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Present: Stephen Vinall - Chair of Governors  
Katie Blood - Headteacher (HT)  
Ian Beggs  
Stephen Berry  
Lara Coleman  
Fiona Graham

In attendance: Tom Way - Clerk to Governors

Apologies: Rupert Bagilhole  
Fiona Keeling - Associate Member / Deputy Headteacher (DHT)  
Francesca Urquhart  
Fr Martin Morgan  
Stephen Lawrenson

Quorum: 6 out of 10 governors were present. The meeting was quorate (at least 50% attending).

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

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

We are currently awaiting confirmation that all Governor's Declarations of Interest papers have been completed/returned to be logged on school records. It was agreed that the Clerk will look into this and report back before the next FGB meeting.

### **ACTIONS**

1.1 Clerk to check Governor's Declarations of Interest

## 2. Minutes of FGB meeting held on 05.04.17

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

The following actions have been met:

- SB has reviewed lettings strategy and maximising income
- Chair has signed three-year budget plan and sent to LA
- HT has arranged a meeting with Church House and the Chair to discuss building requirements
- RB and FU carried out a Governor visit on gender bias in library books, and have produced a report sent to HT for approval, to be presented at next FGB



**[LC arrived]**

- FU to arrange classroom visit and agree focus with HT (by next FGB meeting)  
**Ongoing**
- HT to arrange for 2018/19 Admissions Arrangements to be sent to LA's Admissions Team and also the Diocese (HT to check this)
- School Business Manager to update the Pay Policy, as agreed (will confirm completion)
- SB to carry out Review of Governance - for July FGB meeting (ongoing)
- HT to contact Diocese re induction **Ongoing**
- Clerk has sent skills audits to SB
- SB has booked on training link Governor Network sessions

Matters arising, not otherwise on the agenda:

N/A

**ACTIONS**

- 2.1 FrMM to look at how the Christian ethos can be embedded (by end of summer term) - HT to link ethos and SIAMS inspection actions into School Improvement Plan (previously referred to as School Development Plan)
- 2.2 New school policy review schedule to be constructed by Clerk/HT in Autumn term
- 2.3 Resources Committee - meetings to take place prior to each FGB meeting, with dates for 2018/19 to be agreed in the July FGB meeting – the HT, DHT and School Business Manager must all be in attendance
- 2.4 HT to add financial benchmarking to budget review by end of Summer term
- 2.5 SB to work on Health & Safety checklist with Senior Leaders, update to be provided by end of June
- 2.6** FU to arrange classroom visit and agree focus with HT (by next FGB meeting)
- 2.7 HT to add in SFVS actions to the School Improvement Plan, supported by SB – next FGB meeting
- 2.8 FrMM to produce a plan of fundraising proposals (Clerk to contact - has had any success?)
- 2.9 (4.1 prev)** DHT to provide narrative for high-achieving disadvantaged children, showing where Pupil Premium has had an impact
- 2.10 RB and FU to present library gender bias report at next FGB
- 2.11 HT to email the Pupil Premium Plan and External Review to Governors for next FGB
- 2.12 HT to arrange for 2018/19 Admissions Arrangements to be sent to LA's Admissions Team and also the Diocese
- 2.13 Confirm Pay Policy has been updated by School Business Manager
- 2.14 SB to carry out Review of Governance - for July FGB meeting
- 2.15 HT to contact Diocese re induction



### **3. Headteacher's Report**

#### **School Improvement Plan**

It was agreed that the title of this should be changed from the School Development Plan to School Improvement Plan. The HT is currently working on this and is expected to be completed soon.

**Q: The Chair asked the HT how the governors would be involved in the school self-evaluation**

A: Governors will be involved in this, although it currently hasn't been agreed in what format

It was agreed that any discussion with the HT regarding school self-evaluation will be included in future minutes.

#### **Safeguarding**

The Safeguarding section of the Headteacher's report was reviewed and there were no outstanding issues.

#### **Budget**

**Q: Chair asked if there had been any response from the LA, following the submission of our three years budget in April.**

A: HT advised that she'd not had any response, so would check with the LA.

#### **Educational Performance**

The DHT has been on Sick Leave, so the HT will ask them for a full update at the next FGB meeting on pupil performance.

A discussion took place around attendance, as this is a critical factor in relation to educational performance.

**Q: Chair asked if the HT was able to produce a trend analysis (graph format), to track attendance over time – to allow us to identify any peaks and troughs.**

It was noted that there had been issues with pupil attendance due to families taking holidays during term time.

The GB had a discussion with HT around ensuring our school achieves the national expectation in attendance and what we need to do as a school to achieve this.



It was agreed that external advice would be sought from EMAS and Alan Meadows on this, and that the attendance policy would be reviewed in the Autumn term, with a letter at the beginning of the Autumn term from the HT to all parents saying that we are reviewing this.

**Q: What is our policy regarding lack of attendance due to GP appointments?**

A: We require a written letter from the GP in accordance with our Safeguarding policy, though if it is a long-term condition then we also have to adhere to Equalities guidelines.

It was agreed that the GB will seek best practice advice from the Local Authority

**Other developments**

The Chair and HT will meet with Sally Collins regarding the Dioceses offering finance for school building development projects, although the concern is that the Governing Board will have to raise 10% of the overall cost (£35,000 of £350,000). It was agreed that if we are to proceed with this that the Governing Board will prioritise works that will develop an income stream in the future due to budget constraints.

**ACTIONS**

- 3.1 HT to check with the LA regarding their response to the three-year budget submission
- 3.2 HT to ask DHT for a full update on pupil performance at the next FGB meeting
- 3.3 HT to seek external advice from EMAS and Alan Meadows on attendance policy, plan review and letter to parents for beginning of Autumn term; GB to seek best practice advice regarding attendance and GP appointments

**4. Resources Update**

**Budget for 2017/18 and three year forecast**

The HT has confirmed that the budget has been submitted, and we are waiting for a formal response from the LA. It was agreed that if there is no response soon then the HT will get in contact with them to see how it is progressing.

**Financial benchmarking**

This is being actioned by SB and the School Business Manager, and it was agreed that they will meet to discuss this and produce a Governor's report on benchmarking for the July FGB.

**Premises update – proposed building work**

HT and Chair will meet with the Diocese on 25<sup>th</sup> May, to discuss the proposed building plans.



## **Agree Terms of Reference for Resources Committee**

It was agreed that the existing terms of reference suffice for the current structure, but that they will be reviewed by the HT and Chair concerning the structure from September, and if there are any issues then they will bring it back to the FGB.

### **ACTIONS**

- 4.1 HT to get in contact with LA regarding response to budget submission
- 4.2 SB and School Business Manager to meet and produce benchmarking report for July FGB.
- 4.3 SV and HT will meet with the Diocese to discuss proposed building plans.
- 4.4 HT and Chair to review Resources Committee terms of reference for September.

## **5. Policies for Agreement**

### **Charging and Remissions Policy**

The HT will review this in the context of current budget constraints and report on the timeframe at the next FGB.

### **Lettings Policy**

It was agreed that SB will review this alongside financial benchmarking (see above, 4.2)

### **City LA/Governor's Partnership Agreement**

It was agreed that the GB would sign the City Partnership Governor's Agreement - there is no additional cost to the School. The Chair will sign this when he is in school on 25<sup>th</sup> May, for it to be sent onto the Partnership.

It was confirmed that we had received the Diocesan partnership agreement for 2017/18. The GB agreed to adopt this, but will review its financial value over the year to decide whether to continue with it in 2018/19 (it is assumed that it is budgeted for in 2017/18).

### **ACTION**

- 5.1 HT to review Charging and Remissions Policy and report on timeline at next FGB
- 5.2 SB to review Lettings policy alongside Financial benchmarking
- 5.3 SV to sign of City Partnership Governor's Agreement with HT on 25<sup>th</sup> May.

## **6. Parent's survey by Governing Body**

It was agreed that the Chair will send this to the Clerk and that they will send it out to the GB.



It was agreed that the HT will review this and report back on it at the next FGB, with the aim to sending it out before the end of the school year.

**ACTION**

- 6.1 Chair to send Parent's survey to Clerk to be forwarded to GB
- 6.2 HT to review the survey and report back at next FGB meeting

**7. Feedback from Governor monitoring visits**

It was agreed that the Chair will send the School lunch visit report to the Clerk to forward to the GB

It was confirmed that the Chair had met with the HT regarding the School Improvement Plan following the Ofsted visit. The SIP's development is ongoing and will be completed at the next opportunity.

**ACTIONS**

- 7.1 Chair to send School lunch visit report to the Clerk to be forwarded to the GB

**8. Feedback from Governor training**

N/A as no Governor training has been undertaken since the last FGB meeting.

**9. Update from Brighton Deanery Schools meeting Church House**

It was agreed that the Chair will send a link to C of E Education Strategy to the Clerk who will forward to the GB for the next FGB meeting

The GB were informed that the Diocese are happy to offer us a no-obligation overview presentation regarding the Diocesan Academy Trust. It was agreed that the HT will get back to the Diocese at the beginning of the new school year regarding a presentation.

**ACTION**

- 9.1 Chair to send link to C of E/Ed Strat to the Clerk to be forwarded to the GB for the next FGB meeting
- 9.2. HT to arrange future Diocese B.O.A.T presentation

**10. Urgent action by chair**

**a) *Governors discussed a confidential safeguarding item, so this has been recorded separately.***



## **b) Save our Schools (SOS) campaign and LA response to Headteachers and Governing Bodies**

It was agreed that as the HT has only been appointed recently that the GB are absolving them of responsibility regarding this item.

LC proposed the following motion to be presented to the governing body.

Given that:

1. The SOS campaign publicly state that they are non-political and are not affiliated to any political party;
2. The Head is employed by the GB of a CofE Aided school (and is not in our opinion a public servant in the context of purdah restriction);
3. And that as a Church School the Diocese own the property and not the LA;

The Governing Body request that the Head erect the SOS banner on School property (Diocesan Board of Education Land), with the caveat, that should there be a formal complaint from the public regarding its erection, the GB will review that complaint and assess if the banner should be removed or not.

Given the above, the Governing Body can see no situation where it could be reasonably expected to discipline the Head.

The Chair asked if there would be a governor prepared to second this motion.

FG seconded it.

The motion was put to the full governing body, SB abstained, and it was passed by the governing body.

It was therefore requested that Ms Blood the Headteacher erects the banner in a suitable location.

## **11. Urgent business not on agenda**

Some Governors have experienced technical issues with their St Bartholomew's school email accounts. It was agreed that the HT will contact the LA regarding this.

### **ACTION**

**11.1** HT to contact LA regarding issues with school email account

St Bartholomew's CE Primary School  
Full Governing Body Meeting  
Wednesday 17 May 2017 at 6.00pm



The meeting formally closed at 8.26pm.

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

Date.....

The next FGB meeting will be on Wednesday 28 June 2017 at 6.00pm