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- Present: Katie Blood (HT), Rupert Bagilhole (Vice Chair), Ian Beggs, Fiona Graham, Fr Martin Morgan
- In attendance: Fiona Keeling (Deputy HT), Tom Way (Clerk)
- Apologies: Lara Coleman, Francesca Urquhart, Stephen Vinall (Chair), Stephen Berry (Vice Chair)
- Quorum: 5 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 SB, FU and LC, and were advised by the HT that SV has to take leave from governing for personal reasons for at least the next month. It was agreed that RB would chair this meeting.

There were no declarations of interest for this meeting.

2. Minutes of FGB meeting held on 14.12.17

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

The following actions have been met:

- The Clerk and HT have met regarding the new school policy review schedule, and the Clerk will formalise the document before the next FGB meeting
- The Clerk has emailed guidance for installing google chrome to all governors
- The HT has let parents know to contact FrMM directly regarding confirmation and baptism, and the HT and FrMM have met regarding confirmation and baptism and discussed how this will be communicated to parents
- The HT has circulated safeguarding materials to governors to be read before the next FGB meeting and has been set as an annual action
- The Clerk has published resources committee terms of reference on school website
- SB has contacted the School Business Manager and arranged appointments for catching up with missing reports
- The Clerk has confirmed appraisal policy saved on school system
- The Clerk has updated governor records regarding SL's resignation



- The Clerk has sent a list of parents' events dates to governors
- FU and the HT have discussed how governors can be more involved in the school
- HT has attended the London Road Action Team meeting

Matters arising, not otherwise on the agenda:

N/A

ACTIONS

- 2.1** Clerk to formalise new school policy review schedule document for the next FGB meeting
- 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 Pupil Premium report on school website by end of March – **ongoing**
- 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 – **ongoing**
- 2.7** Any governors requiring assistance accessing their school accounts to contact the SBM
- 2.8** Monthly outturn figures to be passed on to the Chair and resources Vice Chair for review at the next resources committee meeting – **ongoing** [Clerk to check if SB has received this]
- 2.9** SB to identify training priorities and Chair to liaise with Kitty from Community Works on corresponding training availability – **ongoing**
- 2.10** Specified school Governors to complete Safer recruiting training – **ongoing** [FG and FU to look into completing this]
- 2.11** Clerk to confirm resources committee terms of reference and scheme of delegation saved on school system
- 2.12** Clerk to publish teaching & learning committee terms of reference on school website and confirm saved on school system – **ongoing**
- 2.13** HT to send attendance policy to the Clerk to forward to governors for review and approval – **ongoing** [to be approved via email]
- 2.14** Data summary report to be constructed and presented at the next T&L committee
- 2.15** Clerk to check governor training records are up to date and have certificates – **ongoing**
- 2.16** HT to confirm SV's letter regarding parent's events dates and pass to Clerk to forward to governors, also provisionally 28.03.18 is parent's quiz and curry night - clerk to confirm to all governors via email
- 2.17** SB/Chair to review governors section on the school website – **ongoing**
- 2.18** HT to forward future London Road Action Team meeting dates to clerk to send to governors
- 2.19** SB to send Clerk Governor Finance Requirements to forward to all governors



3. Review of Standing Orders/Election of Vice Chair

Standing Orders

A review was undertaken of the governing body standing orders.

It was proposed that the vice chair term of office should be increased from one year to two years, and all governors agreed to this.

It was proposed that regarding the structure of the governing body that there should be two LA governors and six Foundation governors. All governors agreed to this, though it was requested that the Clerk confirm with Governor Support that this is allowed.

There was also a discussion around current vacancies and types of vacancy, and the HT advised that SV is currently looking for potential foundation governors.

It was confirmed that LC is effectively resigning from the governing body but that they can continue as an associate governor where required, and it was agreed that RB will contact LC directly about this. It was agreed that an election will be held for a new parent governor and if no candidates come forward then the school will approach parents directly.

Election of Vice Chair

The governing body were advised that RB's term of office as vice chair had expired, and that RB had been nominated to stand again by SV and had agreed to this. The HT seconded RB. All governors agreed to RB continuing as vice chair, and the HT thanked RB for continuing in the role.

ACTIONS

- 3.1** Clerk to amend the standing orders: vice chair term of office from one year to two years, and 2 LA governors/6 Foundation governors (Clerk to check the latter is allowed first)
- 3.2** RB to contact LC directly about resignation and associate governor status
- 3.3** Clerk to update records with RB's new term of office as vice chair

4. Headteacher's Report

The HT presented the headteacher's report.

The HT advised that although the budget currently looks healthy, much of the funding has been received for specific purposes in the last 3 months and therefore can only be spent in the allocated budget.



The HT advised that they are dissatisfied with attendance and that they want this to improve. The school is aiming for above 95% in the figures but is currently just below this. The HT advised that this is due to persistent absentees and special circumstances affecting the figures, but they acknowledged that other schools experience this. The HT confirmed that they are meeting with specific parents to try to improve pupil's attendance. The HT advised that we also have to report our reception attendance figures even though their attendance isn't required if they are under the age of five, and that it is anecdotally usual for their attendance figures to be lower than the other school years. The HT advised that it may be possible to indicate a set of under-five attendance figures separately (or with/without scores) in future reports.

Regarding pupil numbers, the HT advised that seven pupils have left in this school year, and that six of these places have either been filled now or are scheduled to be soon. There was a brief discussion around the specific circumstances of the pupils that had left, and there was a broader discussion around the reasons relating to pupils changing schools.

5. Committee Reports

Resources

The Clerk advised that the previous resources committee meeting draft minutes hadn't been reviewed yet, and it was agreed that the HT would review these and confirm with the Clerk at the first opportunity.

Teaching & Learning

Governors confirmed that they had read the previous teaching & learning committee minutes and that they were happy with them.

ACTION

5.1 HT to review draft resources committee minutes and confirm with the Clerk

6. Ratification of T&L terms of reference (points 5 J-L)

All governors agreed to the ratification of the amended T&L terms of reference reviewed in the previous T&L committee.

ACTIONS

6.1 *see action 2.12 above*



7. School Forum report

This item was to be led by SB who had given apologies of absence for this meeting.

Governors noted in the report that under budgets for 2018/19, SB had listed three schools, and requested that the Clerk seek confirmation from SB that St Bartholomew's has a decrease of 27%.

ACTIONS

7.1 Clerk to contact SB confirming that St Bart's has a budget decrease of 27% in the school forum report

8. KCSIE

Following on from advice previously given by FU, it was requested that the Clerk send this document out to all governors to read part one and confirm that they had done this, and that the Clerk would update the school's records with this.

ACTION

8.1 Clerk to send KCSIE to all governors to read part one and confirm they have done this, and Clerk to update corresponding records.

9. Governor's school visit day

The HT advised that would identify a couple of potential dates for this in the school calendar and forward to the Clerk to send to all governors.

ACTION

9.1 HT to send potential governor's school visit day dates to Clerk to send to all governors

10. Premises Update – Building Project

The HT advised that this is ongoing and that there are no updates for the governing body currently.



11. Feedback from governor training

It was requested that the Clerk locates the up to date list of training dates to be sent to all governors.

ACTION

11.1 Clerk to find and send current list of training dates to all governors

12. Urgent business not on agenda

N/A

The meeting closed at 7.31pm.

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

Date.....

The next FGB meeting will be on Wednesday 25 April 2018 at 6.00pm