreed that this would be positive.

*Governor Question: Should parent and carer feedback be included, particularly in terms of the school's performance during the pandemic?* Yes, a parental feedback area can be included. Parental comments can be collated (from the home learning survey that was sent out during the second shutdown).

*Governor Question: When teaching E-safety and Internet safety at Year 6 level, should not E-usage also be taught to better support the transition Year 7 in terms of digital literacy?* It is difficult to second-guess what software secondary schools are going to use. The virtual communication unit taught to Year 4 and 5 children should cover this. The computing curriculum is currently under review and this governor feedback will inform this. The Headteacher asked governors to note that the last time the current Year 6s had been experienced a normal school year (without lockdowns or other pandemic-related measures), had been in their Year 3. Governors agreed that this was a important, sobering thought to keep in mind when considering the progress and any learning gaps for the children.

b. School Improvement/Development Plan

The SFP was circulated in advance for governor review.

*Governor Question: Regarding staff understanding of both formative and summative assessment demonstrated?* This area of the document requires further detail and clarification (rewording).

*Governor Question: What does cultural capital mean? Can this be expanded upon in the document so that others can understand what it means and how it relates directly to the particular context of the school?* Staff Governors and Headteacher explained cultural capital in terms of a metaphor: what each child has in 'their backpack' (what they have been exposed to in terms of culture and general knowledge). The key concept is to not take any of this for granted, looking at areas unique to the children and then threading this through the curriculum as well as being connected to the community of London and priorities as a CE school. This is a buzzword in education at present (informing the value added discussion). There is a conflict between how this term is understood in the fields of sociology (class) and education (curriculum is in theory imposing particular knowledge

areas for; music for example is a way of imposing culture capital). Governors engaged in a discussion regarding the musical cannon, notions of high and low culture as well as popular music and art forms.

*Governor Question: Regarding priority 2 'behaviour and attitudes', what does it mean to re-establish expectations for behaviour, what is the school attempting to achieve in this regard?* During the pandemic, children were organized into bubble groups this meant that many of the behaviour strategies in place prior to the pandemic could not be used (groups could not be mixed, children could not be sent to talk to the Senior Leadership Team, parallel classrooms could not be used). Overall there had been many positive outcomes to the bubble approach in terms of behaviour. The school is now looking in to how behaviour scripts be reframed as overall behaviour has been very good and calm during the pandemic measures, with children engaging well with learning overall. Current behaviour in class is good. There are some behaviour issues in the playground and children are being worked with help them build self-regulation skills.

*Governor Question: In the school's view, has time spent at home with parents (lockdown) impacted on children's behaviour at school?* This is a complex picture and is variable from family to family. It is not possible to make any generalizations in this regard.

*Governor Question: Regarding page 6 and 7 of the SDP 'desired outcomes and impact': Could this be tightened up? For example: 'all staff are consistent in their approach' in what regard?* Yes this needs to be done. Better wording is to be found in order to adequately express the desired outcome of behaviour. The wording will be looked in to. The headteacher noted that the document is fairly minimal at this point of its development.

The headteacher thanked governors for their rigorous feedback and asked that any further comments be emailed directly.

- c. Pupil Premium and Strategy Statements  
Updates on the Pupil Premium and Strategy Statements will be presented at the next meeting (agenda item).
- d. Covid-19 Catch-up Premium  
The approximately £3,000 left over of this fund is to be used towards booster sessions and before and after school options. Obvious learning gaps are being identified. A recent progress meeting has been held.
- e. EYFS Framework  
This was reviewed in detail at the recent meeting of the CLC.
- f. Curriculum Statement  
Governors noted the curriculum statement update.

Governors thanked the headteacher and Leadership Team for completing this SIP, SIDP and Curriculum statement to such a high standard.

## 2.1. RHSE Update

Two new subject leads are looking at the Department for Education guidance and ensuring all is up to date. Year 6 children have recently undergone a relationships

workshops ('Tender'). This had been a very good, whole day focus on healthy relationships training. A parent governor gave positive feedback of their child's experience of this workshop.

#### 2.2. Ofsted Update (new standing agenda Item)

Updated Ofsted Inspection handbooks have been published. The headteacher is currently reviewing the handbook and will plan a training session on this for governors shortly.

#### 2.3. Data Report

There is no standardized data to report at this point. The data and historical data is currently being moved into insights tracking. Statutory tests are expected this year. It is not yet clear how the benchmarks will be set. The Phonics test for Year 2 will take place this year (run by the school). Governors asked that this be included as a next agenda item.

### 3. Safeguarding and Health & Safety

#### 3.1. Safeguarding Report

C. Johnson has circulated a safeguarding report in advance of the meeting for governor review.

*Governor Question: regarding attendance, is the school continuing with online lessons if the children are well enough to learn remotely?* Much of the absence figures are due to holidays (seeing family after a long time due to the pandemic). It is important to keep an eye on this absentee figure and monitor it closely, particularly as the school is going in to a season that will have increased colds and other illnesses. Online provision is available if children are required to isolate for a long period only at present.

*Governor Question: Is there normally a section of the report dedicated to any bullying?* Yes this normally the case and has been omitted by accident. At present there is no bullying to report, however there are a couple of children being persistently unkind and this is being looked into and monitored with care.

**Action:** C. Johnston to ensure that the safeguarding report includes a section on bullying (even if the figure is zero).

KCSIE governor training is to be arranged shortly.

#### 3.2. Health & Safety Report

There were no significant updates for governors to note.

- The recent fire drill took place successfully.
- The school continues to observe social distancing measures. Full worship has not returned (this is done collectively, outside when the weather is suitable). Phased assemblies will be reconsidered in due course.
- Governors agreed that it was best for the Senior Leadership Team to remain cautious and review this going forward (gates, lunchtimes, playtimes)

### 3.3. Contact with families

C. Johnson's report was reviewed. Governors noted that there are currently a large number of families in need.

## 4. Financial Management

### 4.1. Finance Update

A Resources meeting is to be planned shortly. P. Main to set the date. It is the requirement to hold at least one Resources meeting per term, however two meetings is good practice, where possible.

N. Karim and the headteacher have reviewed the budget: there are no significant concerns to report. The headteacher is due to meet with the Local Authority budget to review the budget and projections in November.

### g. Schools Financial Value Standard Updates forthcoming.

## 5. Staffing

The headteacher reported that staffing has gone well this term.

- One member of staff has had an injury and is off from school. The school is fortunate that S. Smith has been able to give more time to support.
- There has been several staff off due to illness, but this is being monitored and is not of significant concern at present.
- Staff are continuing to face significant pressures in their personal lives, post-pandemic and beyond. Staff wellbeing continues to be a core focus for the school. Support measures are in place and continually reviewed.
- Two of the three staff members on maternity leave are returning: one is back in school already and another is due to join shortly for a day a week. This will help free up time for the Senior Leadership Team. The third staff member is due back in December 2021.
- A degree of staff flexibility has increased, allowing the headteacher more time to focus on her leadership duties (teaching reduced to two afternoons per week)

## 6. Policies

### 6.1. Performance Appraisal and Pay Policy

Information has yet to come through from Lewisham (next agenda item).

### 6.2 Complaints Policy

To be discussed at the next meeting (next agenda item).

### 6.3 Mental Health Policy

The policy has been completed and is up on the school's website in draft form.

**Agreed:** Governors agreed to the amended mental health policy.

## 7. Governor Projects and Training

### 7.1. Governor Monitoring

To be discussed at a future meeting.

## 7.2. Governor Training Reports

There were no training reports.

## 7.3. Governor Visits

Two parent governors reported on their recent visits to the school.

The Chair asked that all governors who visit the school to submit a short written report and upload this to MyDrive.

## 7.4. Future Training

- Statutory Safeguarding Training: D. Meyer to circulate possible dates.
- Update of Ofsted Training: being planned.
- Pupil Premium Training: *New expectations from September 2021* (organized by the Local Authority)  
**Action:** Governors L. Rye and D. Roberts to look into attending the Pupil Premium training on 8<sup>th</sup> November 2021.
- Governors noted the training available for new Chairs. B. Carlyon reported that she has recently undertaken Chair's training. R. Sutton recommended the regular Chairs of governors meetings held by the Diocese.

## 8. Next Meeting Dates and Agenda Items

Governors asked that the headteacher and Chair meet do confirm the following meeting dates for the academic year 2021/22:

<i>Autumn Term 2:</i>	<i>Spring Term 1:</i>	<i>Summer Term 1:</i>
Thursday 25 November 2021	Thursday 10 February 2022	Wednesday 25 May 2022
	<i>Spring Term 2:</i>	<i>Summer Term 2:</i>
	Tuesday 22 March 2022	Thursday 30 June 2022

*\* All meetings to commence at 6:30pm unless otherwise stated*

### Next Agenda Items:

- Complaints Policy
- Performance Appraisal and Pay Policy
- Scheme of Delegation Review
- Finance (including maintenance fund update)
- Data Report (if information is available)

### Future Agenda Items:

Admissions Policy (following consultation)

## 9. Outgoing Chair

R. Sutton reported that her decision to resign from the board is due to her no longer living locally to the school. Governors gave heartfelt thanks to R. Sutton for her energies and expertise, guiding the board with a combination of consideration and rigour. The headteacher and staff governors thanked R. Sutton for her consistent and valued support, particularly during the recent challenging years. R. Sutton stated that her time serving on the board of St. Bartholomew's has been both a privilege and a pleasure. She intends to write to all staff thanking them for all their hard work and support.

10. Any Confidential Business

Discussion regarding Staff and Headteacher appraisal is minuted in a separate, confidential set of minutes.

*The meeting closed with a prayer at 8:30 pm*

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_