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- Present: Katie Blood (HT), Stephen Berry (Chair), Ian Beggs, Fr Martin Morgan, Anthony Firmin, Dan MacIntyre
- In attendance: Tom Way (Clerk), Fiona Keeling (Deputy HT), Jess Evans (SENCO, *left after item 2*)
- Apologies: Francesca Urquhart, Jane Gray
- Quorum: 6 out of 8 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

Governors welcomed DM to the FGB and introduced themselves.

Governors accepted the apologies for absence from FU and JG.

There were no declarations of interest for this meeting.

2. Jess Evans safeguarding training/SEN report

JE advised that they were attending this meeting to provide safeguarding refresher training and to discuss the SEN report circulated to governors beforehand.

JE presented the safeguarding refresher training to governors and covered the following topics: Safeguarding Leads within the school (JE & the HT), Early Help plan, Children in Need (CIN), Statutory assessments, specific safeguarding issues, Whistleblowing, LADO (Local Authority Designated Officer), Legislation and guidance (The Children Act 1989 and 2004, The Education Act 2002 and 2011, Safeguarding Vulnerable Groups Act 2006 as amended Protection of Freedoms Act 2012, Counter-Terrorism and Security Act 2015), serious case reviews, Data Protection law, dealing with disclosures, useful question stems and recording concerns.

All governors thanked JE for their presentation and signed a list to confirm that they had completed the safeguarding refresher training.

JE asked if there were any questions regarding the SEN report, and governors confirmed that there were none at this stage.



JE advised governors of the issues regarding funding cuts for SEN and how this affects schools differently.

DM asked what was in place regarding Anti-Bullying and Restraint policies, and JE advised that the school uses the LA's Restraint policy and that the Anti-Bullying policy is reviewed annually. The HT advised that the governing body have recently reviewed and revised the Behaviour policy and that they are currently looking at how it will work alongside the Anti-Bullying policy. The HT advised on the key aspects of this. JE advised that the school uses the CPOMS online management database for recording safeguarding and behaviour incidents.

DM asked for further clarification on what the City Network meetings were that JE attends regularly. JE advised that once a term a meeting is held for all Safeguarding Leads which is ran by the LA officer, and that various topics are covered, and that it is useful for sharing practice and for liaising with the schools' Safeguarding Network and LSCB (Local Safeguarding Board) JE also advised that a safeguarding audit has to be provided to the LA in July which is then sent to central government and shows what the school needs to work on and be held accountable to.

FrMM asked where the school's responsibility for its pupils begins in terms of the physical layout of the school building. The HT advised that it was by the school front gate, but also advised that if they witnessed an incident whilst out in the community then they would make a referral through the appropriate channels (JE seconded this). The HT also advised on the school's guidance around pupils being dropped off early. There was a broader discussion on these topics.

All governors thanked JE for their presentation.

JE left the meeting at this point.

3. Governing Body

a) Election of Vice Chair

The Chair advised that the governing body currently has three Foundation Governor vacancies. FrMM advised that David Bishop was still a good potential candidate, and there was further discussion around other potential candidates.

The Chair advised that they wished to nominate FrMM as Vice Chair and there were no objections to this.

The Chair nominated FrMM as Vice Chair, the HT seconded this, and FrMM agreed to their nomination.



A vote was held, and all governors vetoed in favour of FrMM as Vice Chair.

There was further discussion around the current Foundation Governor vacancies. The Clerk advised that they had spoken to Governor Support as requested regarding the membership constitution and that they had advised that they couldn't provide any flexibility on this, and that if the governing body wished to pursue the matter further then they would have to discuss it directly with the Diocese.

b) Roles and responsibilities

There was a discussion around a suitable candidate for the role of Health & Safety governor and the Chair advised that they would follow this up by the next meeting.

The Chair also advised on the following:

- AF has agreed to become the chair of the T&L committee in the next academic year (FU is fulfilling this role in the interim)
- The Chair is currently both the Chair of the FGB and the Resources committee and that they would like someone to take the latter role on (FrMM advised that David Bishop is a good candidate for this if they join the governing body)
- DM has joined the T&L committee

The HT advised that roles and responsibilities can be reorganised in September if required.

ACTIONS

3.1 Clerk to update records with FrMM as Vice Chair

4. Minutes of FGB meeting held on 28.02.19, Confidential minutes 18.10.18

The GB agreed that both sets of minutes were accurate representations of the meetings.

The following actions have been met:

- The Clerk has constructed governor training records for the school office
- It was agreed that the action regarding all governors completing Safer Recruiting training would be removed as only FU and the Chair needed to complete this
- The HT had arranged for Jess Evans to advise on safeguarding/training at this FGB meeting
- The Clerk has confirmed with the SBM that JG has had a school email account set up
- The Clerk had sent the draft FGB confidential minutes from 18.10.18 to governors ahead of this FGB meeting



- The HT has met with one candidate for the role of parent governor (*ongoing, see action 4.7 below*)
- The Clerk has approached Governor Support about the possibility of parent and LA governors and if they know of any potential candidates
- The Clerk has informed Governor Support of FK's term-renewal and updated the school records
- The Clerk has finalised the policy review schedule
- The Clerk has contacted the SBM regarding updating the Scheme of Delegation (point D35, SBM debit card allowance £1,000 - £2,500, document dates)
- All governors have read the Charging & Remissions policy and advised of any issues by one week from FGB meeting 28.02.19 (no issues reported)
- The Clerk has resent the NGA review of governance action plan to governors and transferred this item to this FGB agenda

Matters arising, not otherwise on the agenda:

FrMM advised on follow-up from item 13 in the previous FGB minutes:

- FrMM has reviewed the worship pattern of the school
- A new priest has arrived
- The programme for child bereavement will be instigated next year
- There is still the possibility of a music programme happening at the Church soon

ACTIONS

4.1 The Chair to work on Health & Safety checklist with Senior Leaders – *ongoing*

4.2 FrMM to produce a plan of fundraising proposals – *ongoing*

4.3 The Chair and School Business Manager to meet and produce benchmarking report – *ongoing*

4.4 Any governors requiring assistance accessing their school accounts to contact the SBM – *ongoing*

4.5 FU and the Chair to complete Safer Recruiting training and pass certificates on to Jess Evans – *ongoing*

4.6 HT to discuss potential governor's school visit day (22.10.19) with SB and update governors – *ongoing* (visit to focus on Phonics and Spelling)

4.7 HT to look into other possible candidates for the position of parent governor and how to raise awareness of the role amongst parents

4.8 Clerk to construct a draft policy schedule plan for future FGB meetings in the next academic year and send to the HT/Chair



5. Headteacher's Report

The HT presented the Headteacher's report.

The HT advised that the school currently has 156 pupils which includes three new pupils who began on Friday. The HT advised on their support requirements, and FrMM asked around the possibility of translators or language support for children from different ethnic backgrounds, and a brief discussion was had on this.

The HT advised that attendance for the whole school is currently at 94.9% and that this is slightly lower than what they had been hoping for at this time of the year. The HT advised that two pupils in Year 5 are total school refusers, and if they were not included in the attendance figures then attendance would be at 95.9%, but that they cannot be taken off the school roll and are currently reported as Missing in Education. There was a broader discussion around this. The HT also advised that there have been slight fluctuations in Year 2's attendance figures recently.

The HT advised that persistent absenteeism had reduced firstly from 25% to 14%, and then more recently to 10%. Governors acknowledged this as a highlight and congratulated the HT. The HT advised that Jackie Storey the attendance officer has been very useful in achieving this.

The HT advised that regarding movers to and from the area, 18 pupils have joined and 20 have left, and that four parents had expressed concerns and subsequently left for those reasons. The HT provided further information and a broader discussion was had around this.

The HT advised that regarding the quality of Teaching and Learning, one staff member was on an informal review plan which will be reviewed in mid-July and that this will either be closed or a formal support plan put in place. FK advised that they have been meeting with teachers. The HT advised that SATS have been going ahead and that the pupils they were concerned might not sit them have been sitting them.

The HT advised that in regards to progress against the SIP the school is at the point of the year where it is finalising work and only a few minor actions remain to be completed.

The HT advised that the school has been part of the Maths fund programme, and also that Helen Banks had given a presentation at a local community meeting attended by other Headteacher's, Teachers and University staff.

The HT advised that exclusions have been higher and that more pupils are on a part-time timetable (and these are the same pupils as before). The HT suggested that if the school had enough funding to provide one-to-one support for the total school refusers earlier then they wouldn't be school refusers now.



6. Committee Reports/Plans

The Chair asked if there were any questions regarding the recent minutes from the Resources and T&L committees and governors confirmed that there were none.

7. Budget updates

The Chair advised that they have received the second version of the budget forecast from the SBM for the school year 19/20 and that the forecast is now at a £77,000 deficit when it had been approximately £40,000 before and £37,000 before that, and that they are not sure where these iterations are coming from. The HT advised that they are also not sure on the accuracy of the data that they are presenting at this meeting and suggested that the budget may have to be approved by email after further clarification has been sought. FrMM advised that their preference was not to conduct the budget approval via email as they felt it would be better to have the data explained to them in person, particularly as there were large variances in the different versions of the budget.

The HT advised that the variances may be due to the way ring-fencing has been calculated but they agreed that more clarification would be required. The Chair agreed that they were not happy with the budget report and that it should be withheld from this meeting and approval sought after further clarification had been received.

AF asked when the budget needed to be approved by, and the Chair advised by the end of this month, but that it will have to be submitted late and that they will try and rectify the issue as soon as possible. The HT advised that they will arrange to meet with the Chair and the SBM at the first possible opportunity and after clarifying the budget they will decide if it can be emailed to governors for approval or whether an emergency governors meeting will be required to approve it. There was a broader discussion around this.

ACTIONS

7.1 HT and Chair to arrange a meeting with the SBM at the first opportunity to clarify the budget and to notify governors of whether a meeting to approve will be required

8. Health & Safety

a) Health & Safety policy review

The Chair advised that the Health & Safety policy presented for review is an LA policy that has been adopted and adapted for St. Bartholomew's school.

The Chair asked if there were any questions regarding the current policy.

How does the school monitor incidents?



The HT advised that they fill in HS2 forms (these tend to be regarding pupils who have done or are doing something dangerous) and then send them to the LA who monitor the forms and provide feedback. The HT advised that this can have positive outcomes, for example there was one incident that occurred regularly regarding the stairs in the playground and through monitoring this the LA eventually paid for anti-climbing paint.

Is there any asbestos in the school?

The HT advised that there is an asbestos register indicating where it is located in the school, and there was a broader discussion around this

The Chair asked if all governors were prepared to sign off on the Health & Safety policy, and the HT advised that there is one minor amendment that they need to make first and that they will send a copy to the Chair when it is ready to be signed off.

b) Election of governor to H&S committee

See item 3b above.

c) Governor nomination for termly premises inspection

It was agreed that this item would be transferred to the next FGB meeting.

d) HT report on safety matters

The HT advised that this is a new standing item and there was a discussion around the kind of report that should be provided, and the Chair advised the HT that it should be an incident report with a breakdown of the previous year.

ACTIONS

- 8.1** HT to make minor amendment to Health & Safety policy and send to the Chair when ready to be signed off
- 8.2** Clerk to transfer item 8c (governor nomination for termly premises inspection) to next FGB agenda

9. Ratification of Staff Sickness Absence/Special Leave of Absence policies

The HT confirmed that these policies had been circulated to governors prior to this meeting and advised that they are model policies that have been adapted slightly and gave a brief overview of the main changes that were reviewed at the Resources committee.



The Chair asked if all governors were happy to ratify these policies, and all governors agreed to this.

ACTIONS

9.1 Clerk to update records with ratified Staff Sickness Absence/Special Leave of Absence policies

10. NGA review of governance – action plan

It was agreed that this item would be postponed until the next FGB meeting and that it would be placed at the top of the agenda.

ACTIONS

10.1 Clerk to transfer the NGA review of governance – action plan item to the top of the next FGB agenda

11. Consistent financial reporting report

It was agreed that this item would be postponed until the next FGB meeting.

ACTIONS

11.1 Clerk to transfer the consistent financial reporting item to the next FGB agenda

12. Premises update – building project

It was acknowledged that JG was not present at this meeting and therefore unable to provide an update, but the HT advised that everything was going well and the school had received lots of compliments regarding the building project.

13. Feedback from Governor Training/School Visits

The Chair advised that they had attended the governor's briefing event last night, and the Clerk advised that they had attended governance panels training.

14. Urgent business not on agenda

The Chair provided further information received from the governor's briefing last night regarding admissions, and advised that over the next three years it is expected that there will be a drop each year in the number of pupils coming through the system and that



primary schools in the city are expected to have approximately 600 vacancies at the end of this period. The Chair advised further that the LA do not want to close schools and that they are currently looking at options to fill these expected vacancies. The HT advised on the broader circumstances in the county surrounding this and how housing issues in the city are related to school placements, and there was a discussion around this. The Chair advised that they are looking at the current building permissions and modelling if there can be any developments permitted by 2022.

The HT confirmed that they had circulated a document to all governors beforehand regarding a shortening of the school day. The HT suggested that the school day is currently too long (ending at 3:30 PM) and that this doesn't allow teachers enough time for planning and preparation, and that shortening the school day would allow greater focus on quality rather than quantity. The HT further advised that there is no evidence suggesting that pupils being in school for longer is better for their education, whereas there is considerable evidence suggesting that after-school clubs are advantageous for pupils, and also that a shorter day would allow more time for school trips and visits. The HT advised that they had received feedback from parents who think that it is not good that the school doesn't run after-school clubs internally (external agencies currently provide these), and also that teachers have advised that they would be enthusiastic to do after-school clubs if this responsibility was shared out amongst all teachers (thus allowing greater time efficiency for all staff).

The HT advised that there was no official process for shortening the school day, but that they would have to give a minimum of a half-term's notice to parents. The HT advised that they would like to receive feedback from parents regarding this change first though, and that they will include it in tomorrow's newsletter to parents inviting comments by mid-June.

Will pupils have to pay for after-school clubs?

The HT advised that there will be a small fee, but that this will be very minimal and flexible. FrMM advised that it should be a golden rule that no pupil is prevented from attending any after-school club because of this, and the HT agreed and advised that this would not prevent any pupil from attending. A broader discussion followed this.

The HT asked if they had governor approval for a shortening of the school day, and all governors approved.

The HT advised that progress has been made regarding a new fire escape for the playground, and that the Diocese advisory committee are positive towards this development. AF arranged to visit the school with the HT to take photos of the proposed development area in the playground to forward to the Diocese.

St Bartholomew's CE Primary School
Full Governing Body Meeting
Thursday 23 May 2019 at 5.45pm



The meeting closed at 7:50 PM

Signed.....*[signed copy kept in school office]*..... Chair of Governors

Date.....

The next FGB meeting will be on Thursday 18 July 2019 at 5.45pm