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- Present: Katie Blood (HT), Rupert Bagilhole (Vice Chair), Stephen Berry (Vice Chair), Ian Beggs, Fiona Graham, Fr Martin Morgan, Francesca Urquhart
- In attendance: Fiona Keeling (Deputy HT), Tom Way (Clerk)
- Apologies: Lara Coleman, Stephen Vinall (Chair)
- Quorum: 7 out of 9 governors were present. The meeting was quorate (at least 50% attending).

Questions from the governors to the HT and DHT are highlighted in **bold**.

1. Welcome / apologies for absence and declarations of interest

The governing body accepted the apologies of the Chair and LC, and it was agreed that SB would chair this meeting.

There were no declarations of interest for this meeting.

2. Minutes of FGB meeting held on

The GB agreed that the minutes were an accurate representation of the meeting.

The following actions have been met:

- The Clerk has received declaration of interest forms from all governors
- FrMM has looked at how the Christian ethos can be embedded into the school, and HT has linked ethos and SIAMS inspection actions into School Improvement Plan (follow up added to agenda for next T&L committee)
- FrMM has undertaken initial work on producing a plan of fundraising proposals (see ongoing action below)
- HT has emailed Parent's Survey to the Clerk who has emailed to all governors
- Clerk has removed July informal meeting from school website and kept record in school office
- Both committees have presented updated terms of reference for ratification at this FGB meeting
- All documentation presented at FGB and committee meetings has been filed with all minutes in the school office and saved on the school system (as of 27.09.17)
- Confidential item 10.1 from previous meeting no longer required



Matters arising, not otherwise on the agenda:

N/A

ACTIONS

- 2.1** New school policy review schedule to be constructed by Clerk/HT in Autumn term – **ongoing**
- 2.2** SB to work on Health & Safety checklist with Senior Leaders – **ongoing**
- 2.3** FrMM to produce a plan of fundraising proposals – **ongoing**
- 2.4** DHT to provide narrative for high-achieving disadvantaged children, showing where Pupil Premium has had an impact (update for Autumn 2017) – **ongoing** (data to be provided at next T&L committee)
- 2.5** SB to carry out Review of Governance – **ongoing** (initial work has been undertaken)
- 2.6** SB and School Business Manager to meet and produce benchmarking report for Autumn term – **ongoing** (full report due at next resources committee)
- 2.7** All Governors to verify school email account access for confidentiality purposes, HT/School Business Manager to confirm with individual governors that their email account is set up, and governors to confirm they have access to their accounts before the next meeting – **ongoing** (governors required to install google chrome, Clerk to email governors directly)
- 2.8** HT to let parents know to contact FrMM directly regarding confirmation and baptism, HT and FrMM to meet regarding confirmation and baptism and discuss how this will be communicated to parents – **ongoing** (carried forward to next meeting)
- 2.9** Monthly outturn figures to be passed on to the Chair and resources Vice Chair for review at the next resources committee meeting – **ongoing**
- 2.10** SB to identify training priorities and Chair to liaise with Kitty from Community Works on corresponding training availability – **ongoing**
- 2.11** School to circulate safeguarding materials to governors to be read before the next FGB meeting and to set as an annual action – **ongoing** (HT to send link to relevant section of website)
- 2.12** Specified school Governors to complete Safer recruiting training – **ongoing**

3. Headteacher's Report

The HT provided copies of the Headteacher's report at this meeting and gave apologies that it hadn't been forwarded to governors beforehand.

The HT presented the Headteacher's report to the governing body and there was a detailed discussion around each section of the report.



The HT confirmed during the section relating to the SIP that the LA will provide £5000 for school improvement and also that in January the HT will hold a review of actions set out in the Autumn term to monitor and account for progress.

The section on Strategy Board meetings shows that a comment was made that teaching standards need to improve?

The HT advised that this comment was based upon a narrow portion of data, but that this also leads to the possibility of external coaching for teachers becoming available in April. The HT advised that an educational performance update won't be available until next week, but that an analysis of this will be undertaken in January. The HT also advised that although pupil progress meetings with every child weren't previously expected to happen, since the Strategy Board meeting they are now likely to take place.

It was confirmed that FU will meet with Jess Evans regarding the timetable of safeguarding training events over the next year.

The HT confirmed that they had sent out penalty notices to parents for pupil attendance issues, and also that particular ongoing attendance issues for one family appear to be improving at least in the short term due to new actions being put in place/liaison with social care professionals. The HT acknowledged that overall the attendance figures show that improvements are still required, but that measures taken now may not reflect in the final figures for this school year due to the Autumn data, and may only become apparent in the next school year's figures.

Would you expect the Reception year absence figures to be as high as they are?

The HT advised that there are various possible reasons for this such as child sickness and that attendance for this year isn't statutory, but also acknowledged that there is room for improvement with these figures. The HT also advised that particular persistent cases of absence may have a disproportionate impact on the overall figures and that as a result the figures don't reflect the consistent attendance of the majority of pupils.

It was suggested that it would be useful to do a detailed analysis of the attendance figures to clarify the data further, and the HT and DHT acknowledged this.

Is the school vulnerable to criticism of its current small class size to teaching standards-expectations ratio?

The HT acknowledged the view that perhaps there should be greater progress for smaller class sizes, but also acknowledged that small class sizes don't necessarily equate to higher academic standards. The HT also advised that there are variety of learning needs within classes and that this can have an impact on the overall academic scores.



4. Committee Reports/Ratification of documents

Items 4 and 5 on the agenda were both covered here.

a) Resources

The Clerk advised that they hadn't received a reviewed copy of the draft resources committee minutes and had been unable to circulate the minutes to governors prior to the meeting. SB acknowledged this and presented a summary of the minutes to governors.

The resources committee terms of reference were presented for ratification, and all governors agreed upon this.

SB advised that the Financial Full Turnout papers and the SFVS update report had still not been provided two months after expected, and it was agreed as an action that SB will contact the School Business Manager and arrange appointments for catching up.

SB presented the school forum update to governors. SB confirmed that it is a statutory requirement of the LA to fund SEN requirements for schools and that schools are not required to contribute. SB also advised that schools overspending was highlighted as an issue and that this topic is likely to be followed up in the near future.

It was acknowledged that there is a national issue with school's funding, and the HT acknowledged that savings will need to be made in the future.

The resources committee scheme of delegation was presented for ratification and all governors agreed to this, and it was acknowledged that point B17 was subject to the write-offs report and that this would be reviewed at the next resources committee meeting.

b) Teaching & Learning

RB presented a summary of the teaching & learning committee minutes and advised that a large portion of the meeting was spent on a detailed review of the terms of reference and that several items on the agenda had been put forward to the next committee meeting.

The teaching & learning committee terms of reference were presented for ratification and all governors agreed to this, and it was acknowledged that points 5j-l were subject to confirming statutory requirements and that they would be reviewed at the next teaching & learning committee meeting.

The appraisal policy was presented for ratification and all governors agreed to this.

The HT advised that the behaviour policy was not ready for review yet, and that as the attendance policy had only just been prepared and governors had not been able to view it



prior to this meeting that it be approved via email. It was agreed as an action that the HT would send a copy to the Clerk to forward to governors for review and approval.

ACTIONS

- 4.1 Clerk to publish resources committee terms of reference on school website and confirm saved on school system
- 4.2 SB to contact the School Business Manager and arrange appointments for catching up with missing reports.
- 4.3 Clerk to confirm resources committee scheme of delegation saved on school system (also check whether required to publish on school website)
- 4.4 Clerk to publish teaching & learning committee terms of reference on school website and confirm saved on school system
- 4.5 Clerk to confirm appraisal policy saved on school system
- 4.6 HT to send attendance policy to the Clerk to forward to governors for review and approval.

5. Data Summary Report

The Clerk advised that they hadn't received a copy of the data summary report and had been unable to circulate this to governors prior to the meeting. The HT and SB acknowledged this agreed to send a copy to the Clerk, and SB presented a summary of the report to governors.

FU highlighted areas for investigation within the report, in particular scores that were affected by external circumstances in individual cases and low score trends in Maths over the last two years. It was agreed that FU and the HT will analyse the data further and will aim to meet in January.

It was suggested that FU and RB as safeguarding governors have access to the website data dashboard, and the HT and DHT agreed to look into this.

It was agreed that FU will send the Clerk a summary of the areas for investigation and corresponding questions to be forwarded to all governors.

ACTION

- 5.1 HT/SB to send a copy of the data summary report to the Clerk to forward to governors
- 5.2 FU/HT to meet and analyse data summary report further in January
- 5.3 HT/DHT to look into providing FU and RB with access to the website data dashboard
- 5.4 FU to send the Clerk data summary areas for investigation and questions to be forwarded to all governors



6. SL – Stepping down from post

Governors acknowledged the recent correspondence from SL indicating that they were stepping down as a governor and formally accepted this as their resignation.

ACTIONS

6.1 Clerk to update governor records related to SL's resignation

7. Premises update – building project

The HT advised that there is no official update as of this meeting, and advised governors of minor progress and surveying that had been carried out.

8. Feedback from governor training

SB confirmed that they had attended a Future Budget Planning/Future Strategic Thinking training course.

FU confirmed that they had attended Safeguarding training and that they will be meeting with Jess Evans regarding planning for future courses.

It was requested that the Clerk check the governors' training records are up to date and if there are corresponding certificates for completed courses.

ACTION

8.1 Clerk to check governor training records are up to date and have certificates

9. Governor survey results

The HT advised that the figures on the governor survey results collation might be slightly incorrect and that they will check these with the Chair.

There was a discussion around the Parents' Evening and potential improvements for next time. It was agreed that the Clerk will send the list of dates about future parents' events to governors.



It was suggested as a possibility that a governors' update be included in the school newsletter and/or an introduction to the governing body be included on the school website. There was a discussion around several other possibilities for increasing governors' involvement/visibility in the school. It was agreed that SB and the Chair will review the governors section on the school website, and that FU will discuss with the HT how governors can be more involved in the school.

ACTION

- 9.1 Clerk to send list of parents' events dates to governors
- 9.2 SB/Chair to review governors section on the school website
- 9.3 FU/HT to discuss how governors can be more involved in the school

10. Increased issues of anti-social behaviour and knife crime in the vicinity of the School

The HT confirmed that the Chair had prepared a written letter to the Police Commissioner regarding this and the HT has reviewed/agreed upon it but as of this meeting the Chair hasn't sent it yet.

The HT advised that the action discussed above may not be as effective as desired, and that they will also attend the London Road Action Team meeting in January and that governors are also welcome to attend if available. The HT agreed that they will confirm the date of the meeting and forward to governors.

ACTION

- 10.1 HT to check London Road Action Team meeting date and forward to governors

11. Urgent business not on agenda

SB advised that they will send the Governor Finance Requirements to the Clerk to forward to all governors.

ACTION

- 11.1 SB to send Clerk Governor Finance Requirements to forward to all governors

St Bartholomew's CE Primary School
Full Governing Body Meeting
Thursday 14 December 2017 at 6.00pm



The meeting closed at 7.30pm.

[signed copy kept in school office]

Signed Chair of Governors

Date.....

The next FGB meeting will be on Thursday 08 February 2018 at 6.00pm