



Present: Amanda Healey (AH), Fr David Clues (DC), Rupert Bagilhole (RB), Ian Beggs (IB), Levison Kandi (LK), Stephen Vinall (SV), Fiona Graham (FG), Sue Richardson (SR), Lara Coleman (LC) – until 7.30pm

In attendance: Sharon MacKenzie (SM) – Clerk

Apologies: Rev Alice Whalley (AW), Fiona Keeling (FK) – Associate Member

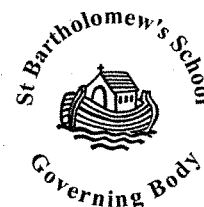
Quorum: 9 out of 10 governors were present. The meeting was quorate (at least 50% attending).

Questions from the governors to the headteacher and deputy are highlighted in bold.

Item	Discussion and decisions
1.	<p><b>Welcome / apologies for absence and declarations of interest</b></p> <p>SV agreed to chair the start of the meeting.</p> <p>The GB <b>accepted</b> the apologies of Rev Alice Whalley. Lara Coleman was welcomed as the new parent governor. Governors introduced themselves.</p> <p>IB declared an interest in Item 6 (Staff Appraisal Report) due to being a member of staff, so will leave the room for that item.</p> <p>DC arrived to take over the chair.</p>
2.	<p><b>Governor membership, to include election of Chair of Governors</b></p> <p>Stephen Lawrenson's term of office as foundation governor has expired and AH reported he is in the process of applying again.</p> <p>The clerk updated the GB on the situation re the Chair of Governors. Karen Ashdown (KA) will not be carrying on as a governor so a new Chair of Governors need to be appointed. There were no nominations but DC agreed to move into the position until the end of this academic year. SM confirmed that the Diocese had agreed to this arrangement. However, it is not ideal for the parish priest to be in this role so succession planning needs to be addressed this year. SV offered to take on the role of Chair of Resources Committee during this time and take on the Vice Chair role with AW.</p> <p>Governors unanimously <b>agreed</b> to appoint DC as Chair of Governors until July 2016 and SV as Chair of Resources.</p>



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	<p>Governors discussed options for keeping KA involved with the governing body so it can still benefit from her expertise re health &amp; safety and her experience as a parent governor. There are complications with appointing as a foundation governor due to the criteria for appointment and there is currently no co-opted governor on the constitution. The clerk advised that this can be changed but would involve increasing the foundation governors by one as they must outweigh all other governors by two. As it is a challenge to appoint to this category, this is not ideal.</p> <p>Therefore governors agreed to appoint KA as an Associate Member on the Resources Committee until December 2016, which would mean she would have voting rights on that committee and support the new parent governors in their first year.</p> <p><b>ACTION</b>          2.1 Clerk to contact KA re Associate Member role</p>
3.	<p><b>Minutes of the meeting held on 12.10.15</b></p> <p>Governors <b>agreed</b> the minutes were an accurate representation of the meeting. Many actions have been met – those outstanding are listed below.</p> <p><b>Q: What have we taken from the visit to Hammersmith?</b>          A: We have been more consistent in our approach, eg with marking and feedback to children and setting up classrooms. We're carrying out short drop-ins rather than longer observations in class, so that teachers receive more regular monitoring. This is in line with how Ofsted now carry out inspections.</p> <p>Governors noticed that the Learners display was very informative in the classroom. On governor visits it is important to use the Teaching &amp; Learning Policy to clarify expectations in classrooms.</p> <p>Governors asked AH for a report on progress at the next FGB meeting.</p> <p>AH reported that the two School Partnership Advisers that carried out the 'Deep Dive' commented that it didn't look like a 'Requires Improvement' school and was a good learning environment.</p> <p>Governors noted that the report from Ruth Cumming at the Diocese was very positive and thorough. The following 'Even Better If' comments were queried:</p> <p><b>Q: Has the Year 1 class had more access to resources?</b>          A: There have been a number of improvements, but it is ongoing.</p>



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	<p><b>Q: Is best practice being shared across the school?</b> A: We are having a staff meeting to look further how we can share the good practice. Also, the comments in the 'Deep Dive 'report will help us monitor this.</p> <p><b>ACTIONS</b></p> <p>3.1 AH to provide report on progress at next FGB (see above) – Clerk to add to agenda 3.2 AH to meet Richard Walton re prospective foundation governor from St Peter's 3.3 FG, LC and LK to carry out learning walk on 08.12.15 with AH 3.4 Clerk to update website with Standing Orders, Code of Conduct and Register of Interests (send form to SV and LC) 3.5 Clerk to circulate Governor Visits Policy to all governors 3.6 AH &amp; AW to make changes to admissions arrangements (ref Diocesan training) 3.7 Clerk to arrange for governors to have access to Safer Recruitment Training 3.8 Clerk to develop a policy schedule with review dates 3.9 Clerk to email FK a reminder to send the Teaching and Learning Policy 3.10 RB to add on SR and KA's names to training report for INSET day 3.11 AH to update Complaints Policy and Pay Policy, provide a hard copy for the policy file and arrange for the Complaints Policy to be uploaded onto website 3.12 AH to add to action plan: governors to meet with Maths lead termly 3.13 AH to provide a separate Pupil Premium report for governors re children in care and will share more detailed information with AW as safeguarding governor 3.14 AH to provide DBS form for RB – school policy is for all governors to be DBS checked even though it's not a statutory requirement – AW to carry out random checks on Single Central Record 3.15 Clerk to add Admissions arrangements to January FGB agenda</p>
4.	<p><b>Report from meeting with Jeff Lloyd, School Partnership Adviser on 09.11.15</b></p> <p>AH explained that this is a standard format used for all schools. The national data will be validated in February.</p> <p>Governors noticed the following:</p> <p><b>Q: Phonics screening Year 2 retakes result is 38% against national average of 90%</b> A: We have improved each year but didn't do well with retakes and there are individual reasons why some children didn't do well, which the school has identified.</p> <p>We are below the national average in reading and writing at KS1. But the data is not measuring the progress of all the same children, as we have high mobility. For those who have been with us for all three years, the figures show 100% for reading, 95% for writing and 100% for maths. So if we have them for long enough, we can make progress, but we have to help those who join us later to catch up.</p>



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	<p><b>Q: Does Ofsted expect us to recover in that situation regardless?</b> A: No, as long as we can explain it, which is why it is important to analyse the data and show the progress children have made and the impact of teaching in the school.</p> <p><b>Q: Should we not intervene to improve progress of summer born children?</b> A: Yes, we do monitor this earlier so we can put interventions in place.</p> <p>Every half term we look at the data and adjust the support according to where the priorities lie. Many of these children are ones who have joined us mid-year and have English as an Additional Language (EAL).</p> <p>Governors asked if AH could feed back that the report could have been more helpful if it explained the strategies and interventions in place. In addition to this, girls' achievement was discussed when analysing the RAISE report in Teaching &amp; Learning Committee, but this doesn't come across here.</p> <p>Governors noted that what is encouraging is that this matches the narrative of the Deep Dive, and Year 1 phonics screening has now gone above national. KS2 results have consistently improved year on year.</p>
	<p><b>ACTION</b> 4.1 AH to provide feedback from governors to School Partnership Adviser.</p>
5.	<p><b>School policies for agreement: Staff Appraisal Policy</b></p> <p>AH explained that this is the local authority's model, which has already been agreed by the unions so can only be tweaked. Appraisal targets have been tightened up with much clearer success criteria. Staff have found it more consistent and strongly linked to school improvement priorities. IB confirmed that the appraisal process is on track. SV asked for AH to email the capability procedure.</p> <p><b>Q: How are the objectives monitored throughout the year?</b> A: There are interim meetings in each term to ensure nothing slips through.</p> <p><b>Q: What support is put in place if recovery is required?</b> A: An informal support plan is introduced, with clear targets and support. This is then reviewed and if targets are not met, they would start formal procedures.</p> <p>Governors asked for anonymised examples of objectives to be brought to Resources Committee.</p>



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	<p><b>Q: What happens with the appraisal of support staff?</b>            A: This procedure is being finalised and will then come to governors. We need to identify who will be carrying out their appraisals, as the SENCO can't do all.</p> <p><b>ACTIONS</b>            5.1 AH to email capability procedure to SV            5.2 Clerk to add to Resources Committee agenda – anonymised appraisal objectives</p>
6.	<p><b>Staff Appraisal Report / agree members of HT Appraisal Panel</b></p> <p><i>IB left the room at this point.</i></p> <p>AH reminded governors that it can be easy to identify staff in a small school, so the paper that was circulated was confidential and handed back at the end of the item.</p> <p>AH explained that teachers qualify for progression through the mainscale (M1 to M6) if meet their objectives. They can then move onto the Upper Pay Scale (UPS) which relates to substantial and sustained contribution to the school and teachers can only move up every two years as they need to show sustained impact.</p> <p><b>Q: How do we identify good practice across the school and use it wisely?</b>            A: Two teachers had support plans last summer and a teacher with strength in those areas worked alongside them.</p> <p>Governors agreed to AH's recommendations. They noted that staffing costs are high due to the majority being experienced teachers on UPS. It was recognised that AH ensured two years of sustained progress before moving teachers up on that scale.</p> <p>Governors agreed that the Headteacher Appraisal Panel would consist of SR and DC for this term, with SV joining them as SR is leaving. RB agreed to carry out training and take on in the summer term.</p> <p><i>IB re-joined the meeting.</i></p> <p><b>ACTION</b>            6.1 RB to attend HT appraisal training</p>
7.	<p><b>Admissions – draft criteria</b></p> <p>AH and AW attended training in October re revised admissions arrangements and reported that we need to consult with all potential stakeholders and get the right oversubscription criteria.</p>

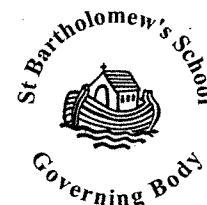


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	<p>The wording has been tightened up, but not much different. For the sibling link and medical reasons, AH has used the Brighton &amp; Hove wording.</p> <p>Governors discussed the equalities issue as there was some concern that there could be indirect discrimination where the parent may be unable to take the child to school. The wording currently relates to the disability of the child, not the parent</p> <p><b>Q: Has there ever been an issue here with a parent with a disability?</b> A: There was but we were still able to give them a place.</p> <p><b>Q: When was the last time we used the oversubscription criteria?</b> A: We use it every year but the vast majority come in on distance criteria.</p> <p>LC agreed to respond to the consultation with detailed information about the equalities issue, as this can then be forwarded to the Diocese and local authority.</p> <p>Governors agreed for the draft document to be sent out to consultation and to be discussed at the next FGB meeting.</p> <p><b><i>LC left the meeting at this point.</i></b></p> <p><b>ACTION</b> 7.1 AH to send draft document out to consultation and clerk to add to next FGB agenda 7.2 LC to provide response and AH to discuss with Sam Beal at local authority</p>
8.	<p><b>School/Governors' Action Plan 2015-16</b></p> <p>The final governors' action plan has been agreed at the committee meetings and will be circulated to all.</p> <p>Governors discussed the 2015/16 action plan for the school, which also includes a column for governors to clarify how they will monitor each aspect of the plan. This column was updated in the meeting and the actions agreed as below.</p> <p>Governors identified that an extra FGB meeting was needed in the spring term and this would be Monday 7 March – clerk to inform all governors.</p> <p><b>Q: What was the feedback from Deep Dive on governors?</b> A: Good understanding of where school is at and need to work on monitoring, hence the focus in the action plan.</p>





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	<p><b>ACTIONS</b></p> <p>8.1 Clerk to send final governors' action plan to all governors.</p> <p>8.2 (Priority 1) AH to bring termly summary of targets and data for pupil groups to next FGB – clerk to add to agenda</p> <p>8.3 Three governors to carry out termly learning walk on 30.11.15 to look at writing</p> <p>8.4 AW to meet Maths leader termly – starting spring term</p> <p>8.5 AW to visit on 30.11.15 (Maths monitoring)</p> <p>8.6 IB to invite FG and LC (parent governors) to attend maths workshops and feed back to FGB</p> <p>8.7 RB to meet termly with More Able Co-ordinator to look at data and results of pupil interviews and discuss progress of more able pupils</p> <p>8.8 (Priority 2) AH to change the title to 'good or better' teaching</p> <p>8.9 AH to arrange for teachers to provide governors with summary reports of lesson study opportunities with City Centre Partnership</p> <p>8.10 AH to provide termly anonymised record of class visits to GB – clerk to add to next FGB agenda</p> <p>8.11 (Priority 3) AH to share completed governor visit forms with staff</p> <p>8.12 (Priority 4) Teaching &amp; Learning Committee to review all review all subject leaders' action plans during the year – clerk to add to next agenda</p> <p>8.13 AH to identify subject leader to make short presentations at FGB in spring term</p> <p>8.14 Presentation at summer term FGB on the wider curriculum – clerk to add to agenda</p>
9.	<p><b>RAISEonline</b></p> <p>This was discussed at length at Teaching &amp; Learning Committee. The priorities moving forward are KS1, Maths, girls and attainment in writing. IB reported that FK is investigating if this is cohort specific.</p> <p>Attendance – this is the highest it has ever been, so very good news. This has been reported in the newsletter which is on the website.</p> <p><b>Q: What is the school doing to improve attendance?</b> A: We have written to all families who took holidays in term time last year and reminded them of the term dates. Have also fined some families. Always need to monitor.</p>
10.	<p><b>PE &amp; Sports Premium Funding Report</b></p> <p>Governors commented that the report is useful to explain how the funding is used. The report is on the website, which is a statutory requirement.</p> <p><b>Q: Are the activities having a positive impact on behaviour?</b> A: We are making sure that teachers are skilled up to develop a more positive PE experience.</p>



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	IB explained that the funding we receive might at some point be withdrawn, so we need to be mindful that what we're doing is sustainable and is therefore spent on developing teachers' skills.
11.	<p><b>Feedback from committee meetings</b></p> <p><b>Resources</b> – governors had monitored the larger costs such as printing, buildings development and Class of their Own.</p> <p><b>Teaching &amp; Learning Committee</b> – covered in items above (eg RAISEonline)</p>
12.	<p><b>Governors' reports on training attended</b></p> <p>RB, LK and IB all attended the local authority's Governor Induction Programme on 06.11.15 and submitted a joint training report. All new governors are encouraged to attend this.</p>
13.	<p><b>Urgent action by chair</b></p> <p>There was none.</p>
14.	<p><b>Urgent business not on agenda</b></p> <p>AH asked for governors to help with interviews for the office admin assistant, which would be w/c 07.12.15 – governors to let AH now.</p> <p><b><i>RB left the meeting at this point</i></b></p> <p>Governors discussed how to encourage more engagement between the school and church, such as inviting them to more school events. AH suggested notices going up in the church for events at Christmas, such as the carol service etc. FG commented that the children do feel connected with the church, which was reassuring. DC pointed out that the school has the ethos of 'the church', not specifically St Bartholomew's.</p> <p>DC, SV and DC agreed to meet separately to discuss further ideas about engagement.</p> <p><b>ACTIONS</b></p> <p>14.1 Governors to contact AH of they can help with interviews</p> <p>14.2 AH to advertise Christmas events with the church</p> <p>14.3 AH, DC and SV to meet to discuss ideas about further engagement</p>





Item	Discussion and decisions
15.	<b>Dates/focus of future meetings</b> <ul style="list-style-type: none"> <li>GB: 25.01.16, 07.03.16 (visioning), 09.05.16, 11.07.16 (all 6.00 – 8.00pm)</li> <li>Resources Committee: changed to 15.01.16 at 8.30am (previously 14.01.16)</li> <li>Teaching &amp; Learning Committee: 01.03.16</li> </ul>

Signed *[Signature]* Chair of Governors

Date 25/11/16

## Summary of actions

### 2.1 Clerk to contact KA re Associate Member role

- 3.1 AH to provide report on progress at next FGB – Clerk to add to agenda
- 3.2 AH to meet Richard Walton re prospective foundation governor from St Peter's
- 3.3 FG, LC and LK to carry out learning walk on 08.12.15 with AH
- 3.4 Clerk to update website with Standing Orders, Code of Conduct and Register of Interests (send form to SV and LC)
- 3.5 Clerk to circulate Governor Visits Policy to all governors
- 3.6 AH & AW to make changes to admissions arrangements (ref Diocesan training)
- 3.7 Clerk to arrange for governors to have access to Safer Recruitment Training
- 3.8 Clerk to develop a policy schedule with review dates
- 3.9 Clerk to email FK a reminder to send the Teaching and Learning Policy
- 3.10 RB to add on SR and KA's names to training report for INSET day
- 3.11 AH to update Complaints Policy and Pay Policy, provide a hard copy for the policy file and arrange for the Complaints Policy to be uploaded onto website
- 3.12 AH to add to action plan: governors to meet with Maths lead termly
- 3.13 AH to provide a separate Pupil Premium report for governors re children in care and will share more detailed information with AVW as safeguarding governor
- 3.14 AH to provide DBS from for RB – school policy is for all governors to be DBS checked even though it's not a statutory requirement – AW to carry out random checks
- 3.15 Clerk to add Admissions arrangements to January FGB agenda

### 4.1 AH to provide feedback from governors to School Partnership Adviser

- 5.1 AH to email capability procedure to SV
- 5.2 Clerk to add to Resources Committee agenda – anonymised appraisal objectives



6.1 **RB** to attend HT Appraisal training

7.1 **AH** to send draft document out to consultation and clerk to add to next FGB agenda

7.2 **LC** to provide response and **AH** to discuss with Sam Beal at local authority

8.1 **Clerk** to send final governors' action plan to all governors.

8.2 (Priority 1) **AH** to bring termly summary of targets and data for pupil groups to next FGB – **clerk** to add to agenda

8.3 Three **governors** to carry out termly learning walk on 30.11.15 to look at writing

8.4 **AW** to meet Maths leader termly – starting spring term

8.5 **AW** to visit on 30.11.15 (Maths monitoring)

8.6 **IB** to invite **FG** and **LC** (parent governors) to attend maths workshops and feed back to FGB

8.7 **RB** to meet termly with More Able Co-ordinator to look at data and results of pupil interviews and discuss progress of more able pupils

8.8 (Priority 2) **AH** to change the title to 'good or better' teaching

8.9 **AH** to arrange for teachers to provide governors with summary reports of lesson study opportunities with City Centre Partnership

8.10 **AH** to provide termly anonymised record of class visits to GB – **clerk** to add to next FGB agenda

8.11 (Priority 3) **AH** to share completed governor visit forms with staff

8.12 (Priority 4) **Teaching & Learning Committee** to review all subject leaders' action plans during the year – **clerk** to add to next agenda

8.13 **AH** to identify subject leader to make short presentations at FGB in spring term

8.14 Presentation to FGB in summer term 2016 on the wider curriculum – **clerk** to add to agenda

### Summary of agreements

**Item 2:** DC appointed as Chair of Governors until July 2016 and SV as Chair of Resources.

**Item 6:** Governors agreed to **AH's** pay recommendations for staff

**Item 6:** HT Appraisal Panel to consist of SR and DC for this term, with SV joining them, then RB to take on in summer term