

St Bartholomew's CE Primary School
Full Governing Body Meeting – Minutes
Wednesday 27 September 2017, 6.00 – 7.30pm



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- Present: Stephen Vinall - Chair of Governors
Katie Blood - Headteacher (HT)
Ian Beggs
Stephen Berry
Fiona Graham
Francesca Urquhart
Fr Martin Morgan [left during item 5]
- In attendance: Fiona Keeling - Associate Member / Deputy Headteacher (DHT)
Tom Way - Clerk to Governors
- Apologies: Rupert Bagilhole
Lara Coleman
- Absent: Stephen Lawrenson
- Quorum: 7 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**.

1. Welcome / apologies for absence and declarations of interest

SB declared that his wife is a regional officer for NAUSWT, and that he is also a governor at Mile Oak School and is a local leader of governors.

It was confirmed that all governors need to complete an up to date declaration of interest form for each new academic year, and it was agreed that the clerk will send forms to all governors to complete.

ACTIONS

1.1 Clerk to send declaration of interest forms to all governors.

2. Minutes of FGB meeting held on 28.06.17

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

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The following actions have been met:

- Clerk has checked declarations of interest records in school office and published on school website (further action listed above -1.1).
- Chair/HT have discussed SL, and Chair has been in contact before the new school year (see confidential item 10 below).
- Clerk has numerated items on agenda document for future meetings.
- Clerk has amended FGB minutes 17.05.17 and sent to Chair/HT for signing, and has edited heading of confidential item document.
- Chair/HT have met to arrange future FGB and Resources Committee meeting structure.
- FU has arranged classroom visit regarding library book gender bias and has agreed focus with HT (see item 9 below).
- HT has sought clarity from the Diocese regarding 2018/19 Admissions Arrangements, and the policy remains as per guidelines from the Diocese.
- Clerk has increased allocated time on agenda for reviewing previous minute's actions.
- HT and Chair have reviewed Resources Committee Terms of Reference for September.
- Chair/HT has signed budget for 2017/18 school year and sent to LA.
- Clerk has ensured all future confidential minutes are to be produced in the agreed format.
- HT to plan review any security risks/Lockdown – this action has been addressed with a list of actions produced, and HT/DHT have attended an emergency planning training course.
- Confidential item action; see separate minutes.
- Confidential item action; see separate minutes.
- Chair has prepared a final version of the Parent's Survey and HT has worked with FG on the best mechanism for distribution.
- Clerk has liaised with Chair and School Business Manager regarding FK/FU/RB governors board photos and has updated the governors board.
- HT to identify most effective use of PP money, contact LA regarding how PP affects staff spending percentages, present revised staff structure at next FGB meeting - **incorporated into SIP.**
- HT has reviewed Parent's Survey and new version has been drafted ready for use and the HT will arrange for governors to be at parents evening to get parents to complete survey.

It was agreed that as the meeting in July was informal, it wouldn't be published on the school website and that a record of this with attendance would be kept in the school office.

Matters arising, not otherwise on the agenda:

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N/A

ACTIONS

2.1 FrMM has looked at how the Christian ethos can be embedded into the school, and HT has linked ethos and SIAMS inspection actions into School Improvement Plan. Meeting tomorrow to follow this up – **ongoing**.

2.2 New school policy review schedule to be constructed by Clerk/HT in Autumn term – **ongoing**.

2.3 SB to work on Health & Safety checklist with Senior Leaders – **ongoing**.

2.4 FrMM to produce a plan of fundraising proposals – **ongoing**. (There was also a discussion raised around the 150th anniversary celebration).

2.5 DHT to provide narrative for high-achieving disadvantaged children, showing where Pupil Premium has had an impact (update for Autumn 2017) – **ongoing**.

2.6 SB to carry out Review of Governance – **ongoing** (initial work has been undertaken).

2.7 SB and School Business Manager to meet and produce benchmarking report for Autumn term – **ongoing**.

2.8 HT to email Parent's Survey to the clerk to email to all governors.

2.9 School Business Manager to check into technical issues regarding SV/FrMM/SB/FU's school email accounts; all Governors to verify school email account access for confidentiality purposes. HT/School Business Manager to confirm with individual governors that their email account is set up, and governors to confirm they have access to their accounts before the next meeting.

2.10 HT to let parents know to contact FrMM directly regarding confirmation and baptism (There was a broader discussion related to the Christian ethos of the school). HT and FrMM to meet regarding confirmation and baptism and discuss how this will be communicated to parents - **ongoing**.

2.11 Clerk to remove July informal meeting from school website and keep record in school office.

3. Committee Structures

a) Election of second Vice Chair

The Chair proposed that both the resources and teaching & learning committees be re-established against the existing terms of reference and that we agree who will represent them. The Chair advised that the current standing orders state that the two Vice Chairs of the governing body are the heads of the committees by default, and that as RB had agreed to lead the teaching & learning committee, we need to elect a second Vice Chair who will lead the resources committee.

The Chair advised that they had a conversation with SB about this and asked if they'd be willing to stand as Vice Chair with a view to leading the resources committee due to their background experience. SB confirmed that he was happy to stand as Vice Chair and all governors confirmed that they were comfortable with this.

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The Chair nominated SB as the second Vice Chair and the HT seconded this. The governing body took a vote and unanimously agreed on SB as the second Vice Chair.

b) Agree membership of committees

It was agreed that the membership of committees would be as previously constituted prior to the meeting, with the exception that FrMM would be on the resources committee and IB on the teaching & learning committee. Committee membership is as follows –

Resources

Chair, HT, SB, FG, LC, FrMM

Teaching & Learning

HT, RB, FU, IB, FK

c) Agree teaching & learning/resources committee terms of reference

It was agreed that both committees will review their existing terms of reference and present at the next FGB meeting for ratification.

ACTIONS

3.1 Both committees to present updated terms of reference at the next FGB meeting for ratification.

4. Data update from July 2017 – SATS results

The HT/Chair advised that the Headteacher's Report had been omitted from the agenda in error, but confirmed that it had been circulated prior to the meeting.

There was a detailed discussion about the Headteacher's Report and the SIP relating to SATS results and educational performance. The HT confirmed that they were aware of underperformance in SATS results for Maths in Key Stage 2, and that this is being addressed directly in the SIP.

IB advised that there were a significant number of children who were very close to achieving the ARE (Age Related Expectations) scores, and that the SIP contains

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considerable measures for addressing these areas for improvement. The governing body acknowledged that there were some children who didn't attain the national average and that the SIP addresses this directly.

5. School Improvement Plan, including agreeing link governors

The HT discussed the key points of the SIP.

FrMM left at this point

The governing body identified and raised the issue of attendance in the SIP. The HT advised that there were a few individual cases of persistent low attendance due to lack of support available where the parents are unable to bring their children to school.

There was a discussion around possible ways to encourage lift-sharing/drop-off methods to school, and it was suggested that the next parent's evening could be an opportunity to promote new ideas for organising shared lifts to school and the possible implementation of a parent led walking bus.

The GB acknowledged that the SIP was a comprehensive and well-presented plan and that they looked forward to implementing in the committee meetings. It was agreed that the HT would present a short update of progress against the SIP for areas relevant to each committee. When participating in school visits, governors will focus on a specific area of the SIP.

6. Premises update – building project

There was a discussion around the ongoing building project, and it was agreed that the governing body has given approval for the HT and Chair to take responsibility for the building project and they have devolved decision making to them. The HT and Chair will report back directly on progress during FGB meetings.

7. School Financial Audit/Remedial Plan

It was agreed in line with a requested audit action that as of this meeting all documentation presented at FGB and committee meetings will be filed with all minutes in the school office and saved on the school system.

It was proposed that as SB has been elected as Vice Chair, that they be added to the governors account as a signatory.

The HT formally proposed this, and FU seconded this.

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The governing body accepted this unanimously, and it was agreed that the HT, Chair, School Business Manager and SB are signatories on the governors account.

The HT advised that the School Business Manager has concerns about the budget for this school year, and that the school will exceed the previously expected deficit due to unexpected appointments that will be required. The Chair requested that the monthly outturn figures are to be passed on to the Chair and resources Vice Chair on a monthly basis for review, and that the relevant actions will be addressed in the resources committee.

ACTIONS

7.1 Clerk - All documentation presented at FGB and committee meetings to be filed with all minutes in the school office and saved on the school system.

7.2 Monthly outturn figures to be passed on to the Chair and resources Vice Chair for review at the next resources committee meeting.

8. Skills audit

SB presented the governors skills audit document, and identified gaps/areas for improvement, mainly in charity law and governance.

The governing body offered their appreciation for the work that SB put into preparing and presenting the skills audit, and acknowledged that there are weaknesses in governance and compliance. The Chair and SB will assess what courses and support are available for governors and will report back. The HT also advised that the skills audit can provide a useful basis for seeking and appointing new governors.

ACTION

8.1 SB to identify training priorities and Chair to liaise with Kitty from Community Works on corresponding training availability.

9. Feedback from governor monitoring visits

FU highlighted that we need to know what safeguarding training has been completed by governors, and suggested that in line with best practice the governor's induction should contain a safeguarding element within it. The Chair requested that the school circulate safeguarding materials to governors to be read/signed/returned before the next FGB meeting, and that this be an annual action for the first FGB meeting of each new academic year.

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FU presented their governor monitoring visit reports and there was a discussion with FU around this.

ACTION

9.1 School to circulate safeguarding materials to governors to be read/signed/returned before the next FGB meeting and to set as an annual action.

9.2 Specified school Governors to complete Safer recruiting training

10. Urgent action by Chair - Confidential item

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

11. Feedback from governor training

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

12. Urgent business not on agenda

The Chair advised that LC had sent an email prior to the meeting raising a potential issue with school security, and the Chair confirmed that this was an issue for the HT and not a governor's issue, and that the HT had responded directly to this.

The meeting formally closed at 7.50pm.

[signed copy kept in school office]

Signed Chair of Governors

Date.....

The next FGB meeting will be on Thursday 14 Dec 2017 at 6.00pm