



**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD**  
**HELD ON TUESDAY 1<sup>ST</sup> FEBRUARY 2022 AT 6.00 PM VIA TEAMS**

<b>Members in attendance:</b>			
Charlotte Calland (Chair)	Ben Lawrence	Kate Wood	Matt Wilby
Alex Clark (Headteacher)	Samantha Ford	Susan Baum	Laura Gray
Stuart Pinson	Armaghan Moemeni-Ghadar	Richard Knox	
Also in attendance: Sonya Campbell, Sarah Oakland and Helen Chadwick (Clerk)			

ACTION TRACKER – Full Governors Meeting, 1 <sup>st</sup> February 2022				
Item	Details	Action by	Due	Status
2.1	Governor reminded to provide the clerk with any business interest updates	ALL	-	Ongoing
7.1	Discuss the SIAMS inspection at the next meeting	AC	17 May	
10.1	Ongoing discussion to prepare for Ofsted	ALL	-	Ongoing
12.2	Ongoing view of website	AC	June	Ongoing

**MINUTES**

ITEM	
<b>1.</b>	<p><b>Welcome, opening prayer &amp; apologies for absence</b></p> <p>1.1 The Chair welcomed governors to the meeting, which was being held via TEAMS.</p> <p>1.2 It was noted that apologies were received from Christopher Houlder and Mark Barfield.</p>
<b>2.</b>	<p><b>Determination of confidentiality and declaration of business interests</b></p> <p>2.1 Governors were reminded to provide the clerk with any updates to their declaration of business interests.</p>
<b>3.</b>	<p><b>Minutes of the meeting held on the 16<sup>th</sup> November 2021</b></p> <p>3.1 A copy of the minutes from the meeting held on the 16<sup>th</sup> November were circulated prior to the meeting. Governors agreed that the minutes were a true reflection of the meeting. It was noted that they would be saved as a PDF and uploaded to the website.</p>
<b>4.</b>	<p><b>Action tracker – 16<sup>th</sup> November 2021</b></p> <p>10.3 The Headteacher reported that the letter to the local MP is currently in draft form and will be sent asap.</p> <p>10.4 The headteacher reported that we will focus on the strategic plan at a future meeting.</p> <p>12.1 The Chair confirmed that the circulation of training opportunities is ongoing.</p> <p>14.3 The Chair confirmed that the clerk had spoken with the IT department at school and it had been agreed that there would only be one email address for governors – <a href="mailto:stbartsgovernors@stbartholomews.leics.sch.uk">stbartsgovernors@stbartholomews.leics.sch.uk</a></p>
<b>5.</b>	<p><b>Headteacher report</b></p> <p>A copy of the headteacher’s report was circulated prior to the meeting.</p> <p>5.1 The Chair thanked the Headteacher for preparing the report and commented that it is a valuable tool for governors as it gives an overview of what is happening in school.</p>



- 5.2 KW asked whether a date has been set for the mid year reviews for the staff performance management targets. The Headteacher reported that these are ongoing.
- 5.3 SB asked whether we have a definition of safeguarding incidents and how these are reported. The Headteacher commented that there are degrees of safeguarding and we do need to define what a safeguarding incident is but this is operational and will be dealt with outside of the governor meeting. It was noted that we have a safeguarding audit in the summer term so this will be actioned then. CC commented that as the safeguarding governor she will ensure that governors are kept in the loop. It was agreed that the detail of any safeguarding issue does not need to be reported to governors, just the number of incidents.
- 5.4 AMG thanked the Headteacher for including details about staff development, page 2 of the report, and that it is really useful to see the information. The Headteacher commented that he has provided details of how the staff are being upskilled and that this includes the lunchtime supervisor's as well as the LSA and HTLA. Governor agreed with the CPD investment in the wider staff team. AMA said that it was a great initiative for all staff. CC commented that the non-teaching staff also benefit from the inset days and the twilight sessions. The Headteacher commented that the Autism Awareness training has been offered to all staff. SC commented that the support staff and nursery staff have been doing phonics training.
- 5.5 SB asked if we have had a change of portfolio leads on the staffing side. The Headteacher confirmed that LG is now part of the senior leadership team and that he is now the designated lead on safeguarding.

## 6. School Improvement/Development Plan

- 6.1 The Headteacher reported that a copy of the review and updates of the SIP had been circulated to governors prior to the meeting. The Chair commented that the updates on progress are really useful.

Priority	Focus area	Action
1.1	Phonics	x3 wk INSET using staff training sessions for 'Essential Letters and Sounds' (new validated synthetic phonics prog)
2.5	Improving writing	Lot of professional dialogue about creative ideas to engage children... SLT currently looking into a new/ alternative approach
3.4, 5	Science	Monitoring process started, Aut [a]; network meetings and training booked for Spr [b] and Sum
4.3	Geography	S Bood hand-over to DEB. After handover, DEB conducted pupil interviews
5.1-5.3	Music	New Model Music curriculum read through. Copy and expectations shared with phase planners; JB request school consider a scheme to help ensure key skills are covered and to help non-specialists deliver; TW and HT met for a half day looking at progression map and topic areas.
6.3	EYFS	Baseline and Spring term data imputed using new tracking document; Planning approach changed – incorporate learning challenges to be accessed outdoors
7.5	Lunchtime	LM began a LEGO club for those children wishing to access; some training with D. Orr for l/time staff fulfilled
8.1	Meta-cognition	Staff meeting (16 <sup>th</sup> Dec) highlighted need to consider smtg akin to 'Route to Resilience'; SO attended Mental Health Practitioner training, Mon 24 <sup>th</sup> Jan – as part of DfE scheme to into a MH lead in schools
9.0	Forest Schools	DEB attend 'train the trainer' – to enable him to deliver sessions up to Level 2 with support staff
10.1	RE... SIAMS	Monthly 'Huddles' attended by AC; Recent induction training re Collective Worship' attended (25.1.22); AC has made contact with an inspector with a view to Governor and teaching staff update sessions (tbc)
11.3 11.6	New Headship	Phase leaders currently focussing on 'reading' and DfE framework NPQ's now fully funded – LG successful application;



7.	<p><b>SIAMS</b></p> <p>7.1 The Headteacher reported that he will invite Joy to attend the staff meeting during the summer term and at the next FGB meeting we will talk about how the inspection has changed and what we can expect.</p>
8.	<p><b>Sub committee updates</b></p> <p>8.1 Staffing &amp; Finance committee</p> <ul style="list-style-type: none"> <li>• SB reported that we are in a really positive position financially despite the additional agency costs. It was noted that the business manager has made a note of the inflation of costs.</li> <li>• SB reported that the skills and financial values matrix had been discussed and each element has been looked at and training needs identified.</li> </ul> <p>8.2 Curriculum &amp; Standards committee</p> <ul style="list-style-type: none"> <li>• It was noted that the meeting had not yet taken place so an update was emailed out from the Headteacher. A full update will be provided at the next meeting.</li> </ul> <p>8.3 Health, Safety, Safeguarding &amp; Site committee</p> <ul style="list-style-type: none"> <li>• It was reported that the committee had met the previous day and discussed the school walk around and the COVID risk assessment. The Headteacher commented that there are some areas of the risk assessment that need addressing. Committee members talked about peoples awareness and concerns around staff well being. The Headteacher commented that there is support but that we need to look at longer term measures.</li> </ul> <p>8.4 Strategy committee</p> <ul style="list-style-type: none"> <li>• It was noted that the strategy meeting is due to take place later in the month.</li> </ul>
9.	<p><b>SEND governor update</b></p> <p>9.1 LG reported that we have 91 children on the SEN register, 19 of which are PP children, this is an increase of 10 since September 2021. It was noted that 13 children have been added to the register, 1 child is moving off the register to monitoring and 2 children have left the school. LG commented that there are 54 boys and 37 girls on the register, 10 have EHCPs and there are 4 with top-up/SEND intervention funding.</p> <p>9.2 LG reported that the following staff training/CPD has taken place since the last meeting:</p> <ul style="list-style-type: none"> <li>• Emotional coaching introduction</li> <li>• Making sense of Autism</li> </ul> <p>9.3 LG confirmed that there are 2 children in foundation stage being supported by the SEND Inclusion service and 2 child in foundation stage that is being support by the Ashmount Outreach service. It was noted that 'Thinkwise' (Anxiety/transition intervention for Year 6 Nurture group children) is beginning on the 23<sup>rd</sup> February for 5 weeks. This intervention is led by LEPS and is designed to help prepare our Year 6 pupils for transition to secondary school. The Nurture group staff will support the intervention and will receive training in its delivery, so that we can run the programme every year.</p>
10.	<p><b>Monitoring, training &amp; development</b></p> <p>10.1 Ofsted preparation</p> <ul style="list-style-type: none"> <li>• Governors went into breakout rooms to review specific sections of the Ofsted preparation documents and that these would be incorporated into one document.</li> <li>• It was noted that at the last inspection it had been useful to have a document with all the information on so that they can show the inspectors. CC commented that it helped that we had the model answers on the document.</li> <li>• The Headteacher commented that the senior leadership team have put together a document for when they receive the initial phone call, which can be up to 90 minutes. It was agreed that everyone found it useful to have everything collated and in one place. CC</li> </ul>



	commented that it is good to have a narrative that everyone has access to. Good to have a narrative that everyone has access to.
<b>11. Policies for review</b>	
11.1 Confidentiality policy	<ul style="list-style-type: none"><li>It was noted that a copy of the policy had been circulated to governors prior to the meeting. Governors were emailed a link so that the form could be signed electronically.</li></ul>
<b>12. Any other business</b>	
12.1 MAT discussion	<ul style="list-style-type: none"><li>The Headteacher reported that Rawlins are carrying on with talks with a view to joining EMBRACE, which is Church based MAT and primary dominated.</li></ul>
12.2 Website review update	<ul style="list-style-type: none"><li>The Headteacher reported that there are two tiers of the website that need addressing and the plan is to have something in place for the 6<sup>th</sup> June.</li><li>MW offered to support the development and suggested that there will be a need for some testing before it goes live. The Headteacher thanked MW for his support.</li><li>AMG commented that she had written a specification for her undergraduates but that there was little interest.</li><li>The Headteacher commented that it is the design, set up and admin management where we need the support. It was noted that this would cost in the region of £540 and then for additional functionality there would be an additional cost of £2k to have something bespoke.</li></ul>
<b>13. Date of next meeting</b>	
13.1	The Chair confirmed that the next meeting will take place on Tuesday 17 <sup>th</sup> May 2022 at 6.00 PM, venue to be confirmed nearer the time.

The meeting was closed at 19:45 PM with a prayer by Richard Knox.

Signed .....  
(Chair of FGB)

Date .....

Approved