



**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD**  
**HELD ON TUESDAY 23<sup>rd</sup> September 2024 AT 6.00 PM**

<b>Members in attendance:</b>			
Alistair Gibb (Chair) [AG]	Stuart Pinson (SP)	Laura Schofield (LS)	Kate Wood [KW]
Alex Clark (Head) [AC – Head]	James Hall [JH]	Matt Wilby [MW]	Rebecca French [RF]
Claire Plasser [CP]	Andrew Moonesinghe [AM]		
Apologies from: Alison Cooper			
Also in attendance: Jasmine Austin (JA) and Amy Charlton (taking minutes)			

ACTION TRACKER – Full Governors Meeting, 23 <sup>rd</sup> September 2024				
Item	Details	Action by	Due	Status
5.1	All governors to complete declaration of business interest form and return via email	ALL		
7.2	Alex Clark to liaise with Alison Cooper re: SIAMS training materials.	Headteacher		
8.8	Alex Clark to bring overview of complaints with commentary to next meeting.	Headteacher		
8.10	Governors to review SIP and use the document as the basis of their school visits.	ALL	Ongoing	
10.2	Alex Clark to circulate the updated version of vision & aims to governors	Headteacher		
10.3	Review of the delegation planner outside of meeting	AG	September	open
12.2	Review of governor areas of responsibility to be a standing agenda item	Clerk	Ongoing	-
14.1	All governors to review the governor code of conduct.	All		
16.2	Add treetops as standing agenda item	Clerk		

**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 opened with a prayer by AG.</p> <p>1.2 Apologises for absence from Alison Cooper.</p> <p>1.3 Introduction of Jasmin Austin, potential new Foundation governor.</p>
<b>2.</b>	<p><b>Appointment of Chair</b></p> <p>2.1 – Confirmation that Alistair Gibb shall continue</p>
<b>3.</b>	<p><b>Appointment of Vice Chair</b></p> <p>3.1 – co-vice chairs, J. Hall and A. Moonesinghe voted unanimously.</p>
<b>4.</b>	<p><b>Governor resignations/ appointments/ vacancies</b></p> <p>4.1 Ben Lawrence has resigned, effective end of AY23/24</p> <p>4.2. Recruiting for 2 parent governor vacancies – one with financial experience / knowledge.</p>
<b>5.</b>	<p><b>Determination of confidentiality and declaration of business interests</b></p> <p>5.1 Governors reminded to email the declaration of business interest form.</p>



6.	<p><b>Minutes of the meeting held on 21<sup>st</sup> May 2024</b></p> <p>6.1 Q relating to 16.1. on previous minutes, Greener Governance will be dealt with in a working group to come back to the next full governors.</p>
7.	<p><b>Action tracker</b></p> <p>7.1 Was updated.</p> <p>7.2. Alex Clark to liaise with Alison Cooper re: SIAMS training materials.</p> <p>10.3 Review of the delegation planner outside of meeting to be carried over</p>
8.	<p><b>Headteacher's report</b></p> <p>A copy of the headteacher's report was circulated to governors prior to the meeting and governors reminded to send in questions to the head before the meeting.</p> <p>8.1 LPAP have invited St. Bart's to join and as part of that AC and AG went to an LPAP training event. AC to bring a paper on LPAP membership to next FGB,</p> <p>8.2. Assessment – AC to bring item on assessment to a future FGB.</p> <p>8.3. Spelling – moved to Spelling Shed, which is used by all 5 Foxes school. Good feedback from staff and pupils so far.</p> <p>8.4. Letter Join – decision to be made about handwriting, Letter Join option being looking at by AC and staff.</p> <p>8.5 Everyone's Welcome started in school 16.09 and positive feedback from staff and pupil so far.</p> <p>8.6 Pastoral – soft start to the day in place for SEN children, 2 LSA's in SEN support roles, working well so far.</p> <p>8.7 Attendance – AC currently working through 'best approach' to comms out attendance changes to parents.</p> <p>8.8 ACTION: AC to bring overview of complaints to next meeting to identify trends.</p> <p>8.9 AM raised question on first aid numbers, as they have increased. AC explained this can be seasonal but very reliant on manual paper-based tracking. Options of digital forms being explored in school.</p> <p><b>School Improvement Plan</b></p> <p>AC to email out an electronic copy but has given governors a paper copy. Governors to review and send questions by email to AC.</p> <p>8.10 ACTION: Governors to review SIP and use the document as the basis of their school visits.</p>
9.	<p><b>GDPR update</b></p> <p>9.1 The headteacher confirmed that there was nothing to report.</p>
10.	<p><b>School's vision and aims</b></p> <p>10.1 AC has got feedback on this from staff and will update the school vision and aims.</p> <p>10.2 ACTION: AC to circulate the updated version to governors</p>
11.	<p><b>Finance update</b></p> <p>11.1 A few key areas to monitor: supply costs, PAN and impact on finances. Local forecasting will be available from the LA in November.</p> <p>11.2. AM asked around the income generation from Treetops. AC confirmed this is significant.</p> <p>11.3. No significant concerns about the budget at this stage, but we are monitoring 3–5–year picture.</p> <p>11.4. Stuart asked around tax concerns re: generated income. AC to email LA to confirm this.</p>
12.	<p><b>Proposed revision to school's 'instrument of governance'</b></p> <p>12.1. Want to revise the structure of governors to take us down from 18 to 14 governors.</p> <p>12.2. Discussion around dropping the number of parent governors from <b>6 to 4</b> to ensure we can cover the skills gaps, i.e. finance.</p> <p>12.3. Governors are happy to progress this proposal (voted unanimously)</p>
13.	<p><b>Monitoring visits and pupil interviews</b></p> <p>13.1. AG and AC to review the tracker and reports.</p>
14.	<p><b>Governor code of conduct</b></p> <p>14.1 ACTION: All governors to review the governor code of conduct.</p>



<p><b>15.</b></p>	<p><b>Policies/ Guidance</b></p> <p>15.1 AC reflected that we have more than 100 policies, vast majority are not statutory. Question for each committee when reviewing, ‘Is this still needed?’ and ‘Is this guidance or is this policy?’</p> <p>15.2 Starting to streamline the policies, i.e. amalgamating Libraries and English policy.</p> <p>15.3 The Key has been useful to reformat the policies to make them easier to review.</p> <p>15.4. Question for curriculum policies – to be reviewed by the link governors and C&amp;S to maintain an overview.</p>
<p><b>16.</b></p>	<p><b>Committee updates</b></p> <p>16.1 Committee chairs’ forum Link between chair committees, to discuss interfaces between the various committees.</p> <p>16.2 Curriculum &amp; standards Reviewed Terms of Reference and added reference to the complaints and behaviour policies, after cross checking against the Scheme of Delegation. Discussed the attainment data from last year and AC presented the context of the phonics screening check results.</p> <p><b>ACTION:</b> add Treetops as a standing agenda item.</p> <p>16.3HSSS Road safety is the main topic of the sub-committee. Various methods have been discussed, including barriers Reviewing the three times yearly site review – the committee will do 1 site review and move to reviewing fire drills and lockdown procedure on a regular basis. Will also add Treetops to the review.</p> <p>16.4 Staffing &amp; finance Looking at the Terms of Reference to add more Staffing to the remit. Waiting for policies – Pay Policy for Teachers. Need a volunteer for the pay committee.</p>
<p><b>17.</b></p>	<p><b>Review of governor areas of responsibility</b></p> <p>17.1 List handed out to governors. <b>ACTION:</b> everyone to check.</p>
<p><b>18.</b></p>	<p><b>Update on governor training attended</b></p> <p>18.1 Clerk to maintain the governor training log. AC will circulate to committee chairs.</p>
<p><b>19.</b></p>	<p><b>Any other business</b></p> <p>19.2 Treetops AC reported positive feedback so far.</p> <p>19.3. current complaints policy – is very similar to the DfE policy but St Bart’s has a Chair of Governors step. All governors agreed to adopt the DfE policy and remove the stage 2 step.</p> <p>19.4. Pay committee – SP will confirm his availability for 17<sup>th</sup> October, otherwise AG.</p> <p>19.5. <b>ACTION:</b> Note for the agenda for next FGB – add school day consultation</p>
<p><b>20.</b></p>	<p><b>Date of next meeting</b></p> <p>20.1 19<sup>th</sup> November 2024 at 6.00 PM</p>

<p>AGREED AS A TRUE RECORD OF THE MEETING</p>	
<p>NAME:</p>	
<p>SIGNATURE:</p>	
<p>DATE:</p>	