



St Bartholomew's C of E Primary School

Our Vision:

“A school at the heart of the community, which provides an exciting, challenging and supportive learning environment, where every child fulfils their potential.”

Our Mission:

“To provide a high quality, inclusive learning environment which promotes and celebrates high standards or progress and attainment in academic, sporting and creative learning.”

Full Governors' Meeting held at the School on 16th May 2017 at 5.45pm

1	<p>Welcome, introductions and acceptance of apologies for absence Governors: Anton Zimmermann (AZ) Chair, Judith Boston, Head Teacher (JB), Colette Budjoso (CB), Sarah Mayo (SM), Alan Kirk (AK) incoming Chair, Kathryn Wood (KW), Charlotte Calland (CC), Ben Lawrence (BL) Kathryn Cromby, (KC)</p> <p>Attending: Wendy Taylor – Clerk (WT)</p> <p>Apologies: Sarah Oakland (SO), Ken Ronald (KR), Richard Knox (RK), David Bowler (DB), Emma Griffin (EG)</p> <p>Late Arrivals: Ben Lawrence (BL), Kathryn Cromby (KC)</p> <p>The meeting started with a prayer conducted by AZ</p>	
2	<p>Declaration of Governors' Personal or Pecuniary Interests including Business interest in these Agenda items. None raised</p>	
3	<p>Confirmation of Previous Minutes – 7th February 2017 The minutes were agreed and signed by the Chair</p>	
4	<p>Handover of outgoing Chair to incoming Chair AK, on behalf of the Governing Board, thanked AZ for all of his hard work and support to the school as a Governor and latterly as Chair of Governors. AZ said that it was a real privilege to be part of the school and be so deeply involved and wished the Governing Board good luck with their work in the future.</p>	
5	<p>Discussion and agreement to sign the Governors' Code of Conduct – those present signed. Action – those not here to sign when next in school</p>	Those not

	Action – Instrument of Government for school to be sent to all current governors. WT to find out if all should sign or not.	present WT
6	<p>Matters arising from previous meeting - not covered in Agenda</p> <p>Skills assessment chart to be completed for all Governors – ongoing</p> <p>Letter concerning the heating issues in the new building to be sent to the LEA.</p> <p>Exclusions course needs sourcing – waiting for the date of the next one.</p> <p>National Governor database – WT to ask Governors for any changes</p> <p>The Coaching and Mentoring Policy is to be reviewed – ongoing</p> <p>RK to inform CB if he has enrolled on the Performance Management course in July – the Head teacher’s review is scheduled for 4th October at 9am. AK and BL confirmed that they can attend</p> <p>The HSSS committee to elect a new Chair – done</p> <p>Visit report needed from EG – ongoing, SM will contact EG</p> <p>Wellbeing training is not available for free so CC to contact GDS and try and arrange a Building Resilience training day for staff and Governors on 4th Jan 18.</p> <p>A training table needs to be completed on Fronter.</p> <p>Parents evening – BL sent in a report on comments received.</p> <p>Policy Flow needs refreshing – ongoing – KW has reviewed all HR policies and will send these to AK.</p> <p>A review of electronic systems used by governors, email and file access, is needed. CC/AK to look at Governor HUB and new proposal form LEA.</p> <p>Copies of the SIP were handed out to all attendees by the Head Teacher.</p>	<p>EG AK/JB CC WT KC RK</p> <p>EG CC</p> <p>ALL</p> <p>AK/KW</p> <p>CC/AK</p>
7	<p>Head Teacher’s Report (issued 10th May)</p> <p>All the reports had been sent out prior to the meeting to all of the Governors. JB was asked to put the date on the top of her reports and agreed. The points discussed were:</p> <p>Attendance is holding up well and the use of the education welfare officer is helping to keep these figures high. The LA have been handling any non-attendance issues.</p> <p>Bumped heads have gone up a bit but this could be due to the time of year.</p> <p>Data for key stages – Foundation are well above national and local levels.</p> <p>SATS have been taking place and there is a priority to improve spelling throughout the school. This is generally a strong Cohort even those who may not attain 100% are all making progress. There is a high standard of writing and maths.</p> <p>The Homework questionnaire – the new system is up and running and informal feedback from parents is positive. It was suggested that there should be a more formal feedback request in the Autumn term. BL asked the date of the next parents evening. JB responded that there was an open evening for everyone on 11th July. It was suggested that a questionnaire could be used for the next full parents evening in October, this is an action for the curriculum committee</p> <p>Changes to staff, retirements, leavers. Tom Wright was appointed to the Year 5 class. The new SENCO, Mrs Allen, has been appointed.</p>	<p>JB</p> <p>KR/WT</p> <p>Curr</p>

	<p>Maths No Problem scheme – FOSBA have agreed to fund some of this scheme in key stage 1 – The Governors are to thank FOSBA on behalf of the school.</p> <p>Analysis of standards and progress – One issue was raised by a Governor that in Year 5 only 2% were working at greater depth. This data was checked and this will be 10/12% as it was too harshly marked initially.</p> <p>Behaviour CC asked about a short exclusion and was told that the child's behaviour had been very good since.</p> <p>Residential Trips need to be agreed. There was a discussion by the Governors regarding the need to agree to residential trips. BL asked why does the Governing Board have to approve these trips when they were signed off by the LEA? AK suggested that Governors are checking that the LEA have given permission for the trip. This will be reviewed by AK and JB.</p> <p>SM asked if the Duke's Barn trip should include all of the pupils in the year? – She was told that the venue is too small for our current numbers but that they are enlarging the venue. KC asked if the school should find a different venue? This was discussed but the school looks forward to the Centre being enlarged.</p>	<p>AK</p> <p>AK/JB</p>
8	<p>Academies Update</p> <p>A group of schools who are interested in converting to a MAT met but JB did not attend due to illness and no minutes have been sent to her yet. There is another meeting planned for the 22nd May and JB will attend.</p>	
9	<p>Feedback from meeting with parents about future structure of classes</p> <p>BL explained the budget decisions that have been taken leading to a mixed class next year. The planned structure was based on the findings of the S&F committee meetings. It was hoped that there was money for an extra teacher next year but on further detailed consideration it was decided that the money was not available. Six or seven different scenarios were discussed and this decision was not taken lightly.</p> <p>AK said that he attended the meeting with parents and carers (Monday 15th May) and a lot of staff also attended. About 70 parents and carers attended and they were very engaged. The school gave a very professional presentation and there were some good detailed questions. CC asked what the main concerns were. The main concerns were that children may possibly not be with their friends and how the curriculum would be run. There has been positive feedback from parents in the playground today who now understand why the changes have had to be made.</p> <p>Over the coming weeks JB will talk to Super Stars about space for the coming year.</p>	<p>JB</p>
10	<p>Governor sub-committee meetings – short update to meeting</p> <p>HSSS – The minutes had just been finalised and would be e-mailed out to Governors. AK asked that HSSS undertake a security review of the school over the coming academic year, maybe forming a task group. WT to ask Heather Primary how they sourced the money from the LEA for CCTV cameras. RK has suggested a review of the school toilet water taps in light of hygiene concerns that they are difficult to use, at present they sometimes get stuck on. AK asked if the school could also obtain costings for electronic taps with sensors to avoid possible</p>	<p>EG</p> <p>WT</p> <p>JB/AH</p>

	<p>flooding. In the short term they may be costly but may be operationally cheaper in the long term.</p> <p>Staffing and Finance – BL fed back to the meeting in item 9. AK and SM asked that the school monitor SENCO time as it is only 2 days at the moment. To be kept under consideration at S&F.</p> <p>Curriculum Committee – The committee discussed standards and progress and areas for improvement. JB has collated a predicted progress report on the request of the Committee Chair KR for all Year 5 and 6 children. JB was thanked for carrying out this exercise but it was agreed that it was not necessary to repeat this. CC stated that Class track and the Head teacher’s report gives enough detail.</p> <p>It was agreed to look at the terms of reference for all committees at the beginning of the new Academic Year and as incoming Chair AK will review the structure and operation of all committees.</p> <p>Strategy has been covered in other items.</p> <p>Governor vacancies – the school will recruit 3 new parent governors. The skills/experience needed are Legal, H&S, Building and Finance. It was discussed that EG will end her term as the Local Authority Governor in October and will be co-opted. EG/JB/AK to discuss liaising with LEA about advertising for the vacancy.</p>	<p>S&F</p> <p>AK</p> <p>EG/JB/AK</p>
<p>11</p>	<p>Governor Curriculum areas and Governor Visits and support</p> <p>CC visited for a day, had lunch which was lovely and the children were seen to be engaged in learning. The behaviour was good, the teachers were enthusiastic and the lessons were great. RK and CC were trained on raise on line. KW made an informal visit to look at music and art to understand her responsibility for these areas. It was on a Friday and there was a singing assembly with every age ranges singing. They had learned the song, it had pace and the engagement was awesome. AK is to send his informal report to KW/SM/BL as an example of an informal report.</p> <p>CC suggested that the school should have a list of Governor visits to help to demonstrate Governor engagement.</p>	<p>AK</p>
<p>12</p>	<p>Governor Training update and Link Governors Briefing</p> <p>CB attended the briefing regarding compliance and Governors fulfilling their role. JB/AK are to review this information.</p> <p>Safeguarding training needs constant updates as it changes regularly. There is a course about Looked-after children taking place on 8th November.</p> <p>Conflicts of interest were discussed and all Governors are to be made aware of declaring interests in any items of the meeting.</p> <p>It was agreed that Committee chairs should take responsibility that their members undertake relevant up to date training.</p>	<p>JB/AK</p> <p>WT</p> <p>Chairs to check</p>

13	<p>SEN Governors Briefing</p> <p>CB attended this briefing and the main points are: A code of practice is to be circulated and parents are to be made aware. Assessments have to be made before equipment or other support tools can be funded. Schools have no obligation to fund this unless it has come through the proper channels. It is the role of the SENCO to make these assessments. Schools should be aware that not all children have 2 year old health checks so needs may not be picked up until later. The School has to show that effective provisions are in place. A SEN consultation is to be sent out in the Autumn. The LA is to provide more help for SENCOs and more support for autism.</p>	
14	<p>OFSTED Update</p> <p>No inspection has taken place since the last Governors' meeting. The information sheet for Governors is to be updated by JB and sent to AK. JB has spoken to Ofsted inspectors and if the inspection takes place after the start of the next academic year, a new procedure may be in place if the inspection is to be extended. Inspectors have been told to consider the previous year's SATS results in light of National issues recognised by Ofsted. They will be looking at the present and 3 years before that.</p>	JB
15	<p>Policies Reviewed and Updated</p> <p>School Improvement Plan Monitoring and Evaluation Assessment, reporting, recording Environment policy Leave of absence protocol Policy for outdoor adventure apparatus H&S and wellbeing.</p>	
16	<p>Suggested Agenda items for next meeting</p> <p>File sharing and Fronter. Skills assessment. A discussion took place regarding the length of the Governors' Board meetings. It was suggested that timings for each section are added to the agenda with the main points from the committees added as bullets points. AK asked Governors to ensure that they read the paperwork sent before meetings and that they prepare questions, especially for the Head Teacher report.</p>	<p>CC/AK EG WT</p> <p>ALL</p>
17	<p>AOB – submitted to Chair 48 hours before the meeting</p> <p>None submitted</p>	
18	<p>Discuss meetings schedule for next Academic Year</p> <p>JB to send out a plan</p>	JB

As no further points were raised the meeting concluded at 21.00

Signed:

Dated: