

THE GOVERNING BODY OF ST BARTHOLOMEW'S SCHOOL

Minutes of a Governing Body meeting held at St Bartholomew's School on Thursday 9th May 2019 at 6.30 PM.

Present:

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

Daniel Meyer
Louise Ward
Elaine Smith
Peter Main

In attendance:

Cathryn Johnston

Assistant Headteacher and SENDCo

Jane Smith

Clerk

Item	Action	Who	When
4a	Chair to update governing body committee membership list.	Chair	FGB 4 th July 2019
6c	Governors to set up a group to draft a letter to Ellie Reeves MP and Nick Gibb, Minister of State for Schools.	Governors	ASAP
8d	Chair to provide a draft ToR for the Health and Wellbeing Committee and circulate to governors.	Chair	End June 2019
12	Chair to check whether the governance review report is for the school only and if so, book a review for July.	Chair	ASAP
11	Clerk to include Sex Relationships policy on next FGB agenda.	Clerk	FGB 4 th July 2019

1. APOLOGIES AND DECLARATIONS OF INTEREST

Apologies were received and accepted from Ms Bernadine Williams-Adebayo and Mr Steven Larwood (associate member). Ms Juanita Haynes was 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: Declarations of Business Interest forms are 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 27th March 2019

The minutes were **APPROVED** and signed by the Chair as a true record, subject to Mr Main's name being changed to Mr Peter Main in item 1.

b) Matters arising from the Governing Body meeting held on 27th March 2019 (if not elsewhere on the agenda.)

Item 3b: The SIP will be reviewed at the next Governing Body meeting on 4th July 2019.

Item 5a: Ms Johnston is to send a reminder to governors about reading and signing Keeping Children Safe in Education (KCSiE).

Item 6b: The Resources Committee meeting will be held on 20th May at 8 a.m. The Chair urged as many governors as possible to attend this budget setting meeting. The figures from Lewisham are now available although some clarification is still being sought. Governors noted their dissatisfaction with the delay and inaccuracy in the budget process this year.

Item 10: The Chair confirmed that the GIP and Lewisham governance portal link had been sent to Mr Roberts.

Item 10: The Chair and Ms Carlyon have already signed up for the Learning conference on 26th June 2019.

3. TO AGREE THE BUSINESS OF THE MEETING

There were no changes to the business of the meeting.

4. MEMBERSHIP OF THE GOVERNING BODY

a) Changes to the Governing Body

There were no changes to the Governing Body to report. Governors noted the need for a clear record of which governor is on which committee and reviewed and amended the list circulated prior to the meeting.

Action: Chair to update governing body committee membership list.

b) DBS checks

The Headteacher reported that DBS checks are up to date.

5. SCHOOL IMPROVEMENT

a) Headteacher's Report

The Headteacher presented her report and highlighted the following:

- The **admissions** date has passed but it is still not clear which children will be coming to the school. Mr Meyer is chasing up with parents. A lot of schools are not full because of the drop in birth-rate and bulge classes in some schools, although St Bart's does expect to be full. If schools are not full in the lower classes, this has a negative impact on staffing and morale. This is not a satisfactory position and governors discussed how their concerns could be escalated. The Headteacher said it is fortunate that the school works with local nurseries. It is possible that St Bart's is not first choice for some parents because wrap-around care is not available and Ms

Johns said she had been approached by parents about this. Governors discussed what can be done in school with limited resources and the impact that would have, for example, on the capacity to offer other clubs after school. External providers have been considered but are not up to the standard required by the school.

- **SATs** week commences 13th May 2019. Year 6 are a hard working cohort but the results are not expected to be as high as last year. The Headteacher said there is a good chance that the school's SATs procedures will be moderated as it is a long time since this had been done at St Bart's. She said that 10% of schools in the Borough are moderated.

Governor question: Mr Roberts asked whether SATs results inform parents' first choice of school. Fr Tiernan asked when the SATs results will be available.

Response: It is uncertain but SATs results are probably part of the assessment when parents are choosing their first choice school. The SATs results are unlikely to be available before the end of term because there is a lot of checking.

- **Data:** At KS2 the expected results are reasonable with 77% of children expected to reach the standard across the board. A mock SATs reading test suggested that this could be a little higher but that depends on the paper. SPAG is expected to be 80%. There are a large number of dyslexic children in Year 6 and no allowance is made for dyslexia. Maths looks low but there are a number of children whose results are unpredictable. Ms Lloyd commented that the girls in Year 6 are mature while the boys are able but not so mature.

For EYFS 72% are expected to achieve GLD based on a holistic and robust assessment. The data has to be submitted by 13th June which is early with another month to go in which the children will progress further. Phonics is expected to be around 80% reaching the expected standard.

At KS1 around 80% of children are expected to reach the standard, with writing slightly below this level. It is a complex year group and assessment is robust so that they are not set up to fail later. About ten children are finding the transition from KS1 to KS2 difficult. However the three children with EHCPs are doing well.

Governor question: Ms Ward asked whether there is a big jump between expectations in KS1 and KS2. Ms George asked whether the ten children who are finding the transition difficult are Pupil Premium (PPG) children.

Response: There is a jump from KS1 to KS2 both from the demands of the curriculum and the degree of independence required. The ten children are not all PPG children.

- The **SIP** is being reviewed this term. The school had been visited by the Anglican Schools Partnership and there had been a triad visit although the report had not yet been received. The triad is a useful link to other schools but does not provide sufficient challenge. The school may look outside the triad for a more analytical and constructive approach and to provide fresh eyes.

Governor question: Who chose the triad schools?

Response: The school came out of SSATs last year but chose to stay with the same triad schools for improvement work.

- **Ofsted:** The consultation on the new Ofsted framework closed on 5th April 2019. The Headteacher circulated a paper about what the new framework means for the school and she referred governors to the Three Is (intent, implementation, impact), She said that the reduced focus on data collection is a leap forward as is the recognition that the most useful way to measure progress is by looking at the children's books and talking to the children. Where children are not meeting expectations, this will need to

be unpicked at the end of the year. Mr Meyer said that data collected in PIRA enables reliable comparison of data locally and nationally, looking at gaps, for example with PPG children and gender groups. This can be used to identify what else can be done. For example, there is a correlation between reading at home and progress in reading so the school can look at how to make reading more exciting and encourage parents to get involved in reading.

The Headteacher said that the Maths assessment is in line with White Rose. The school has offered to take part in a Maths and English pilot with PIRA which gives two years free assessment and no marking. It will be beneficial to be part of a standardised process.

- Behaviour: All the staff team have been looking at the behaviour policy drilling down to see what is working and what needs to change for staff and children.

Governor question: Ms Lloyd asked whether the school is too small to have an inclusion unit.

Response: The Headteacher said it would be beneficial to have a nurture unit on site and that it would be full as there are a lot of vulnerable children in school, some with overt needs while others are complex but quiet. However, providing, resourcing and staffing a unit would be very expensive and the school does not have the money. Governors suggested that consideration might be given to portable classrooms.

- The Headteacher posed some discussion questions for governors to think about, in line with what the staff are thinking about. She said that there had been an INSET day looking at plantation v rainforest; there are key questions about the curriculum, for example, bringing finance and money management into the curriculum and taking a child-led EYFS practice across the whole school.

b) Pupil Premium and PE Premium

Ms George said that she has not yet come into school to discuss PPG but that she would be making an appointment to do so. The Headteacher said that parents are being encouraged to apply for PPG by talking to them 1:1.

Governors noted that PE Premium could be the focus for a governors' visit to the school.

c) Ethical Leadership Pathways

The Headteacher circulated a statement on Ethical Leadership in Education. She said that the school seeks to be ethical at all times and this is an opportunity to make this explicit and keeps it in the forefront of the mind. The Friends of St Bart's have signed up to this and the staff are on board. The school is already working in this way but it is useful to pull everything together, take feedback and review twice a year as a Pathway School. The Headteacher noted that the principles align well with the school's values. Governors suggested that the statement should say 'We *strive* to use the Framework for Ethical Leadership in Education in everything we do.' In the autumn some case studies will be prepared. Ms Ward said it was something the whole school can work to, part of the circle of trust, and parent/school promise and contract. It should be made explicit to new parents. The Headteacher said the next stage is to include the statement in the school newsletter, and on the governors' page as an intent and aspiration.

The Chair said the initiative is interesting, challenging and courageous, complementing the school's values and life-savers. It also links to whistleblowing and safeguarding. The Chair proposed that the school adopt the Ethical Leadership Pathway initiative.

Governors unanimously **AGREED** to adopt the Ethical Leadership Pathway and strive to follow and use its principles in everything the school does.

Governors thanked the Headteacher for her interesting and informative report.

6. FINANCIAL MANAGEMENT

a) 2019/20 budget and three-year budget plan

The Resources Committee budget setting meeting had been delayed until 20th May 2019 because the figures were not available from Lewisham. The Chair said that the School Business Manager (SBM) would send the draft budget to governors in advance of the meeting and she encouraged governors to email any questions to the SBM ahead of the meeting, She re-iterated her request for as many governors as possible to attend the Resources Committee on 20th May 2019 at 8 am.

The Headteacher said that a fixed amount of 76% – 78% is allocated to staffing. She said she is not expecting staffing to change a great deal although there will be some fluidity in the year. She reported that the new finance system seems to be good.

b) Schools Financial Value Standard (SFVS)

It was noted that the SFVS was submitted on time.

c) Secretary of State's reply to school's letter regarding funding

The Secretary of State's reply had been circulated to governors by the Chair and the Chair said she had written back to Ellie Reeves MP. Governors noted that it was important to record the reasons for the in-year deficit and what had been impacted by the funding reductions. The Headteacher said that the priority is to maintain staffing levels and continue to fund a counsellor and learning mentor. If funds permitted a nurture room would be highly beneficial. Mr Meyer noted that the school wastes a lot of time of matters which should be resolved at the Council level.

Action: Governors to set up a group to draft a letter to Ellie Reeves MP and Nick Gibb, Minister of State for Schools.

7. PERFORMANCE RELATED PAY AND APPRAISAL

a) To appoint / confirm Governor Appraisers and External Adviser

The Chair, Ms Smith and Ms Lloyd were confirmed as Governor Appraisers for the Headteacher. An external independent adviser is being sought. It is anticipated that the Headteacher's appraisal meeting will take place before the end of the school year.

b) Pay Committee and Pay Appeals Committee membership

The Pay Committee was confirmed as the Chair, Ms Smith and Ms Lloyd.

The Pay Appeals Committee was confirmed as Mr Roberts and Fr Tiernan.

c) Pay Policy and Performance Appraisal Policy review

The annual review of these policies will take place at the September 2019 Governing Body meeting.

d) Review of staff appraisal and performance related pay awards

These will be reviewed in September 2019.

8. REPORTS FROM COMMITTEES AND WORKING GROUPS

a) Report from the CLC Committee 8th May 2019

The minutes of the CLC Committee held on 8th May 2019 had been circulated to governors. Ms Smith presented the report: she said the committee had received a presentation on writing which was good preparation for the governors' visit to look at writing on 20th May 2019. Mr Meyer had reported on EYFS and Ms Lucas-Williams, Assistant Headteacher, on KS1, focusing on the progression of children from their start in school to Year 2.

b) Report from the Resources Committee

As reported above, the Resources Committee had not met.

c) Report from Pupil Conference March 2019

Ms Smith had circulated her report of the Pupil Conference prior to the meeting. She said the children had spoken about safeguarding and how they felt and they are becoming more positive. The children had said they felt safe and Ms Smith said she had been impressed by the vocabulary the children had used.

d) Proposed Health and Wellbeing Committee

The Chair said that the remit of the CLC committee is extensive, so she proposed establishing a Health and Wellbeing Committee to look at physical and mental health and wellbeing and safety. This would report termly to CLC which, in turn, reports to the Governing Body. The committee would provide more time for in depth discussion and the opportunity to look at, for example, vulnerability in more detail. Focus areas would include attendance and behaviour which are important elements of the SIAMs and Ofsted frameworks and the work of the committee would align with the Diocesan mental health and wellbeing policy. Ms Carlyon and Ms Ward noted that the committee would support governors' learning and succession planning. It was noted that the committee's Terms of Reference (TOR) should be tightly drawn and governors discussed confidentiality issues, with the Headteacher pointing out that the committee would be considering strategic matters not individual cases.

Governors **AGREED in principle** to the establishment of a Health and Wellbeing Committee.

Governors **AGREED** that members of the Health and Wellbeing Committee will be the Chair, the Headteacher, Ms Smith, Ms Lloyd, Ms Johnston, Ms George, Ms Carlyon, Mr Meyer and Leanne Moore, PHSE lead.

Action: Chair to provide a draft ToR and circulate to governors for consideration.

9. SAFEGUARDING AND HEALTH AND SAFETY

Ms Johnston, SENDCo, had previously circulated her report to governors. She presented her report and highlighted the following:

- Ms Lloyd had checked the Single Central Register and all actions are complete.
- Attendance: Whole school attendance is 96.76%. Some children (13) are persistently absent and require constant follow up.
Governor question: Ms Smith asked whether the parents of persistently absent children are fined.
Response: This is ongoing but is a long process in the hands of the local authority.
- There has been an update on fabricated absence and neglect for staff and staff have also received safeguarding briefing, including how to report concerns.
- The NSPCC Keeping Children Safe Online session, run by Natasha Orumbie, was attended by 20 parents and there is interest from parents for an evening session.
- There had been a visit from the Violence Reduction Team Manager to talk about gangs and knife crime. The Headteacher said that there will be training for Year 6 children on what to do if someone is knifed. The training is being delivered by a parent who is a paramedic.
- The Health and Safety Audit had been completed.

Governors' questions: Mr Roberts asked whether there have been any exclusions. Ms Lloyd asked whether there have been any notifications from the Encompass project regarding domestic abuse.

Response: There has been one fixed term exclusion of one day. There has been one notification from Encompass.

Governors thanked Ms Johnston for her report.

Ms Johnston left the meeting at 8.50 pm

10. INFORMATON AND DATA MANAGEMENT

School website

This will be discussed at the next Governing Body meeting in July 2019.

11. POLICY REVIEW

There were no policies for review at this meeting.

12. GOVERNING BODY ORGANISATION AND PROCEDURES

a) Governing Body self-review

The Chair reported that Lewisham Council is offering 'green' schools a free review of governance with an external consultant, Michele Robbins. She said that at the Chair's Briefing two schools had given positive feedback on the review. The first stage is for the school to send Michele data and information such as Ofsted and SIAMs reports, SIP, SEF, and the data dashboard. There would then be a visit to the school to meet the Chair of Governors and committee chairs and to interview the clerk. Michele would prepare a report for discussion and to inform an action plan. The Headteacher said the review would be constructive and supportive but also

challenging. It would assess whether school governance was compliant, effective and self-improving and could be very useful.

Governor question: Mr Meyer asked whether the report goes to the local authority or is just for the school.

Response: The Chair said she would check whether the report was just for the school's information and if so, she would seek to book a slot for July.

Action: Chair to check whether the governance review report is for the school only and if so, book a review for July.

13. GOVERNORS' ACTIVITIES AND TRAINING

a) Visits to the school, meetings attended and other activities

Governors noted the visit to the school arranged for 20th May to look at writing. There is a crib sheet to guide governors in what to look for. Governors noted that focused visits work well.

Ms Carlyon said she had attended a very informative training session on unconscious bias. She said that everyone has a bias which forms in childhood. It is unconscious because it is neurological and is difficult to avoid for example in recruitment. She had learnt about strategies to make one aware of bias and how to reframe thinking in relation to the nine protected characteristics. The Chair said that the school's equality objectives and equality policy is on the website and she encouraged governors to read and think about inclusivity. The policy is due for review in autumn term 2019.

b) Governing Body training plan

Ms Ward reported that she had prepared a training programme which is available to governors to view. She said it is a work in progress. It is based on the skills audit completed earlier this year by Mr Erdly which identified areas where skills could be strengthened. These included understanding of current education policy, previous experience of governance, SEN and procurement and facilities management. In relation to key governance roles, she said there is no succession plan for chairs or link governors and she suggested setting up mentoring and shadowing roles. She asked governors to tell her what training they had completed or to input the information directly on the training plan, with comments and feedback. There is also a tab for useful training links.

Ms Ward said that the next steps were to talk to the Chair about funding and to agree targets and priorities for next year's skills audit. The Chair said that the governance review will feed into the training plan and there would be opportunities for whole governing body training or online training via Modern Governor. The Headteacher noted that the training plan could be a SIP priority for next year.

Governors thanked Ms Ward for her work in setting up and developing the training plan.

14. INFORMATION FOR GOVERNORS

Governors had all received the GIP and noted the Lewisham Governors' Association conference on 12th May 2019, the new guidance on complaints procedures, Governing Body diversity, school term and holiday dates 2019-20 and 2020-21 and the SACRE representative.

15. ANY OTHER BUSINESS

There was no further business.

16. DATES OF FUTURE MEETINGS

a) Summer term 2019

Thursday 4th July 2019 at 6.30pm

b) Meetings for the 2019-20 school year

Governing Body meetings for the next school year were **AGREED** as follows:

Thursday 26th September 2019 at 6.30 pm

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

17. CONFIDENTIAL BUSINESS

There was no confidential business to report.

18. ITEMS FOR NEXT AGENDA

- Sex Relationship policy.
- Report on PPG from Allison George
- Review of Governance on 9th July
- Health & Wellbeing Committee Terms of Reference
- School Website
- Review of SIP

Fr Tiernan closed the meeting with a prayer.

Meeting closed at 9.25pm

Signed:
Chair of Governors

Date: