



## 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 of 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 6<sup>th</sup> February 2018 at 5.45pm

1	<p><b>Welcome, introductions and acceptance of apologies for absence</b>  <b>Governors:</b> Alan Kirk (AK) 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><b>Attending:</b> Wendy Taylor – Clerk (WT)  <b>Apologies:</b> Richard Knox, Ben Lawrance</p> <p>The meeting started with a prayer conducted by DB</p>	
2	<p><b>Declaration of Governors' Personal or Pecuniary Interests including Business interest in these Agenda items.</b>  None raised</p>	
3	<p><b>Review and Confirmation of Previous Minutes – 21<sup>st</sup> November 2017</b>  The minutes were agreed and then signed.</p>	
4	<p><b>Election of Vice-Chair of Governors</b></p> <p style="padding-left: 20px;">a) <b>To agree the term of office</b> – This was agreed to be for 2 years  b) <b>To elect the Vice-Chair of Governors</b> – Charlotte Calland was nominated, seconded by Sarah Mayo and unanimously voted to the role of Vice-Chair of Governors.</p>	
5	<p><b>Matters arising from the previous meeting - not covered in the Agenda</b>  The minutes from the meeting held on 26<sup>th</sup> September 2017 to be signed by Chair and filed in school - <b>completed</b></p> <p>Visit report from EG, SM to e-mail EG – <b>Completed</b></p>	<p><b>AK</b></p> <p><b>EG/SM</b> <b>JB/CC</b></p>

	<p>Regarding Wellbeing training CC has e-mailed information to JB. JB and CC to consider further.</p> <p>The HSSS minutes will be e-mailed out to Governors - <b>Completed</b></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. It is on the agenda of the next strategy meeting.</p> <p>All Governors agreed to report any ideas on a new parent survey back to the C&amp;S Committee. WT to remind before next committee meeting. One reply received – agenda item for next C&amp;S meeting</p> <p>Training course on strategic direction - 5<sup>th</sup> December 2017, not attended but will look out for future dates.</p> <p>JB to enquire about the feasibility report from the Council before the next FGB meeting - Ongoing.</p> <p>Governors were asked to attend the next parents' evenings on 20<sup>th</sup> and 22<sup>nd</sup> February 2018. AK to distribute a rota for parents' evenings to populate at the next FGB meeting - this will be completed by the end of the week.</p> <p>RE Syllabus – JB and AM to meet and evaluate resources being used – <b>Completed</b></p> <p>Clerk to send out sub-committee minutes marked 'draft' to all Governors before each FGB meeting – <b>Completed</b></p> <p>IT AUP to be taken forward – some still to complete, ALL to check</p> <p>Governor curriculum areas and visits – list to be sent out when updated - <b>done</b></p> <p>Data Gap between SEND and non-SEND children to be an agenda item for next C&amp;S meeting – <b>Completed</b></p> <p>Attendance policy update – to be discussed at S&amp;F meeting – <b>Completed</b></p> <p>Clerk to put AOB before Suggested Agenda items on the next meeting agenda – <b>Completed</b></p>	<p><b>EG/AK</b></p> <p><b>JB/AK</b></p> <p><b>ALL</b> <b>/WT</b></p> <p><b>ALL</b></p> <p><b>JB</b></p> <p><b>AK</b></p> <p><b>ALL</b></p> <p><b>AK</b></p> <p><b>ALL</b> <b>AK</b></p> <p><b>SB</b></p>
<p><b>6</b></p>	<p><b>Head Teacher's Report and basic information dated 24<sup>th</sup> January 2018, sent out to Governors prior to the meeting - questions from Governors, including Action Plan following Ofsted inspection.</b></p> <p>The Action Plan and Basic Information were also sent out prior to the meeting.</p> <p>No questions were asked by the Governors and the Head teacher gave an overview of the information. There has been a lot of staff absence through flu and chest infections and also there is long term absence but the school is coping well. The school is satisfied with the Ofsted report which showed some areas as</p>	

	<p>outstanding. The school is to advertise for a new teaching post soon. The Action Plan considering the Ofsted inspection was circulated.</p> <p>The Chair asked if anything could be improved operationally, on the governor side, when an Ofsted inspection call arrives. <b>A Governor said that they did not receive any e-mails about the visit until very late the day before.</b></p> <p><b>The Chair of the C&amp;S committee asked for committee members to ensure that they attend training courses regarding data. The data available shows how each year group is progressing. Another Governor said that headline data for each year group in different subjects would be useful to use for Governor visits.</b></p> <p><b>A Governor asked about writing.</b> JB answered that it is difficult nationally for children and for most schools it is the one area that needs more support. Progress meetings are taking place now, so by the end of the week, data will be available and the school will have the percentages for the cohorts.</p>	<p><b>C&amp;S Govs</b></p>
<p><b>7</b></p>	<p><b>Academies update</b></p> <p>The Head teacher said that there was no news to update. The Chair asked if the Board wanted an Academies working group <b>and a Governor stated that the Full Governing Board was discussing updates at every meeting and therefore there was currently no need for a working group.</b></p>	
<p><b>8</b></p>	<p><b>Governor Sub-committee updates</b></p> <p><b>Staffing and Finance</b></p> <p>The committee have, as scheduled, been reviewing the budget to date. JB mentioned that voluntary contributions for trips had been mentioned in the newsletter the week before. An e-mail will also be sent out to advise that parents can pay in instalments if necessary.</p> <p><b>Pay Committee</b></p> <p>No meeting has been held since the last FGB meeting.</p> <p><b>Curriculum and Standards</b></p> <p><b>The Chair of the committee congratulated the Head teacher on the Ofsted visit and the good reports and said that there was very little that merited action from the committee.</b> There had been a conversation on presentation, noting that it was important but should not constrain pupils from writing things down.</p> <p>KR to carry out a maths visit. Governors need to look for challenge on their visits.</p> <p>JB said that the school needs to stretch more able children and evidence this.</p> <p>It was confirmed that RE is taught from the Agreed Syllabus with supplementary resources including Understanding Christianity.</p>	<p><b>KR</b></p> <p><b>JB</b></p> <p><b>JB</b></p>

	<p>There was a discussion about accessing on education psychological reports. One report was not received in a timely manner and JB is looking at alternatives.</p> <p>Parent surveys were discussed and as the next survey is in June the C&amp;S committee will be looking at standard questions in their next meeting.</p> <p><b>Health Safety Safeguarding and Site</b></p> <p>There was a formal complaint about a child who had an accident in the playground and, as a result, there is now a new procedure in place.</p> <p>The <b>Collection of key Stage 1 children at the end of the day</b>. risk assessment policy was reviewed in the HSSS meeting and approved. Other policies were reviewed.</p> <p>AK suggested that the HSSS committee worked with JB and the bursar to undertake a general review of security over the coming financial year.</p> <p><b>Strategy</b></p> <p>No meeting has been held since the last FGB meeting.</p>	<p><b>ChrisB</b></p> <p><b>HSSS</b></p>
<b>9</b>	<p><b>Governor email and file sharing update</b></p> <p>Share Point will be set up on 23<sup>rd</sup> February. The Governors should start using their new e-mails from 7<sup>th</sup> February.</p> <p><b>Training on new IT systems – ongoing</b></p>	<p><b>ALL</b></p> <p><b>AK/CC</b></p>
<b>10</b>	<p><b>General Data Protection Regulations</b></p> <p style="text-align: right;"><b>SM left the meeting at 7.24</b></p> <p>JB has had preliminary conversations with the school office regarding GDPR. AK and JB will attend GDS GDPR training on 14<sup>th</sup> March</p>	
<b>11</b>	<p><b>Governor Curriculum areas and visits</b></p> <p>The list was circulated to the meeting.</p> <p>It was agreed that the draft visit reports can either be sent straight to the Governing Board or, in particular for newer governors or governors new to the subject area, they could be sent to the Head teacher first.</p>	<p><b>ALL</b></p>
<b>12</b>	<p><b>Governor Training update</b></p> <p>The training table has been updated on Fronter and will go onto the new SharePoint system.</p> <p>Interpreting data – Chris B attended the previous night.</p>	<p><b>AK</b></p>
<b>13</b>	<p><b>SEN Governor’s update</b></p> <p>No meeting has taken place.</p>	
<b>14</b>	<p><b>Policies Reviewed and Updated</b></p> <p>Communications – Completed</p>	
<b>15</b>	<p><b>AOB – submitted to the Chair 48 hours before the meeting</b></p> <p><b>None</b></p>	
<b>16</b>	<p><b>Suggested Agenda items for next meeting</b></p> <p>Training on 365 on a date before 15<sup>th</sup> May.</p>	

17	<b>Date of next meeting – Tuesday 15<sup>th</sup> May 2018 at 5.45pm</b>	
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As no further points were raised the meeting concluded at 8.00pm

Signed:

Dated: