



Name	Type of Governor	Present	Apologies
Katie Blood	Headteacher	Yes	
Father Ben Eadon (Chair)	Foundation (Ex Officio)	Yes	
Tony Firmin (Vice Chair)	Foundation	Yes	
Nikki Harper	Parent	Yes	
Catherine Wilson	Foundation	Yes	
Ian Beggs	Staff	Yes	
Ben Scott	Foundation	Yes	
Mary Nixon	Foundation	No	Yes
Roger Fine	Local Authority	No	Yes
Father Thomas Cotterill	Foundation	Yes	
James Roe	Parent	No	Yes
Tom Way	N/A (Clerk)	Yes	
Sarah Foster	School Business Manager	Yes ( <i>items 4-5</i> )	
Bronwen Hier	RE Lead	Yes ( <i>item 1</i> )	
<b>Vacancy</b>	<b>Foundation</b>		

Quorum: 8 out of 11 governors were present. The meeting was quorate (at least 50% attending).

Questions from the governors to the HT and Staff are highlighted in **bold**.

## 1. Presentation from BH

BH provided a presentation to governors regarding RE and advised on the following:

- There are plenty of resources, and that UC Big Question is used by all teachers and it is visible in every classroom and is very big. The supporting resource is the Emmanuel Project which is more teacher-friendly and has plenty of teacher materials.
- Six topics are taught each year and the subject includes the agreed BHCC syllabus.
- In regards to Cycles, some are spread over two or three years but Year 6 is stand-alone.
- The course covers a broad spectrum of religions.
- Janis Taylor (the School Partnership Advisor) has supported subject leaders, and the progression map (as with other subjects) includes criteria for 'All', 'Most' and 'Some' understood.
- There are out of classroom activities that have an RE input including the school



Mass and the Easter Parade.

BH also advised that Reflection Areas are a work in progress with one in every classroom but that there is an ongoing discussion as to how they should be used best, and it was suggested that maybe there could be a 'quiet' area for this somewhere within the school grounds.

BH advised that they would like to do some pupil conferencing which would involve talking to a small group to consider what they have learned and the meaning of it.

Governors thanked BH for attending and taking the time to provide the presentation.

*BH left the meeting.*

## **2. Welcome / Opening Prayer / apologies for absence and declarations of interest**

*The Chair asked BS to commence the meeting with an opening prayer.*

The Chair confirmed that apologies had been received from JR, RF, and MN.

There were no declarations of interest for this meeting.

## **3. Minutes of FGB meeting held on 24.05.23 accuracy / matters arising**

The GB agreed that the minutes were an accurate representation of both meetings.

*The following actions have been met:*

- The HT has investigated whether the school building is comprised of any Reinforced Autoclaved Aerated Concrete and confirmed that it is not.
- The Chair has circulated the new SIAMS framework slides and information to all governors.
- The Chair and the HT have arranged timing for an FGB agenda item regarding the new SIAMS framework.
- The Clerk has set an annual reminder in the September agenda for the HT to show governors how to log into BEEM and access training.

Matters arising, not otherwise on the agenda:

N/A



#### **4. Chair's Business**

*The SBM arrived.*

The Clerk agreed to circulate the new FGB annual planner to governors when the dates have been finalised by the HT.

The Chair advised that this will be BS's last meeting here as a governor as they are relocating and offered their thanks and appreciation for all that they have done, and governors provided a small gift to BS as a token of appreciation for their time.

#### **ACTIONS**

**4.1** The Clerk to circulate the new FGB annual planner to governors

#### **5. Finance**

The Chair thanked the SBM for attending the meeting.

##### **A) Monthly Budget Monitoring report**

The SBM advised that this is not available as it doesn't usually get done at this time of the year, and the HT clarified that the official guidance is that they don't start doing this until August, as reports in May-July won't show very much.

##### **B) Monthly Reconciliation report**

The SBM confirmed that this had been circulated to all governors in advance and advised that they had nothing else to add to this and that it had all been agreed with the LA, and governors confirmed that there were no questions on this.

##### **C) Credit Card statements**

The SBM confirmed that this had been circulated to all governors in advance, and governors confirmed that there were no questions on this.

##### **D) Staffing Structure**

The SBM confirmed that a report on this had been circulated to all governors in advance.

##### **How does it differ from September of this academic year?**

The HT advised that it is almost the equivalent of one less teacher, and that the school would likely have less INA support, but that last year the school remained in budget and this year the school is significantly over, with less staff and one less class.



The Chair asked if there were any other questions, and governors confirmed that there were none.

Governors thanked the SBM for attending the meeting.

*The SBM left the meeting.*

## **6. School Improvement**

The HT confirmed that they had circulated these reports in advance.

### **A/B/C) Progress against SDP, Evaluation of SDP and End of Year Data**

The HT advised that a lot of the SDP actions have been completed this year and more so than usual, and that they are beginning to have an impact, and the HT provided further clarification on the format of the SDP report and how completed actions are indicated. The HT advised that next year there will be an increased focus on Reading in KS2 and how to help those pupils who are behind on Phonics and Reading catch up in years 3 and 4. The HT further advised that there is a section at the end of the report on data analysis which will be updated imminently when the KS2 results come out tomorrow, and they confirmed that they will circulate this to governors as soon as it is available.

The HT advised that data analysis has been useful in that the Phonics and KS1 results don't look positive on the surface, but behind this they look much better considering the circumstances. The HT clarified that 54% of pupils achieved the expected standard, and that this should be around 80% but that the 54% that did pass are not SEN/EAL pupils and that the other 46% fall within at least one of these categories, so the results look good in this context. The HT further advised that the KS1 and Reception data is similar, and that 8 out of 9 pupils who are not SEN/PP/EAL pupils achieved what was expected.

The HT advised that they have only just received the KS2 data today as teaching staff weren't expected to hand this in until last Monday, and that Years 3, 4 and 5 are based on teacher assessments and some tests. The HT provided a summary of the statistics for Year 3 and SEN/PP/EAL pupil figures, and advised that the pupils who don't fall under these categories did well. The HT further advised that the multiplication table test is important to pass, and that 40% of pupils passed this, with two pupils narrowly missing this by one or two marks, and that the two year 4 teachers focussed differently on the test, and that they are planning to address this. The HT also advised that Year 5 have achieved reasonable scores overall and that Year 6 are good too.

The HT advised that data analysis is important, and that the school will be having an Ofsted visit next academic year and they will be asking about this, and that it will be useful for governors to look at the analysis and prepare accordingly.



**Is there a way to track the progress for a SEN/PP/EAL pupil over the course of several years if they are performing under the expected achievement standard?**

The HT commented that they would hope that by Year 6 these pupils would be closer to the expected standard and that they should be able to demonstrate this progress, but that this is difficult within the current monitoring system. The Chair suggested that this would be useful in terms of providing a narrative and demonstrating the effectiveness of the school's allocation of funding. There was a broader discussion around this and the impact of interventions, and the HT agreed that it would be useful, and clarified that most intervention groups are currently nurture-based and not academic, and there was a broader discussion around this.

**There are several actions within the SDP that have been crossed out? E.g., things relating to Phonics and RE**

The HT advised that these are things that are neither required nor possible to implement anyway, and there was a broader discussion around this.

The HT provided a summary of the school's involvement in B&H football community outreach activities.

**In regards to the email sent by a parent about the attendance awards, has there been any further issues with this?**

The HT advised that this is an area of contention with some parents but that the specific situation that arose previously is no longer an issue.

Governors confirmed that there were no further questions on the SDP and the data.

**D) Sports Premium Report**

The HT clarified that this report shows the end of year results and data for the school's Sports Premium funding, and asked if there were any questions. Governors confirmed that there were no questions relating to this.

TF commented that 65% of pupils achieving 25 metres in swimming is good, and there was a broader discussion around this.

**E) Pupil Premium Strategy Review**

The HT advised that this needs to be approved by governors.



TF commented that it is an interesting read, and there was a good spread of information and it is very comprehensive.

The HT asked if there were any questions on this, and governors confirmed that there were none.

*All governors confirmed their approval of the Pupil Premium Strategy Review.*

## **F) Subject Leader reports**

The HT advised that they have recently reinstated these reports.

TF advised that these will be useful for governors to get acquainted with for when Ofsted visit as they demonstrate how the improvements have been implemented in practice. The HT advised that there are no reports for the main subjects that are already included in the SDP i.e., Maths and English, however it may be useful to have them in the future as well as a list of actions that have been completed, and there was a broader discussion around this. The HT provided further detail on the monitoring activities listed within the reports.

### **It is mentioned within the reports that there is a lack of resources for some subjects; is this related to funding?**

The HT advised that they will always approve purchase requests for curriculum requirements, but staff haven't been making requests that often. IB advised that there is perhaps a culture of staff feeling reluctant to make purchase requests given the general financial context of the school, but that whenever they have put a request in it is always approved and IB further advised that in previous years teaching staff would be given a budget for what they can spend in a year, but that since the school has been dealing with a financially difficult situation this has changed to them being expected to make a request if they need something rather than being given a budget, and that they perhaps haven't got used to this system yet. The HT asked IB to spread the word to teaching staff that it is okay to ask for resources that are needed for the curriculum. There was a broader discussion around this topic.

### **Is the reason that MFL (Modern Foreign Languages) fell by the wayside due to covid?**

The HT advised that this is most likely the case, and they weren't happening during covid and there have been other subject priorities post-pandemic, but that some teachers have started doing it again, and there was a broader discussion around this.

The HT asked if there were any other questions, and governors confirmed that there were none.



## **G) Feedback from governor monitoring**

The Chair thanked all governors for the large improvements in conducting regular monitoring visits and providing reports on these, and asked if there were any questions on the reports provided for this meeting.

There was a brief discussion around the format of the report and whether it should be used for training feedback too, and the Chair agreed to amend the monitoring form template slightly so that it can be used for training too.

### **ACTIONS**

**6.1** Chair to amend the monitoring form template so that it can also be used for training

## **7. Policy reviews**

The HT confirmed that these has been circulated to governors in advance.

### **A) SEND**

The HT advised that this should have been done earlier in the year as the policy was ready but that it got deferred on the last two meeting agendas, and that there are no major changes from what it was before.

The HT asked if there were any questions and governors confirmed that there were none.

*All governors approved the SEND policy.*

### **B) Bereavement and Loss**

The HT asked if there were any questions and governors confirmed that there were none.

*All governors approved the Bereavement and Loss policy.*

### **C) Admissions arrangements**

The Chair advised there was a slight typo in this policy in item G, and the HT amended this.

The HT asked if there were any questions and governors confirmed that there were none.

*All governors approved the Admissions Arrangements policy.*



## **8. Health & Safety**

### **A) HT report on safety matters**

The HT advised that they completed an H&S audit document this time last year in which they outlined funding deficiencies for some H&S requirements for the school, and that subsequently an action plan was drawn up with the auditors, and the HT further advised that the auditors visited the school today and that they commented that there had been a lot of general improvements when they did a walk of the school and that no major issues were identified and that there was a positive culture of H&S within the school, and that the main improvement requirements that were identified are relating to the paperwork and recording of H&S actions, and the HT advised that acknowledged this and are working on improving it.

### **B) Termly premises inspection**

The HT confirmed that this report had been circulated to governors in advance.

The HT asked if there were any questions and governors confirmed that there were none.

## **9. Feedback from Governor training**

TF advised that they completed the Headteacher appraisal training with the Chair and MN, and that it is recommended that governors sitting on the appraisal panel switch around occasionally and that it would be good if there were other governors who could complete the training for this, and also that the governing body needs an assigned review officer to potentially act as an independent governor to adjudicate in case there is a dispute. CW agreed to take on this role.

The Chair and BS confirmed that they had circulated their SIAMS training feedback forms.

## **10. Urgent business not on agenda**

N/A

## **11. The Grace**

*The Chair and governors concluded the meeting by saying the Grace.*

St Bartholomew's CE Primary School  
Full Governing Body Meeting  
Monday 10 July 2023 at 5.00pm



The meeting closed at 6.55pm.

Signed .....[Signed copy kept in school office].... Chair of Governors

Date.....20/09/23..

The next FGB meeting will be on Wednesday 20<sup>th</sup> September at 5.00pm.