



Present: Katie Blood (HT), Stephen Berry (Chair), Fr Martin Morgan (Vice Chair), Anthony Firmin, Dan MacIntyre, Ian Beggs, Nikki Harper

In attendance: Tom Way (Clerk), Fiona Keeling (Deputy HT)

Apologies: Jane Gray, Francesca Urquhart

Quorum: 7 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

Governors accepted the apologies for absence from JG and FU.

Governors welcomed NH to the governing body and introduced themselves.

Governors completed new disclosure of interests forms for the school year 2019/20.

2. Minutes of FGB meeting held on 18.07.19

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

The following actions have been met:

- Governors requiring assistance accessing their school accounts have contacted the SBM
- FU and the Chair have completed Safer Recruiting training and passed their certificates on to Jess Evans
- The Chair has read the NGA review of governance again and highlighted points to raise with governors at this FGB meeting (*see item 5 below*)
- The Clerk has updated the records with the Chair as LA governor and informed governor support
- The Clerk has sent copies of the subject leader reports to governors in PDF format
- The Clerk has updated the school policy records with the SEND policy, Anti-Bullying policy, and Health & Safety policy

Matters arising, not otherwise on the agenda:



A brief discussion was had around potential fundraising proposals (related to action 2.2 below).

ACTIONS

- 2.1** The Chair to work on Health & Safety checklist with Senior Leaders – **ongoing**
- 2.2** FrMM to produce a plan of fundraising proposals – **ongoing**
- 2.3** HT to discuss potential governor's school visit day with the Chair and update governors – **ongoing** (visit to focus on Phonics and Spelling)
- 2.4** Governors to complete the skills audit document before the next FGB meeting in December and the Clerk to collate the results

3. Elections/Appointments

A) Staff Governor

The Chair advised that IB had nominated themselves as the Staff governor and were happy to continue for another term of four years, and that as no other nominees had come forward for the role there would be no election or vote required for their appointment to this position.

B) Parent Governor

The Clerk advised that the protocol for seeking a Parent governor had been followed correctly and that NH was the only nominee, so an election was not required and they are appointed to the role as of this meeting.

C) Committee Chairs

The Chair asked AF if they would be happy taking on the role of T&L committee chair, and AF said they would be happy to, but that they will also need a bit more guidance with a few things, which the HT agreed to provide.

The Chair confirmed that they are still currently the Chair of the Resources committee and that they would like someone else to take on this role, and that the person would need a financial background. There was a discussion around this and the Chair agreed to temporarily continue with the role for now until a suitable candidate had been identified.

ACTIONS

- 3.1** Clerk to update records relating to governor appointments on 17.10.19

4. Governor's roles and responsibilities / Subject leads in SIP

The Chair advised that there were vacancies in governors' roles for Resources Chair, SEN & Pupil Premium, Safeguarding, Behaviour/Attendance and Phonics, but they advised that



they won't insist upon these roles being filled unless governors volunteer for them as there is a busy year ahead. There was a discussion around these roles, and the HT advised that the Safeguarding role needs to be filled as it is statutory. FrMM volunteered for this but asked for a bit more guidance in this role from the HT, and the Chair volunteered to fill the Phonics role.

5. NGA review of governance – Skills Audit/Chair's feedback on NGA review

The Chair advised that the governing body and the Senior Leadership Team (SLT) were deemed good by Ofsted in their last visit, and that the Skills Audit will be collated by the next FGB meeting. The Chair advised that governors will focus primarily on the aims/topics within the Headteacher's report this year. The Chair advised that the Headteacher's report will be in a standardised format this year ('School at a Glance').

How will this be delivered?

The HT advised that they will send the report via email in advance of the meeting to governors' school accounts. There was a discussion around governors' school accounts confirming that all have to use these to access the document online.

6. Headteacher's Report

The HT presented the Headteacher's report and explained the new 'School at a Glance' format, and advised that it is also combined with the School Evaluation form (SEF). The HT provided further explanation on each type of section within the report.

The HT advised that for Behaviour and Attitudes the main focus is attendance, and that the attendance officer has continued to be helpful with this. The HT also advised that the aims within the Personal Development and Risk Assessments section are a continuation from last year, and that under the Leadership and Management section the part relating to governors has room within it for governors to decide upon what should go in here. There was a discussion around this and the Chair advised that they will provide information relating to the highlighted areas.

Under the Quality of Education / Teaching and Learning section it says 'Good or Better', can you explain why?

The HT advised that from recent observations this has been the case, and that they and the DHT had watched three whole class reading sessions and were really impressed as this type of lesson style is still a new development and all were well taught and moved seamlessly into the writing lesson.



The Chair highlighted the school improvement priorities within the report and asked if AF can focus on this and work with the HT, to which they agreed.

FrMM advised that they may be able to find someone to provide extra help for the RE syllabus. The HT advised that they will introduce a topic on 'What have we learnt in RE' once a term in assembly.

Can you explain the 'More Creative Curriculum' part?

The HT advised that they have redesigned the school's curriculum, making sure that they are sticking to the new national curriculum but also ensuring that it is not so densely packed thus allowing room for more creative topics. The HT advised that they have made adjustments so that Maths and English are only taught in the morning thus allowing protected time for other subjects. The HT also advised that the Infants have been on a trip to the Pavilion, there is far more painting going on in the school than ever before and Art in general, they are encouraging pupils to attend trips and visits and think creatively, they are looking at introducing a lot more Design Technology to the school, and that After-School clubs have been helpful for enthusiasm towards creative topics feeding back into the regular school day. There was further discussion around this topic.

If parents can't afford school trips then what happens?

The HT advised that contributions are voluntary and would never stop a child from attending a school trip, and that although it is better for the school if parents can contribute where possible, it is not exclusive of those who can't afford it.

Governors thanked the HT and school staff for the new school Vision and Ethos and the way it has been presented.

7. Policy Reviews

A) Committees' Terms of Reference/Scheme of Delegation

Governors agreed that they would review these documents in their respective committees.

B) Teacher's Pay

The HT advised that they had emailed this document to governors the previous evening and acknowledged that they may not have had time to read it yet (paper copies were provided for this meeting).

The HT advised that they were sticking to the LA model policy version, and that the only recent changes were a pay lift for all staff.



Governors agreed to the adoption of the latest version of the Teacher's Pay policy.

C) A confidential item was minuted separately

D) Pupil Premium Policy

The HT agreed that they will prepare this for the next FGB meeting.

ACTIONS

7.1 HT to prepare the pupil premium policy for review at the next FGB meeting

8. Budget updates/Annual write-offs reports (including previous year)

The Chair presented the outturn and advised upon variations relating to agency staff, electricity and water bills and council payment methods. The HT explained technicalities around agency staff and long-term staff sickness insurance payments. The Chair highlighted that there were two teachers on long-term sick leave and one member of office staff.

Is the school front desk covered?

The HT advised that Miss Charlton and the SBM are doing a few more hours in the morning. There was a general discussion around front desk cover.

The Chair advised governors on the turnaround of the outturn and what was to be expected, and that they will keep in contact with the SBM to ensure that they are on track.

9. Consistent Financial Reporting

The Chair advised that the format of this has changed and that some sheets are now mandatory and need to be sent in to the LA every quarter, and that they will discuss this with the SBM and will provide a copy at every resources meeting.

10. Health & Safety

A) Governor nomination for termly premises inspection

The Chair advised that JG is the nominated candidate for this, but that as they are absent from this meeting, they will speak to them separately about this.

B) HT report on safety matters



The Chair and the HT advised that they had recently attended Health & Safety training and that the relevant topics covered included fire safety, asbestos and stress at work, and advised that governors are responsible for the latter. The Chair provided further general feedback.

ACTIONS

10.1 Chair to contact JG about premises inspection

11. Finding new Foundation governors

The Chair and HT advised that there were three foundation governor vacancies on the governing body, and there was a discussion around finding people to fill these roles. FrMM advised that David Bishop was still a potential candidate. The HT advised that they will raise this topic at the strategy board meeting and also suggested that governors could write an advert to go in the church newsletter. There was further discussion around the process for finding new appropriate foundation governors.

12. How to raise the profile of the school in the area/pupil numbers

Governors acknowledged that the banner outside of the school was a positive step. The DHT advised upon other local advertising possibilities, and the HT welcomed any further suggestions from governors. There was further discussion around this and DM and NH advised that they have other personal/professional contacts that they can ask for advice around marketing.

It was agreed that this item would be put to the top of the agenda at the next FGB meeting.

13. Feedback from Governor Training/School Visits

See item 10B above.

14. Urgent business not on agenda

n/a

St Bartholomew's CE Primary School
Full Governing Body Meeting
Thursday 17 October 2019 at 5.45pm



The meeting closed at 7:25 PM

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

Date.....

The next FGB meeting will be on Wednesday 11 December 2019 at 5.45pm