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- Present: Stephen Vinall - Chair of Governors
Katie Blood - Headteacher (HT)
Rupert Bagilhole
Ian Beggs
Francesca Urquhart
Stephen Berry
Lara Coleman - **arrived during Item 3**
Fiona Graham
Fr Martin Morgan
- In attendance: Sharon MacKenzie - Clerk to Governors
Fiona Keeling - Associate Member / Deputy Headteacher (DHT)
Tom Way - incoming Clerk to Governors
- Apologies: Stephen Lawrenson
- Quorum: 8 out of 11 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 Chair welcomed the new HT, Katie Blood, who had started in post this week. Tom Way was also in attendance, who has been appointed as the new Clerk to Governors. Governors introduced themselves.

Governors were reminded that this meeting was longer than usual, as the last meeting was postponed and extra items needs to be discussed due to financial deadlines.

The governing body (GB) agreed to accept the apologies of Stephen Lawrenson until further notice. It was noted that Lara Coleman would be arriving late.

There were no declarations of interest for this meeting. Stephen Berry declared that his wife was a regional organiser for the teachers' union NASUWT, so this needs to be added to the Register of Interests on the school website.

ACTIONS

1.1 Clerk to send declaration of interest forms to all new governors and add the information to the school website



2. Minutes of FGB meeting held on 01.02.17

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

The following actions have been met:

- Safeguarding Policy has been updated to show Francesca Urquhart as the safeguarding governor
- Rupert Bagilhole, Stephen Berry and Fiona Keeling have completed Safer Recruitment online training
- The importance of support staff appraisal was discussed, which the HT is now including in the school development plan
- The Parent View link has been set up on the website, which will be live next week
- PE and Sports Premium report has been published on the school website
- Governors agreed to send a representative to the next Deanery Briefing on 08.04.17 at 4.00pm at Church House and the City Partnership meeting for chairs of governors on 21.06.17 at 9.30am at St Mary Magdalen School - Steve Vinall will attend both
- Fiona Graham reported that the PTFA had recently raised funds with its first movie club, which was a success
- Accessibility Plan has been updated and published on the school website
- Rupert Bagilhole carried out a school visit, focussing on Year 6 (see Item 10)
- Francesca Urquhart attended Governor Induction training (see Item 11)
- Chair has contacted MOSAIC about recruiting a foundation governor from the BME community - his email has been forwarded to the board of trustees

Matters arising, not otherwise on the agenda:

ACTIONS

2.1 Fr Martin Morgan 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 Development Plan

2.2 Policy review schedule - clerk to complete and send to HT and DHT before leaving

2.4 Stephen Berry to review lettings strategy and maximising income (next FGB agenda)

2.5 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

2.6 HT to add financial benchmarking to budget review

2.7 Stephen Berry to work on health & safety checklist with senior leaders

2.8 Francesca Urquhart to arrange classroom visit and agree focus with HT (by next FGB meeting)



3. Resources Update

a) Outturn for 2016/17

The figures from Schools' Finance only came in yesterday, so there is still some scrutiny that needs to be done. However, the position looks more positive than previously expected, as we have received £18,750 due to the school needing extra support as it is the Ofsted category 'requires improvement'.

Lara Coleman arrived at this point.

b) Budget for 2017/18 and three year forecast

The budget has been based on 28 new pupils expected in Reception, similar to last year, and the assumed deficit is £48,000. The HT, DHT and School Business Manager have already carried out some initial work into identifying where savings can be made across the school. These include reviewing some services to schools and contracts, supply agency rates, sharing resources with other schools and investigating sources of income and lettings. The Chair added that the lettings income needs to be ring-fenced towards the 10% that the school has to contribute towards future buildings projects. The HT has already considered ways of making the hall more secure in order to attract more lettings, and will be working with local businesses and the local community more, to increase the income.

There was a confidential discussion at this point, which has been recorded separately as confidential minutes.

The three year budget plan will be presented to the local authority, with a narrative, by 27.04.17. The Chair will need to sign this. Governors noted that the 2019/20 budget will be more challenging.

c) Schools' Financial Value Standard (SFVS)

Stephen Berry had carried out the SFVS questionnaire with the School Business Manager. The school is carrying out all the functions listed, with the following points to note:

- Q7 (staffing structure): this will be reviewed now there is a new HT in post
- Q12 (budget setting): the Resources Committee will be reinstated in order to scrutinise the budget in more depth - Terms of Reference will be on the next FGB agenda
- Q17 (premises maintenance): a three year buildings' development plan is returned annually to the Diocese of Chichester, but there are some concerns that remedial action will be required soon. A condition survey is due by the local authority this year.

The Chair asked the HT to add in the above actions to the School Development Plan, supported by Stephen Berry.

The Chair has signed the questionnaire and this has been sent to Schools' Finance.



d) Premises update - proposed building work

The Diocese makes available £300,000 each year for building work, but the GB must contribute 10% of this, ie £30,000.

Governors discussed the need to start raising funds and Fr Martin Morgan agreed to investigate this and look into grants. As it is the 150th anniversary of the school coming up, the fundraising can be used to raise the profile of the school. Lara Coleman has experience of writing grant proposals, so would be happy to support in this.

One suggestion for expenditure could be to replace the fluorescent lighting, as research has shown that this makes a difference to the ability to concentrate.

It was agreed that the HT would drive this forward and meet with Church House to discuss what the building grant should be used for, bearing in mind the need to prioritise raising standards. The building requirements will then be added to the School Development Plan.

ACTIONS

- 3.1** Chair to sign three year budget plan, before sending to LA by 27.04.17
- 3.2** HT to add in SFVS actions to the School Development Plan, supported by Stephen Berry
- 3.3** Fr Martin Morgan to produce a plan of fundraising proposals
- 3.4** HT to meet with Church House to discuss building requirements

4. Headteacher's report

Safeguarding

The HT confirmed that she had received an update from the SENCO about school safeguarding procedures and children on child protection plans etc. She will book on the Leading and Managing Safeguarding training course run by the local authority.

Educational performance

The DHT circulated the data relating to whole school attainment, as at March 2017, so that governors could scrutinise the Year 6 data in particular, as they had requested.

Writing: 25% of the current year 6 cohort were at Age Related Expectations (ARE) in Year 2 – this same cohort is now at 50%, with 67% predicted by 09.06.17, when teacher assessment is carried out. The national target is 74%, but the HT recognised that it was a huge achievement to improve from 25% to 67%.

Q: Is there a narrative around the 11 children who won't reach that?

A: Most of the children have been here the whole time so we have a good understanding and can provide a narrative.



Maths and reading are assessed in SATS in the middle of May. However, we will be continuing to work with children after this so that they progress up to the end of term and are ready for secondary school.

Q: Can you explain how the Pupil Premium funding is helping the high-achieving disadvantaged children?

A: We need to be more reflective to determine what support has made an impact, so will investigate further and provide a narrative.

Maths: assessment is being looked at and adapted, to ensure accurate assessing at the end of each year group, using experiences that the HT has from other schools. Maths interventions, such as Numbers Count, are also being reviewed to ensure consistency. It has been difficult to assess the children during the transition from levels.

Q: At what point are the parents called in if there are concerns?

A: We communicate with parents when there have been any issues, so there shouldn't be any shocks in school reports. The way that pupil progress reviews are structured is being reviewed, as the same children should not be re-appearing.

Governors discussed whether they should be focussing on the wider teaching and learning strategy rather than such small cohorts of children. However, the Chair and Vice Chair reminded governors that they need to have a more detailed knowledge of the data, particularly the vulnerable groups. The DHT confirmed that the data was a working document so was not an extra burden to provide this information.

Governors were concerned at the large gap between girls and boys with writing, so they would look at gender bias in library books in a forthcoming governor visit.

ACTIONS

4.1 DHT to provide narrative for high-achieving disadvantaged children, showing where Pupil Premium has had an impact

4.2 Rupert Bagilhole and Francesca Urquhart to carry out a governor visit on gender bias in library books, then work with the DHT to develop an action plan to renew the library

5. Pupil Premium: plan for 2016/17 and External Review

The SENCO was not available to provide a presentation, so it was agreed that the HT would send the details to governors after the meeting.

ACTION

5.1 Headteacher to email the Pupil Premium Plan and External Review to governors



6. SIAMS inspection: action plan

The HT reported that this will now be incorporated into the School Development Plan, and she and the SENCO will be working on this.

7. Policies for agreement:

a) Admissions Arrangements 2018-19

The Admissions Arrangements for 2018-19 were presented, which had not changed since last year. Governors agreed for the policy to be published.

There was some discussion about the equalities issue that had been explored last year, where parental disability should also be part of the criteria. Governors agreed for Lara Coleman to work on updating this for the following year's arrangements.

b) Pay Policy (updated by School Business Manager)

The School Business Manager had identified a change to the Pay Policy, to include that teachers should receive a day in lieu for running an approved after-school club for an 8-week block, if their salary range does not take account of such activity. Governors agreed to this update.

ACTIONS

- 7.1 HT to arrange for 2018/19 Admissions Arrangements to be sent to local authority's Admissions Team and also the Diocese
- 7.2 School Business Manager to update the Pay Policy, as agreed

8. Governance Review

It was agreed that Stephen Berry would use the template from the National College for Teaching and Leadership (NCTL) and have a plan of recommendations in place for the July FGB meeting.

ACTION

- 8.1 Stephen Berry to carry out Review of Governance - for July FGB meeting

9. Headteacher's Induction



The HT informed governors that she will contact Ruth Cumming at the Diocese about the next induction session. The Deanery group of schools will also be able to support.

ACTION

9.1 Headteacher to contact Diocese re induction

10. Feedback from governor monitoring visits

Rupert Bagilhole had carried out a visit to Year 6 and reported that it had been a tremendous lesson, with children very engaged. He commented that if that kind of approach can be repeated throughout the school then we will be in a strong position. A visit report had been circulated and kept on file.

11. Feedback from governor training

Rupert Bagilhole attended RAISEonline training and reiterated that governors should always look at the data in detail rather than summaries. It is important to understand the full picture in order to ask challenging questions. There is a list of questions that governors can ask at the front of the RAISE report.

Francesca Urquhart has attended the governor induction sessions at the local authority and also the Diocese, which focusses on the differences with church school governance.

Stephen Berry agreed to take on the role of training link governor, so the Clerk will forward on the current skills audits that governors have completed this year. The focus for training next year will be for more governors to carry out finance and data training, in order to understand the bigger picture.

ACTION

11.1 Clerk to send skills audits to Stephen Berry

11.2 Stephen Berry to book on training link governor network sessions

12. Urgent action by chair: confidential item

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

St Bartholomew's CE Primary School
Full Governing Body Meeting
Wednesday 5 April 2017 at 6.00pm



13. Urgent business not on agenda

There was none.

The meeting closed at 8.40pm.

[signed copy kept in school office]

Signed Chair of Governors

Date.....

The next FGB meeting will be on Wednesday 17 May 2017 at 6.00pm