

## 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> March 2019 at 6.30 PM.

Present:

Ros Sutton  
Sara Sanbrook-Davies  
Johanne Ejbye Ernst  
David Roberts  
Bettina Carlyon  
Allison George  
Rebecca Johns  
Pauline Lloyd

Daniel Meyer  
Louise Ward  
Steven Larwood

In attendance:

Jane Smith

Clerk

Item	Action	Who	When
3 b	Chair to meet Ms Ward to review governors' training needs.	Chair/Ms Ward	FGB 9 <sup>th</sup> May 2019
3b	<b>Chair and Headteacher</b> to review the SIP to identify what has been completed and what is left to do, and the focus for next year.	Chair/Headteacher	FGB 9 <sup>th</sup> May 2019
5a	<b>Chair</b> to send KCSiE to Mr Roberts and Mr Roberts to confirm to Ms Johnston that he has read it. <b>The Headteacher</b> to check that all governors have confirmed that they have read the document.	Chair/Headteacher	ASAP
6b	<b>Chair</b> to remind governors of the budget approval Resources Committee meeting on 29 <sup>th</sup> April 2019 at 8 am, and governors to confirm that they are able to attend.	Chair	ASAP
10	<b>Chair</b> to email the GIP and the link to the Lewisham governance portal to Mr Roberts.	Chair	ASAP
10	<b>Chair</b> to circulate information about Lewisham Conference to all governors.	Chair	ASAP
11	<b>Clerk</b> to include Ethical Leadership Pathways on next FGB agenda.	Clerk	FGB 9 <sup>th</sup> May 2019

### 1. APOLOGIES AND DECLARATIONS OF INTEREST

Apologies were received and accepted from Ms Elaine Smith, Mr David Main, Fr Tiernan, Ms Bernadine Williams-Adebayo, Fr Edmonds and Ms Cathryn Johnston. Ms Juanita Haynes was not in attendance. Ms Pauline Lloyd apologised that she would have to leave the meeting early in order to attend another meeting.

Governors welcomed Mr David Roberts, a new PCC Foundation Governor, and Mr Roberts introduced himself.

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

**1.2 Register of Business Interests:** Ms Smith to check that she has completed her RBI and, if not, to complete and return to the School Business Manager as soon as possible. Mr Roberts confirmed that he has completed his RBI form and returned it to the school.

**Action 1:** Ms Smith to confirm that her RBI form is up to date.

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

### **a) To approve the non confidential minutes of the last Governing Body meeting held on 24<sup>th</sup> January 2019**

The minutes were **APPROVED** and signed by the Chair as a true record.

### **b) Matters arising from the Governing Body meeting held on 24<sup>th</sup> January 2019**

*Item 2b:* Fr Stephen attended the Admissions Committee on 25<sup>th</sup> February 2019.

Item 2c: The Chair confirmed that she had written to Ms Johnston regarding her co-option to the governing body and advising her that she had been appointed as an Associate Member of the governing body.

## **3. MEMBERSHIP OF THE GOVERNING BODY**

### **a) Staff governor and co-opted governor update**

Ms Bernadine Williams-Adebayo had been re-elected as staff governor as no other staff member wished to stand for the position.

It was **RESOLVED** to appoint Mr Daniel Meyer as a co-opted as a member of the Governing Body.

### **b) Analysis of Governors' skills audit including review of governors' roles and responsibilities and**

- **Appointment of Vice Chair**

Ms Pauline Lloyd and Ms Elaine Smith were nominated as joint Vice Chairs to serve until the end of the academic year 2018-19, their terms of office as governors expiring in July 2019 and September 2019 respectively.

Elections to the Vice Chair role would take place again in September 2019.

It was **RESOLVED** to elect Ms Lloyd and Ms Smith to be joint Vice Chairs until the end of the school year 2018-19.

- **Appointment of Pupil Premium link governor**

It was **AGREED** that Ms Allison George would be the Pupil Premium link governor and governors thanked her for her interest.

- **Appointment of Training link governor**

The Chair outlined the responsibilities of the training link governor role which are to alert governors to training relevant to the governing body's skills gaps and to maintain a training log. Governors asked whether there was a commitment for the training link governor to attend a specified amount of training and the Chair said that there was not. The Headteacher said that training had been highlighted as an important area for development in Lewisham's recent Strategic Review of Governance.

The skills audit carried out by Mr Erdly is on MyDrive. The Chair said she will meet Ms Ward to look at the training programme in relation to any skills gaps. She said it would be useful for governors to attend another governing body to gain experience and that she would discuss this with the Headteacher to see whether it is possible.

It was **AGREED** that Ms Louise Ward would be the training link governor and governors thanked her for her interest.

**ACTION: Chair** to meet Ms Ward to review governors' training needs.

The Headteacher said that governors' link roles do not necessarily need to align with specific subjects but should be looking more strategically at broader areas such as languages, PHSE and Maths so that governors understand the pedagogy and how subjects link together. It is a good time to be more fluid and do things differently. She reminded governors that only the safeguarding and child protection governor link role is statutory. It is most useful to the school to have governors who bring a different perspective, drawing on their experience from outside and acting as sounding boards. Governors noted that they need to be mindful that RE does not have a link governor and to think strategically about what Fr Tiernan and visiting vicars can bring to the school, for example bringing a different perspective to an RE learning walk. The Chair said that governors should be focussing on how children are being taught rather than what they are being taught and that governors can be assigned to objectives within the School Improvement Plan (SIP).

**ACTION: The Chair and Headteacher** to review the SIP to identify what has been completed and what is left to do, and the focus for next year.

### **c) Review of current practice of governors only standing for two terms of office**

The Chair said that there is no legal requirement for governors to stand down after two terms of office, that is, after eight years. It is good practice but does not have to happen. Ms Lloyd pointed out that Foundation governors have to be re-elected by the PCC every four years and the Headteacher said that staff and parent governors have to be re-elected and local authority governors have to be re-appointed every four years. It was noted that governors did not have to serve the full four year term of office and could resign at any stage. Governors said that it was important that all governors got the opportunity to be elected if they wished and that there was a mechanism in place for removal of non-performing governors. The Chair proposed flexibility to allow governors to stand for more than two terms of office.

By a show of hands, it was unanimously **AGREED** that governors could stand for re-election as governors for more than two terms of office.

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

The order of business of the meeting was **AGREED**, subject to Item 6 Headteacher's Report would be taken at item 5.

## 5. SCHOOL IMPROVEMENT

### a) Headteacher's Report

The Headteacher's report had been previously circulated to governors. The Headteacher said she had not received any questions in advance of the meeting. She presented her report and highlighted the following:

- The school is working with the local police to encourage good relationships with the community and help children to understand the work of the police and see them as allies not foe. The school is hosting a police community event on 15<sup>th</sup> June to engage the community and EYFS children have enjoyed meeting police dogs and exploring the police cars, and the police have been playing football with the children at lunchtime. Year 6 have been given first aid training; it is not the intention to scare the children but they should know what to do if someone is stabbed, and it is important that they have the decision making skills to make the right decisions. There will a talk by the police about knife crime. This work links to Operation Encompass which the school has signed up to. It was noted that social media remains a problem.
- A boat and climbing frame have been purchased for the playground. The climbing frame in EYFS has been altered and now includes a stage for storytelling, an igloo and posts for den building.
- Pupil Premium: the ready reckoner is used to keep a rough track on expenditure which is always exceeded though there is tighter control than in previous years.  
Governors' questions: Are many entitled children not claiming? Why does the money spent on interventions, for example on boosters, vary a lot between year groups? Are predicted outcomes lower than last year because of Pupil Premium? When is Lewisham and National comparative data available?  
Response: There are a few entitled children in reception and years 1 and 2 who may not have claimed Pupil Premium. The school encourages parents to apply but has to be sensitive. There has been a focus on boosters in EYFS and years 2, 5 and 6 to support reading. There have been a lot of mobility issues in Years 5 and 6, some children had inflated KS1 scores and these year groups are diverse in their attitude to learning. The results for KS2 are likely to be lower as this year group is very unpredictable. The Lewisham and National comparative data is available in September and finalised by Christmas.
- Safeguarding: Ms Lloyd asked that Keeping Children Safe in Education (KCSiE) is sent to Mr Roberts for him to read and sign.

**ACTION:** Chair to send KCSiE to Mr Roberts and **Mr Roberts** to confirm to Ms Johnston that he has read it. **The Headteacher** to check that all governors have confirmed that they have read the document.

*Ms Lloyd left the meeting at 7.55 pm.*

- There have been no reported racial or bullying incidents.
- Five children have required hospital treatment following accidents but are all recovered.
- Governors' questions: Does the school have a careers fair? Have any local private schools offered to share PE resources or lend their playing fields?

Response: Parents come into school to talk about their work but more could be done. There have been no offers from other schools but St Bart's uses the facilities at the Bridge.

- Ofsted consultation: The Headteacher included a summary of the Ofsted consultation in her report. The notice period for an inspection will be reduced to two hours and with the half day on-site preparation, the inspection will be seen as 2.5 days. Ofsted is trying to be more user friendly. The proposals introduce a 'quality of education' judgement to replace 'quality of teaching, learning and assessment' and 'outcomes'. The school is looking at the curriculum and there is more to do. It is welcome that Ofsted are not looking at internal data but the school needs to make sure that the data is robust in the non-statutory years. This is a good opportunity to look at the behaviour policy, particularly low level disruptive behaviour. There are a lot of vulnerable children in school and staff understand the children to cater for their individual needs. Inset training is proposed in relation to this. The Chair urged governors to respond to the Ofsted consultation.
- The Headteacher's report included a diagram explaining the Taking Back Time project.
- The Summer Festival will be on 22 June 2019.

Governors thanked the Headteacher for her informative report.

## **6. REPORTS FROM COMMITTEES**

### **a) Report from the CLC Committee 27<sup>th</sup> February 2019**

The committee had met on 27<sup>th</sup> February 2019. It was noted that Maths day had been a great success. The Committee thanked staff for providing the activities.

### **b) Report from the Resources Committee 14<sup>th</sup> March 2019**

The Chair reported from the Resources Committee as follows:

- The Headteacher and School Business Manager (SBM) outlined proposals to extend the playground equipment and the expenditure for this was agreed. The Committee thanked the Headteacher, the SBM and staff for being thrifty, and the senior staff for providing cover which had reduced expenditure on supply cover.
- All governors are invited to the budget approval Resources Committee meeting on 29<sup>th</sup> April 2019 at 8 am. Eight governors are required to form a quorum. The Chair said she would send a reminder and asked governors to confirm that they are able to attend.  
**ACTION: Chair** to remind governors of the budget approval Resources Committee meeting on 29<sup>th</sup> April 2019 at 8 am, and governors to confirm that they are able to attend.
- Ms Smith had attended the Eco Council meeting which is a pupil-led initiative from reception upwards, chaired and minuted by children. The mantra 'reduce, re-use, recycle' has been adopted. Issues discussed included doorstep milk, plasters made from recycled plastic and school ties made from recycled material. Crisp packet recycling has been installed and the Eco Council has written to local pubs asking for crisp packets for recycling.

## 7. FINANCIAL MANAGEMENT

### a) 2019/20 budget and three year projections

Good financial management has enabled the school to save some money so that the end of year figures are better than expected. The full impact of financial pressures will be felt in two years time or sooner and it will be a challenge to manage the budget next year.

The Chair reported that she had received a reply from Ellie Reeves MP who said she would pass the school's concerns on to the Secretary of State.

### b) Schools Financial Values Standard (SFVS)

The SFVS had been submitted on time.

## 8. SAFEGUARDING AND HEALTH AND SAFETY

### a) Safeguarding Report

The Safeguarding report had been circulated. There were no questions.

### b) School Health and Safety Self-Monitoring Checklist *to be completed and returned by 1<sup>st</sup> March 2019.*

Ms Smith had completed this with the School Business Manager.

### c) Health and Safety Report

There was no report at this meeting.

## 9. FRIENDS OF ST BART'S

The sponsored half marathon had raised £3,500 with £300 from match funding. Governors thanked Ms Ward for participating in the event.

Movie night had raised over £500. There would be a cake sale on 29<sup>th</sup> March. The Headteacher said the money raised by the Friends was much appreciated and helped the school meet its ongoing commitments.

## 10. GOVERNORS' ACTIVITIES AND TRAINING

- **Governors' Visits:** The Chair said her visit on 14<sup>th</sup> March had been very informative and reports are on MyDrive. She said that comments will be followed up.

Ms Smith had attended the pupil conference and will report back on this at the next Governing Body meeting.

- **Training:** Governors were encouraged to look at the Governors Information Pack (GIP). Mr Roberts asked when the next Induction training is being held and the Chair confirmed it is on Saturday 8<sup>th</sup> June 2019.

**ACTION: Chair** to email the GIP and the link to the Lewisham governance portal to Mr Roberts.

The Chair said she had been sent details of the Lewisham Conference to be held at Lewisham College on 26<sup>th</sup> June 2019 and that she will be attending. She will circulate the information to all governors.

**ACTION: Chair** to circulate information about Lewisham Conference to all governors.

The Chair reported that she had attended SDBE training entitled 'Character at the Heart of the Matter'. This is for children and adults and will be worked on in Faith Group.

She also said that she had completed the Developing the Role of the Chair course and governors congratulated her on this achievement.

Ms Carlyon said she will be attending training on unconscious bias on 28<sup>th</sup> March 2019 and Ms Ejbye Ernst had attended new governor training.

## 11. ANY URGENT/OTHER BUSINESS

- Digital Learning Strategy: The Headteacher said that she is concerned about the school's ICT and that it is an increasing problem. The Wi-Fi keeps dropping out and the school is playing catch up. Money has been made available by the Government and this is ring fenced to ICT improvements. Mr Main had suggested setting up a Digital Strategy Working Group.

It was **AGREED** that the Chair, Ms George, Ms Ward, Mr Meyer and Amber Makia should form the Digital Strategy Working Group.

- Admissions Policy 2020/21: The Chair said the Admissions Policy 2020/21 is on MyDrive. There have been no changes to it and it should now be placed on the school website.

The Admissions Policy 2020/21 was **AGREED**.

- Governor attendance at Parents Evening 3<sup>rd</sup> and 4<sup>th</sup> April 2019. The Chair and Headteacher repeated their request for governors to confirm whether they are able to attend the Parents Evening on 3<sup>rd</sup> and 4<sup>th</sup> April 2019.
- Newsletter to parents: Governors discussed the draft of the first governors' newsletter which would be a termly attachment to the main school newsletter and made suggestions about its format and presentation. The Chair said she would progress this.
- The Chair asked, on behalf of Mr Main, about the cost of the coach to Shoreham which the governors had agreed to pay. The Headteacher said that the cost and date of the trip are being finalised.

## 15. DATES OF FUTURE MEETINGS

- Thursday 9<sup>th</sup> May 2019 6.30 pm
- Thursday 4<sup>th</sup> July 2019 6.30 pm

Item for next Governing Body meeting agenda:

- Ethical Leadership Pathways.

**ACTION: Clerk** to include Ethical Leadership Pathways on next FGB agenda.

Learning Walk:

- Wednesday 1<sup>st</sup> May 2019

**16. CONFIDENTIAL BUSINESS**

There was no confidential business.

The Chair closed the meeting with a prayer.

Meeting closed at 8.50 pm

Signed:  
Chair of Governors

Date: