



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.”

Our Community:

To maintain positive and effective partnerships between parents, carers and the community, and preserve and develop our religious character through working with the local churches.

Full Governors' Meeting held at the School on 21st November 2017 at 5.45pm

1	<p>Welcome, introductions and acceptance of apologies for absence Governors: Alan Kirk (AK), Chair, Emma Griffin (EG), Vice-chair, Judith Boston (JB), Head Teacher, Colette Budjoso (CB), Sarah Mayo (SM), Kate Wood (KW), Charlotte Calland (CC), Ben Lawrance (BL) Kathryn Cromby (KC), Susan Baum (SB), Samantha Ford (SF), Christopher Butterworth (ChrisB), Sarah Oakland (SO), Ken Ronald (KR), Richard Knox (RK), David Bowler (DB)</p> <p>Attending: Wendy Taylor – Clerk (WT)</p> <p>Apologies: Emma Griffin Late arrivals advised before meeting: BL, RK, ChrisB Absent: Kathryn Cromby The meeting started with a prayer conducted by DB</p>	
2	<p>Declaration of Governors' Personal or Pecuniary Interests including Business interest in these Agenda items. None raised</p>	
3	<p>Review and Confirmation of Previous Minutes – 26th September 2017 The minutes were agreed with a change by DB and one other by AK and will then be signed.</p>	AK
4	<p>Matters arising from the previous meeting - not covered in the Agenda Governing Body Decision Planner to be agreed by e-mail – done</p> <p>Instrument of Government for school to be sent to all current Governors. WT to find out if all should sign or not. Sent out, does not need signing.</p>	

<p>Skills Assessment chart to be completed for all Governors – responses received. EG to report on status of findings</p> <p>Exclusions course needs sourcing – CC booked on a course on 23rd November</p> <p>RK to inform CB if he has enrolled on the Performance Management – enrolled on a course on 30th November 17.</p> <p>Visit report from EG, SM to e-mail EG – ongoing</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. The GDS are not planning on running the course – the next step is to investigate further.</p> <p>CB asked to be advised of any diocese led courses that had been attended by Governors. completed</p> <p>The HSSS minutes will be e-mailed out to Governors. - ongoing – AK to ask office</p> <p>SENCO time as to be kept under consideration at S&F. ongoing BL/WT – on next meeting agenda</p> <p>AK is to send his informal report to KW/SM/BL as an example of an informal report. Done</p> <p>CB attended the briefing regarding compliance and Governors fulfilling their role. JB/AK are to review this information – waiting for result of skills audit.</p> <p>The information sheet for Governors is to be updated by JB and sent to AK done</p> <p>There is a MAT Governance course being held on the 31st October at Woodhouse Eaves and it was suggested that a Governor should attend. CB to organise. No Governors were available to attend.</p> <p>All Governors agreed to report any ideas on new parent survey back to the C&S Committee. WT to remind before next committee meeting.</p> <p>There is a training course on strategic direction to be held on 5th December at the Leicester racecourse – volunteers needed – KR will try and attend.</p> <p>JB/AK to attend Data Protection briefings in November- attended one but missed the one tonight.</p> <p>BL and ChrisB arrived</p> <p>AK is to discuss the 365 system with Glen done</p> <p>KW has a visit planned – visit report sent to AK, done since meeting</p>	<p>EG/SM</p> <p>CC</p> <p>AK</p> <p>JB/AK</p> <p>WT</p> <p>KR</p>
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	<p>CC is to complete and informal visit report for her reading each term - one has been sent</p> <p>Raiseonline is to change and there is a GDS course in 11th October. Curriculum Governors were asked to attend if possible. SF attended</p> <p>The Committee chairs are to send items for the next meeting to the Clerk to be added to the agenda – none sent</p> <p>The result of the decision on 2018 Autumn half term holidays is to be put in the newsletter. This was sent in a separate letter.</p> <p>JB to check which DBS references have been requested for parents reading in school. Done and a different reference is to be used in future.</p> <p>AK said that he had asked DB to organise the school laying a wreath on remembrance day. Done</p>	
5	<p>Head Teacher’s Report and basic information dated 8th November sent out to Governors - questions from Governors</p> <p>A Governor questioned that the roll numbers were different. JB answered that the school had enrolled 1 new boy in year 5, so the roll was now 499.</p> <p>A Governor asked about the meeting that had been held with the school to discuss the new housing application in Quorn and its possible impact on school numbers. He asked if any actions were needed by Governors before the next meeting. A discussion took place and it was agreed to wait for the feasibility report to be issued from the Council.</p> <p>A Governor asked if the Council were looking at the whole area when they looked at school capacity, not just St Bart’s. JB said that she would push for the report to be completed before the next Full Governors’ Board meeting.</p> <p>RK arrived.</p> <p>A Governor stated that the feasibility study should take into account the impact on the children.</p> <p>A Governor asked about a point under the heading ‘Ofsted key issues’ about SEND children and asked if there was scope to pay for extra children who may need an assessment. The Head teacher answered that the school would pay for any necessary assessments and be guided by each individual child. She said that the children’s needs come first.</p> <p>The Chair asked for some insight from Governors who had attended the parents’ evening and thanked ChrisB and CC for attending, AK also attended. All of the Governors who had attended agreed that the parents who had spoken to them were generally happy with the school and very complimentary. The dates for the next parents’ evenings are the 20th and 22nd February 2018 and Governors were</p>	<p>JB</p> <p>ALL</p>

	asked to put these dates in their diaries. AK to distribute rota to populate at next Full meeting.	/AK
6	<p>Academies update – formation of working Group and Church Majority MATS information</p> <p>JB reported that there was no new information from the Diocese at present on Church Majority MATs and she continues to keep a watching brief.</p> <p>The Chair reminded the Board that the formation of a Governor Working Group on academies had previously been approved but he did not feel that forming that group at the moment was a priority. The Board agreed not to proceed with it at present and the Head teacher is to keep the Governors updated.</p>	JB/WT
7	<p>Governor Sub-committee updates</p> <p>Staffing and Finance</p> <p>The Chair and the Chair of the Staffing and Finance sub-committee have worked with JB on the finances of putting teaching cover into place for a teacher's sickness absence. JB thanked AK and BL for their support in the decision making process.</p> <p>Pay Committee</p> <p>The performance and pay review process has been reviewed and agreed by Pay Committee. The Pay Committee have also agreed the recommendation of the Head teacher's review panel.</p> <p>Curriculum and Standards (including update regarding RE syllabus)</p> <p>A further meeting had not taken place since the previous Full Governors' Board meeting. The teaching of RE was discussed. In the previous Full Governors meeting, the Governors were told that the Diocese determined the RE curriculum that was taught in school but as St. Bart's is a Voluntary Controlled school, this is not the case, the school has to abide by the Locally Agreed Syllabus as determined by SACRE. There was a discussion regarding the resources being used to meet the Agreed Syllabus and JB and the RE Coordinator will meet to evaluate the resources being used for RE teaching. The Foundation Governors said that they felt the school has a good ethos of Christian values and that it also covers other religions well, with a strong RE Co-ordinator.</p> <p>BL left the meeting.</p> <p>HSSS</p> <p>There has not been a further meeting since the last update but the school does now have new toilet sink taps that had been agreed.</p> <p>Strategy</p> <p>The sub-committee met and agreed the terms of reference.</p>	JB/AM

	It was agreed by the Governors that the Clerk would send out sub-committee minutes, marked 'draft' if they had not been agreed, to JB and AK for information and to the Board before every Full Governors' Meeting.	WT
9	Governor email and file sharing proposal AK thanked CC for her help with the project. The Chair proposed that Office 365 will be used by all Governors and the Clerk. This proposal was agreed by the Board and the IT AUP (Acceptable Use Policy) will be reviewed to incorporate this change. AK and CC to take this forward.	AK/CC
8	Governor Curriculum areas and visits This was discussed and RK offered to take responsibility for science as well as his current areas. The list was amended and will be sent out to all when updated.	AK
10	Clerk's training – Minute taking There were no questions on the report that was sent out prior to the meeting.	
11	Governor Training update CB thanked the Governors for attending training and sending her the information.	
12	SEN Governor's update The new SENCO is settling in well with good engagement with the SEN Governor. A discussion took place about the data and it was agreed to look at the data gap between SEND and Non-SEND children's achievement in the Curriculum and Standards sub-committee meeting. This will be an Agenda item.	WT
13	OFSTED Update There are some changes on the section 8 inspection which are on the website. The school is due a visit.	
14	Policies Reviewed and Updated None as these were covered in the first meeting. The Attendance policy is being updated and SB will report back to the Staffing & Finance sub-committee on the 28 th November.	SB
15	Suggested Agenda items for next meeting Training on new IT systems. General data protection regulations	WT
16	AOB – submitted to Chair 48 hours before the meeting None submitted. The Clerk was asked to put AOB before Suggested Agenda items on the next meeting Agenda.	WT
17	Date of next meeting – Tuesday 6th February 2018 at 5.45	

As no further points were raised the meeting concluded at 20.15

Signed:

Dated: