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Present:               The Revd Alice Whalley - Chair of Governors  
Mike Jee - Acting Executive Headteacher  
Stephen Vinall  
Ian Beggs  
Rupert Bagilhole

In attendance:       Sharon MacKenzie - Clerk to Governors  
Fiona Keeling - Associate Member / Deputy Headteacher  
Jess Evans - SENCO (Items 2 and 3)  
Fr Martin Morgan - prospective foundation governor  
Francesca Urquhart - prospective foundation governor

Apologies:           Fiona Graham  
Lara Coleman  
Stephen Lawrenson

Quorum:              5 out of 8 governors were present. The meeting was quorate (at least 50% attending).

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

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

The Chair welcomed governors to this extra meeting, which had been postponed from 07.12.16. The chair introduced two prospective foundation governors, Fr Martin Morgan and Francesca Urquhart. Governors introduced themselves.

The governing body accepted the apologies of Fiona Graham.

NB: The clerk later noticed that Lara Coleman and Stephen Lawrenson had emailed apologies prior to the meeting.

There were no declarations of interest.

## **2. Safeguarding update, including audit**

Jess Evans is the Designated Safeguarding Lead for the school and informed governors that a safeguarding audit had been carried out in December by Dion Page-Hammond, the council's Education Safeguarding Officer. He questioned every aspect of safeguarding in a robust, hour-long meeting, which was very positive. He was happy with the level of



challenge from the governing body and he identified that we have made progress since the summer. The key action points were:

- School Business Manager to ensure volunteers and visitors sign to show they understand the safeguarding procedures - to implement by end of January 2017
- Private Fostering - training will be carried out with staff
- The school is moving to CPOMS, a database that monitors safeguarding and child protection, which many schools now use
- Staff induction - ensure safeguarding training for staff before they have access to children

Section 6.3 of the school's safeguarding policy has a list of the ways in which the school will support children and keep them safe. Governors had asked for evidence of how this was carried out and some examples were given of how this is obtained:

- Evidence in books
- Training for all staff on radicalisation at start of year and all teaching staff have carried out online Prevent training. Support staff can raise any concerns with their class teacher or a member of the Senior Leadership Team (SLT).
- Counselling service successful - five children are benefitting from this
- Weekly review meetings to discuss individual casework
- Early Help procedure - being updated in staff handbook
- Educational Psychologists and Speech & Language team are having a joint audit and there is an action plan for every service we work with closely
- Attendance trends are identified
- We work with other schools in the City Centre Partnership who have a similar amount of Special Guardianship Orders, Child Protection plans etc, in order to share good practice.

Governors thanked Jess for all her work in this area and asked her to update them each term.

#### **ACTION**

**2.1** Jess Evans to change name of Designated Safeguarding Lead and Chair of Governors on safeguarding policy - by next Full Governing Body (FGB) meeting

**2.2** Jess Evans to provide safeguarding update to governors at first FGB meeting each term; clerk to add to annual work plan by end of March 2017

### **3. Pupil Premium report for 2015/16 and plan for 2016/17**

Jess Evans reported that an external Pupil Premium review is being carried out this week with Simon Chandler, School Partnership Adviser. The 2015/16 report is now on the school website and shows how the funding has been able to improve the children's experience in school.



#### **ACTION**

**3.1** Jess Evans to present Pupil Premium report for 2015/16 and plan for 2016/17 at next FGB meeting, as well as report from External Review. Clerk to add to agenda.

#### **4. Minutes of FGB meeting held on 22.11.16**

Governors **agreed** the minutes were an accurate representation of the meeting.

The following actions have been met:

- Minutes from meeting on 22.11.16 have been amended and published on website
- Chair attended local authority (LA) meeting on 25.11.16 to discuss timeline for headteacher (HT) recruitment - content for pack was collected and post was advertised
- Clerk sent recruitment documents for the clerk vacancy to the School Business Manager for advertising on the council website

Matters arising, not otherwise on the agenda:

#### **ACTIONS**

- 4.1** Steve Vinall to contact Church House re Fr Martin Morgan's application and LA re additional governor; clerk to send Francesca's application to Church House - by 10.01.17.
- 4.2** Fiona Graham to complete Safer Recruitment online training in school by 26.01.17 (HT interviews); Steve Vinall to also complete - remind Sarah Foster to send link
- 4.3** Support staff appraisal - governors noted that this is a critical process and it was agreed that professional development meetings will be completed by the end of the spring term - Mike Jee, Fiona Keeling and Jess Evans to meet to discuss model to be used
- 4.4** Chair to ensure that ethos statement is added to the Governor Induction Policy when agreed
- 4.5** Stephen Lawrenson to complete skills audit and declaration of interest by 01.02.17
- 4.6** Clerk to meet with Fiona Keeling to complete policy schedule by 31.03.17
- 4.7** Chair to contact Rose Wisdom at Diocese by 01.02.17 re Review of Governance
- 4.8** Chair and Fiona Graham to arrange for parents to write their views about the School Improvement Plan on flipchart once the plan has been published on the website
- 4.9** Fiona Keeling to publish PE & Sports Premium 2016/17 on website by 13.01.17
- 4.10** Fiona Keeling to add accident book trends to 'School at a glance' report for 01.02.17

#### **Minutes of Resources Committee on 01.07.16**

Governors **agreed** the minutes were an accurate representation of the meeting.



The actions will be revisited at the next FGB meeting, as there will be a Resources focus.

**ACTION**

**4.11** Clerk to add matters arising from Resources Committee 01.07.16 to next FGB agenda

**5. Financial performance: 3 year budget report**

The HT informed governors that they may know about the budget allocation in time for the next FGB meeting in February. There will be greater pressures and our use of Pupil Premium funding will need to be more effective. We are currently losing money from running clubs, whereas this can be an income stream. There are also staff changes coming up that are not fully known, eg maternity cover. Keeping pupil numbers up is key, so it is important to promote the school. The second and third years of the budget will be driven by the National Funding Formula, but we don't yet know what it will look like.

Governors asked the HT to produce a draft budget for the next meeting, even if we don't have the final figures from the LA. The Governors' Account should also be presented.

**ACTIONS**

**5.1** Headteacher to present draft 3 year budget and Governors' Account at next FGB - clerk to add to agenda

**6. SIAMS inspection**

The school had a Statutory Inspection of Anglican and Methodist Schools (SIAMS) on 05.12.16. The report had been circulated to governors, who noted it was fair and was very clear what needed to be done. The report recognised that our self-evaluation had been accurate.

The HT suggested that the governing body should have an ethos working group or committee to identify what makes our school distinctive. Governors agreed that all schools are different and we need to have values that grow from the community and are not imposed on us. Governors asked SLT to produce action points in each of the key areas of the report, to discuss ways forward at the next FGB meeting.

**ACTIONS**

**6.1** SLT to produce action points from SIAMS report to discuss ways forward at next FGB



## **7. Ofsted inspection: progress on actions**

Governors discussed British Values and noted that this came out well in Aldrington's Ofsted inspection, so the Scheme of Work is being implemented at St Bartholomew's.

An example of this is having discussions around articles in 'First News' from around the world, which can be co-ordinated with the assemblies that Fr Martin Morgan carries out on a Thursday.

Governors agreed that this could be implemented and the terminology around 'Fundamental British Values' can be reviewed at a later date.

## **8. Headteacher Recruitment update**

As chair of the HT recruitment panel, Rupert Bagilhole met with Hilary Ferries from the LA and Ruth Cumming from the Diocese. It was agreed to accelerate the process in the aim of appointing someone for a summer term start if possible. If we don't appoint in this round then there will still be time to re-advertise for September.

Governors noted that if we do have to re-advertise, the extra costs would come out of the next financial year's budget.

It will be a vigorous two-day process and the exact schedule will be agreed during shortlisting on 17.01.17. It will include classroom teaching, leading an assembly, interpreting data, a presentation, interview etc. Governors agreed that candidates should be asked to identify priorities from the two recent inspections during one of the tasks.

## **9. Headteacher's report / School Improvement Plan**

The 'School at a Glance' report had been circulated.

There have been good improvements in pupil attendance, due to Amy in the office monitoring this closely and increased personal communication with parents by the deputy headteacher when necessary. Between July and December, attendance for all pupils increased from 93.9% to 95.4% and attendance for disadvantaged pupils increased from 92.9% to 94.4%.

Governors recognised that this engagement approach is really working, although it can be difficult as it involves candid conversations.

Observations of teachers was discussed, which has increased from 78% to 90% good teaching in the last six months.



**Q: There were no observations of outstanding teaching - were SLT teachers observed?**

A: We didn't have time to observe them in this round but we were encouraged by what we saw. The staff are very enthusiastic but there still needs some work doing on behaviour, although the SIAMS inspector noticed the behaviour was excellent.

Governors recognised that it is really important to have outstanding teaching identified so other teachers have something to aspire to. It is just as important to develop those that are on the cusp of outstanding as well as those who are on the cusp of being good.

**10. Educational performance: updates on pupil attainment and progress data**

A summary of whole school attainment and progress had been circulated, showing each year group in Writing, Reading & Maths, with national comparisons at Year 2 and Year 6. There is a concern with Year 6 Writing, as 47% of children are at Age Related Expectations (ARE), but our prediction is for 73% by July 2017, so we have a lot of work to do. Maths is at 53% ARE with prediction of 77% by July, while Reading is 67% ARE with 73% by July.

Governors requested an action plan for the next meeting, showing how this will be met in the next six months. Governors asked if any more resource was needed, but the two strongest teachers are already teaching Maths and English in Y6 (Ian Beggs and Fiona K).

**ACTION**

10.1 Fiona Keeling to provide an action plan of how to reach the predicted Y6 target by July

**11. Policies for agreement**

- a) Pay Policy
- b) Complaints Policy
- c) Admissions Arrangements
- d) Health & Safety

Governors agreed to adopted the updated model policies for all the above.

Governors agreed for Steve Vinall to take on the role of Health & Safety governor. Francesca will be best placed to take over safeguarding governor responsibilities when appointed, due to her school experience.

The chair informed governors that there is a partnership chairs' meeting and Deanery chairs' meeting, which are both worthwhile attending and sharing practice. The chair can nominate another governor to attend if necessary.



**ACTION**

11.1 Clerk to inform the LA's Governor Support team that the Health & Safety governor is Steve Vinall

11.2 Francesca to take on the safeguarding governor role when appointed

11.3 New chair to encourage representation at meetings of partnership chairs and Deanery chairs

**12. Feedback from governor monitoring visits and training**

Steve Vinall had attended the LA's finance training, which was very informative. Rupert Bagilhole attended the RAISEonline training and Ian Beggs attended the Introduction to Church School Governance run by the Diocese of Chichester.

**ACTION**

12.1 Clerk to send blank training reports to governors for completion, so these can be circulated

**13. Chair and Vice Chair elections**

Due to this being the Revd Alice Whalley's final meeting, governors were asked to nominate a new Chair and Vice Chair of Governors. Steve Vinall was the only nomination for Chair and Rupert Bagilhole was the only nomination for Vice Chair. Governors unanimously voted for them to take on these positions.

The Revd Alice Whalley was thanked for her hard work as Chair, in what had been a challenging time for the school in the last term. Her professionalism, expertise and level of knowledge had been really well received and she will be sadly missed.

**ACTION**

13.1 Clerk to update Governor Support and Church House with details of new Chair and Vice Chair; update school website accordingly

**14. Urgent action by chair**

There was none.

St Bartholomew's CE Primary School  
Full Governing Body Meeting  
Wednesday 4 January 2017 at 6.00pm



**15. Urgent business not on agenda**

Governors discussed the clerk vacancy, as this had not yet been advertised and ideally there needs to be someone in place before the end of March for a handover. Governors agreed to keep their options open by advertising for a Scale 5 Senior Clerk, or a Scale 3 Clerk who was committed to carrying out the Clerks' Development Programme before being upgraded. This would be advertised locally and on the council website.

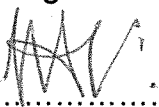
**ACTION**

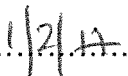
15.1 Steve Vinall to liaise with Sarah Foster to advertise the clerk vacancy by 01.02.17

**16. Set meeting dates**

The next FGB meeting will be on Wednesday 1 February 2017, 6.00 - 8.00pm.

The meeting closed at 8.05pm

Signed  ..... Chair of Governors

Date...  .....