



- 
- Present: The Revd Alice Whalley - Chair of Governors  
Stephen Vinall  
Ian Beggs  
Fiona Graham  
Lara Coleman
- In attendance: Sharon MacKenzie - Clerk to Governors  
Fiona Keeling - Associate Member / Deputy Headteacher
- Apologies Mike Jee - Acting Executive Headteacher  
Rupert Bagilhole  
Stephen Lawrenson
- Quorum: 5 out of 8 governors were present. The meeting was quorate (at least 50% attending).

Questions from the governors to the deputy headteacher are highlighted in **bold**.

---

## 1. Welcome / apologies for absence and declarations of interest

The chair welcomed governors and proposed that there should be an extra meeting before the end of term, as this term's business will not be completed today. The acting executive headteacher is not available due to an Ofsted inspection at Aldrington. There have also been extra agenda items this term due to the headteacher recruitment and Ofsted inspection. Governors agreed to an extra meeting on Wednesday 7 December from 6.00 - 7.30pm. Any items that cannot be completed at today's meeting will be carried forward.

The governing body accepted the apologies of Mike Jee, Rupert Bagilhole and Stephen Lawrenson. There were no declarations of interest.

### **ACTIONS**

- 1.1 Clerk to inform all governors of the date and time of the extra meeting

## 2. Governor membership

*This item was brought forward in order to make a governor appointment at the start of the meeting*



Lara Coleman was welcomed back to the governing body and formally appointed as a parent governor. There had been no interest from the recent nomination process amongst the parents at the school, so the governing body is then able to appoint a parent to the role.

There are three foundation governor vacancies and Fr Martin Morgan has applied for one position. There are two other potential candidates. The ex-officio foundation governor role is also vacant and it is uncertain who will be taking over this post.

An additional LA governor role was agreed after the Ofsted inspection and a candidate was initially identified, but they can no longer commit to the role.

#### **ACTIONS**

- 2.1** Clerk to contact Diocese re Fr Martin Morgan's application and to check the wording in the Instrument of Government re the ex-officio post
- 2.2** Chair to contact Diocese re two further potential candidates and contact the LA re the additional governor

### **3. Minutes of the meeting held on 20.10.16**

Governors asked for a phrase about the lunch hour on page 5 to be re-worded. Governors agreed the minutes would then be an accurate representation of the meeting.

#### **ACTIONS**

- 3.1** Clerk to change wording on page 5 before publishing minutes
- 3.2** Clerk to complete Resources Committee minutes from 01.07.16 for agreement at next FGB meeting

### **Matters arising not on this agenda**

The following actions have been met:

- Fiona Keeling and Jess Evans (SENCO) have completed the Safer Recruitment online training
- Ian Beggs has completed the Skills Audit
- Response to School Meals team about fair pay: governors agreed this was no longer a priority as this was an action from last year when the previous HT was in post
- Parental engagement: there was low attendance at the PTFA meeting so it wasn't a good opportunity to discuss this, but governors agreed it would be more useful in future for governors to meet Reception parents when they start



- Fiona Keeling has added gender to the whole school data sheet in order to track this better at the data meetings
- Rupert Bagilhole has carried out two governor visits focussed on the playground and lunchtime (see Item 11)
- Ian Beggs and Fiona Keeling have carried out an audit of the school website, using the checklist from the National Governors' Association. They have identified what needs to be completed in order to be compliant and have also researched other websites that are more user-friendly. They will be having a meeting with 'eSchools' next week and hope to have a new website within five to seven weeks.
- Fiona Graham reported that the school has signed up to Outdoor Play and Learning for playground equipment, which creates an inspirational environment outside that children can learn from, with different areas for different types of play. Governors queried the cost and Lara Coleman agreed to follow up with a contact who could bid for a grant.

The following are pending:

#### **ACTIONS**

- 3.3 Safer Recruitment online training:** Fiona Graham to book a time to complete in school and Steve Vinall to complete due to taking over as safeguarding governor - clerk to send link
- 3.4 Support staff appraisal -** Mike Jee to show governors the procedure used at Aldrington and implement in spring term - currently discussing with Jess Evans
- 3.5 Chair to ensure the ethos statement is agreed and added to the Governor Induction Policy –** on hold until the Post-Ofsted School Improvement Plan has been developed
- 3.6 Governor vacancies -** Stephen Lawrenson to complete skills audit so skills gaps can be identified in order to inform Diocese
- 3.7 Clerk to produce termly report for stakeholders, outlining what governors have done and how they have added value -** clerk will be leaving in March 2017 so other work has been prioritised
- 3.8 Declarations of Interest -** Stephen Lawrenson to complete
- 3.9 Clerk to meet with Fiona Keeling to complete policy schedule and meeting structure -** this had to be cancelled so another date will be set
- 3.10 Pupil Premium report -** Jess Evans has developed a new report which shows how support is targeted, measuring behaviour and attendance etc, so will present this to governors at the next meeting - clerk to add to the agenda
- 3.11 Review of Governance -** Rose Wisdom from the Diocese suggested she should carry this out after the Pupil Premium External Review, which is taking place on 05.01.17
- 3.12 Chair and Fiona Graham to arrange for a flip chart for parents to write their views on the School Improvement Plan -** this will be done once the plan has been published on the website
- 3.13 British Values:** the Scheme of Work will be implemented next term and will be a page on the website. Governors had some discussion about whether the term Fundamental British Values has to be used, or whether it is sufficient to show we are displaying tolerance etc. Steve Vinall and Lara Coleman agreed to investigate this.



#### **4. Headteacher Recruitment update**

The Chair attended a meeting with Hilary Ferris from the local authority and Ruth Cumming from the Diocese, who are working on the job description and person specification for us to comment on. Rupert Bagilhole has agreed to lead on the recruitment. Governors discussed what should go in the recruitment pack, such as some of the challenges that are involved in the post and to promote that there is a stable body of staff. Governors also agreed that the successful applicant would be someone who could engage with the church on a regular basis.

Governors agreed to contribute to the process as follows:

##### **ACTIONS**

- 4.1** Pupil feedback: Ian Beggs to collect quotes from children, alongside photos of children that we have permission to use
- 4.2** PTFA input: Fiona Graham to take this forward
- 4.3** Input from staff: Fiona Keeling to collect quotes from staff about who they're looking for

***The governors had a further discussion about the leadership of the school and this has been recorded separately as a confidential item.***

Governors agreed they would rather spend more time discussing the recruitment pack and not to rush the process in order to meet the tight deadline to advertise in January for an April start. It is likely that we'll receive more interest for a September start, so the chair agreed to inform Hilary Ferris to change the timescale. Steve Vinall agreed to attend a meeting with the LA on 25.11.16.

##### **ACTIONS**

- 4.4** Chair to contact LA re new HT recruitment timeline
- 4.5** Steve Vinall to attend LA meeting on 25.11.16 and report back at next FGB meeting

#### **5. Financial performance**

##### **a) Current outturn for 2016/17**

The Outturn Statement was tabled, which had been produced by the School Business Manager and Executive Headteacher. The projected overspend is currently £19,620.

**Q: What are the principle issues that are causing this overspend and how do we recover this?**



A: Staffing costs are significantly higher but this will naturally come to an end with people coming back from maternity leave etc. We are due to receive funds back from the LA as reimbursement for a redundancy payment.

Governors asked for a full 3 year budget to be sent to them next week by the headteacher to fully explain the overspend, explaining any short-term or ongoing issues. They also wanted to be reassured that there was a plan in place in case the school doesn't receive the aforementioned funds back from the LA.

#### **ACTIONS**

**5.1** Headteacher to send 3 year budget plan to governors, with explanations of overspends

*The chair then asked members of staff to leave the room in order to discuss an individual's pay. Ian Beggs and Fiona Keeling left the room for this item, which is recorded separately as a confidential item.*

#### **b) Pupil Premium report for 2015/16 and plan for 2016/17**

Fiona Keeling reported that this had been drafted by Jess Evans and will be presented at the next FGB meeting.

#### **ACTIONS**

**5.2** Clerk to add Jess Evans to next FGB agenda - Pupil Premium report

#### **c) PE & Sports Premium report for 2015/16 and plan for 2016/17**

The 2015/16 report is now on the website, but the projections for 2016/17 need to be published, showing how the funding is being spent. Ian Beggs reported that the school is aiming to spend less on clubs and more on professional development of staff, as this can benefit more children. We will also be able to facilitate more inter-school competitions, such as spending the funding on transport, which other schools use.

**Q: Are you able to project when you can start to allocate the money used on clubs to other things?**

A: This will be in more detail in the report for the website.

The chair announced that the clerk position will be vacant from the end of March and that the scale and hours needs to be agreed. Governors agreed that it is important to try to attract an experienced clerk, due to all the changes in the governing body and school, so agreed to advertise again for a senior clerk at Scale 5 for four hours per week.



**ACTIONS**

- 5.3 Fiona Keeling to ensure PE & Sports Premium 2016/17 plan is published on website
- 5.4 Clerk to send clerk recruitment paperwork to School Business Manager

**d) Governors' account**

Fiona Keeling will talk to the School Business Manager and send governors an updated balance tomorrow, with details of where we are with the proposal of future work.

**ACTIONS**

- 5.5 Fiona Keeling to send updated balance of Governors' Account to all governors

**e) Premises / Health & Safety update**

The local authority has informed us that a contractor is providing the surface on the stairs and the repairs to the top playground, which the LA is paying for.

**Q: Given the weather, are those areas being used?**

A: Yes, but there is supervision at the top and bottom.

**Q: Do we have a procedure that it's not used if icy?**

A: That can be added to the risk assessments. We'll be having a staff meeting and delegating this work, so this will be identified

**6. Headteacher's report, incl School Improvement Plan**

Fiona Keeling tabled the Post-Ofsted action plan for governors to take away. A summary document was also presented - 'School at a glance'.

Pupil attendance is improving. Data is being analysed weekly, looking at the groups, any issues, specific cases etc. Fiona makes a phone call home straight away if there are concerns, which may lead to a meeting. We're working with vulnerable parents rather than just sending letters straight away as they can be misread. Since July, attendance has improved for all pupils by 1% and 0.5% for disadvantaged pupils.

**Q: How are parents responding to being spoken to?**

A: Really positively - having a face to face meeting or phone call means we can find out what's happening with them that we may not know about. We also have Jess' input in case there are safeguarding concerns.



Governors agreed this was encouraging news. It is also pleasing to see that the lunchtime system has completely changed and there is a hatch service. Children sit where they want, in mixed groups, with music and images on the wall. Reception children go up 15 minutes earlier and are served by staff.

**Q: How has this alleviated the pressure on support staff at lunchtime?**

A: We are now in week 3 and they feel it's a much better system. Sometimes a member of the Senior Leadership Team serves the meals. Visitors have noticed how quiet it is and we're taking on board suggestions from staff. The kitchen staff are learning how to manage their time differently.

There has been a 10% increase in school dinners and we have the highest percentage in the city. Children are more positive about the meals and they can help themselves at the salad bar.

7% less accidents have been recorded at lunchtime. It has also had an impact on behaviour in the afternoon. The behaviour policy will be rewritten and relaunched to parents.

Governors found the 'School at a glance' report useful and asked for accident book trends to be reported. This report will be presented at each meeting and can discuss certain aspects in depth at the middle meeting of the term (focussing on Strategic Direction).

**ACTIONS**

**6.1** Fiona Keeling to add accident book trends to 'School at a glance' report

**7. Safeguarding update**

Jess Evans will provide an update at the next meeting, with the supporting documents that are referred to in the report.

**8. Policies for agreement**

**9. Educational performance**

**10. Staff Appraisal Report**

For reasons given in Item 1, the above items will be added to the next FGB agenda.

St Bartholomew's CE Primary School  
Full Governing Body Meeting  
Tuesday 22 November 2016 at 6.00pm



**11. Feedback from governor monitoring visits**

Rupert Bagilhole visited on 17.10.16 and 07.11.16 to look at lunchtime behaviour. Reports were submitted and showed that the new system is starting to work well and staff should be commended for implementing the changes. Another visit is planned in a few months to monitor any changes in behaviour.

**12. Urgent action by chair**

There was none.

**13. Urgent business not on agenda**

There was none.

**14. Set meeting dates**

The next FGB meeting will be on Wednesday 7 December from 6.00 - 7.30pm.

The meeting closed at 8.00pm

Signed ..... *A. Penha* ..... Chair of Governors

Date..... *9/11/17* .....