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- Present: Katie Blood (HT), Stephen Berry (Chair), Tony Firmin, Nikki Harper, Dan MacIntyre, Fr Ben Eadon
- In attendance: Tom Way (Clerk), Fiona Keeling (Deputy HT), Catherine Wilson
- Apologies: Francesca Urquhart, Fr Martin Morgan (Vice Chair), Jane Gray, Ian Beggs
- Quorum: 6 out of 10 governors were present. The meeting was quorate (at least 50% attending).

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

1. Welcome / apologies for absence and declarations of interest

Governors accepted the apologies for absence from FU, JG, MM, and IB.

BE opened the meeting with a prayer.

The Chair welcomed CW and BE and they introduced themselves.

There were no declarations of interest for this meeting.

2. Minutes of FGB meeting held on 05.03.20, Informal Meeting 16.07.20

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

The Chair and the HT agreed to review the outstanding actions from previous minutes prior to lockdown and decide upon what should be carried forward for future meetings.

Matters arising, not otherwise on the agenda:

N/A

ACTIONS

2.1 Clerk to send list of previous outstanding actions to the Chair/HT for review



3. Headteacher's 'School at a Glance' Report, Progress on the SIP

The HT presented the new School at a Glance report and advised that the format of the report is still a work in progress and provided a summary for governors.

The HT advised that they are concerned about the number of pupils leaving the school due to various unrelated reasons, and that although some new pupils are joining the school there is an overall net loss. There was a further discussion around the process for pupils' first and second choice of school and the admissions process.

The HT and the DHT provided an overview of the SATs papers results taken in the week before lockdown and advised that the results were positive and that they will start compiling tables of the latest results soon. The DHT also advised that Maths results have improved significantly in the last 3 years.

The HT advised that in relation to the Behaviour and Attitude section, attendance is still an issue, but that it is difficult to do much with this at the moment due to the coronavirus situation and that there is a similar situation with other schools in the Brighton & Hove area. The HT also advised that there is a support group for BAME staff/pupils and that there is a focus on developing awareness of racial issues amongst all adults and children at the school, and that racial incidents are still generally very low at the school.

The HT highlighted other points in the report as follows:

- Subject Leadership plans are continuing as before
- A section on wellbeing has been included
- A section on governance has been included
- The budget is a top priority

The HT also advised that a SIAMS inspection will happen at some point and that it is overdue now but has been held off on for the time being due to the pandemic.

The Chair asked if governors had any questions for the HT regarding the report.

TF confirmed that the School at a Glance report is replacing the School Improvement Plan and commented that it is better having it all in one place.

How has Absenteeism been?

The HT advised that attendance was great in the first week back, and that pupils who are absent for coronavirus-related reasons are not included in the overall attendance figures. The HT advised that St Bartholomew's attendance figures are similar to other schools in the area and are at around 85% (not including coronavirus-related absentees), and that there have been issues with holidays being taken during term time and the requisite period of self-isolation upon their return (some of these are holidays that were booked earlier in the



year and then postponed due to coronavirus), and that there have also been issues with pupils isolating due to having potential symptoms of coronavirus that then turns out to not be the cause. There was a general discussion around this.

How has the children's attitude been?

The DHT advised that they are not as 'peppy' as before and that it has been a mixed bag in that the pupils who are keen on learning have been happy to be back, and vice versa for those who were less keen on school before, and that some of the pupils have appeared tired.

The HT advised that 4 pupils have not come back to school and that they are being home-schooled now, and that this has increased a lot in Brighton & Hove, and there was a general discussion around this.

4. Governor Monitoring/Training

Strategic Plan 2020-21/ Governor training

The Chair advised that new training courses have been listed on the BEEM website and requested that a few governors book onto Finance training. NH and DM confirmed that they are happy to do this. The Chair advised that this is with a longer view to someone else taking on the role of chairing the Resources committee, and there was a general discussion around this. The Chair advised that there is a £92,000 deficit in the end of year budget and that following a discussion with the HT it was agreed that some money can be moved around to accommodate this. The HT advised that there are surplus funds in the sports account that (in adherence with the rules) can be applied a bit more flexibly, and that the HT is looking further into the legality of this. There was a brief further discussion around this.

Governor's roles and responsibilities

Governors agreed and confirmed their roles and responsibilities as follows:

- Sports Premium – CW
- Pupil Premium – BE
- Health & Safety – JG
- Safeguarding – MM
- Attendance & Behaviour – NH
- Maths – TF
- Phonics – Chair
- SEN - DM



There was a discussion around the possibility of finding a BAME governor and other new governors.

GB code of conduct + Governors allowances/expenses

Governors agreed to review this as a policy in a following meeting.

ACTIONS

4.1 NH and DM to book onto Finance training on BEEM

5. Committee Reports/Plans + Membership for 2020/21

There was a discussion around committee membership for 2020/21 and the HT suggested that given their respective experience that CW attend the Teaching & Learning committee and BE attend the Resources committee to which they agreed.

NH confirmed that they will attend the Resources committee as a regular member.

The Chair advised that they are meeting with the HT regularly, and that they highly commend the HT and the DHT and thank them for keeping everything going during this time, to which all governors agreed, and they requested that their thanks be passed on at the staff meetings and particularly for looking after children attending at the school during the first easing of lockdown.

6. Policy Reviews

Teacher's Pay + HT

The Chair confirmed that the HT's pay had been reviewed in their performance management panel on the 28th September and confirmed that a decision was agreed upon there.

The HT advised that a member of staff requested a pay review, and there was a discussion around the pay advancement process and the issues with defaults regarding the Union policy and the LA policy, and the HT confirmed their recommendation that the staff member's pay grade should be advanced.

7. Health & Safety

The Chair confirmed that no H&S inspections have taken place since lockdown and asked the HT if there had been any issues. The HT confirmed that there had been an incident where a pupil had slipped on the artificial grass in the play area and injured themselves,



and the HT confirmed that they and the DHT had investigated this and concluded that there were no further recommendations to be made, and that an incident form has been completed which they will forward to the Chair.

ACTIONS

7.1 HT to forward the H&S incident form discussed at FGB meeting 15.10.20 to the Chair

8. Feedback from governor training/school visits

The Chair advised that all governor training is online now via Microsoft Teams software.

CW advised that they had attempted to complete the governors' induction training but that IT issues had prevented them from doing so.

The Chair advised that they had undertaken SIAMS training prior to lockdown.

BE advised that they had attended the Diocese briefing and also has booked onto the Church school governance induction training.

9. Urgent business not on agenda

TF asked how it has been going with the 5 new TA starters in September, and the HT advised that they have been good and very useful and that they have taken on challenging roles and done well with this, and there was a general discussion around this.

The Chair and the HT advised that the LA is taking over part of the school to put bespoke provision for children within the SEN category in place, and that this will consist of a new fully-equipped sensory room and kitchen area, and that up to 15 children will be allocated here (but not all at the same time) with a coordinator appointed by the LA. There was a further summary and discussion around this.

The HT advised that Irene Tolliday has retired who has been a very long-term member of staff, and that they had a positive send-off and final day at the school, and that the school is currently advertising for a role of 10hrs p/week to replace them with the possibility of this increasing slightly.

The Chair requested that all governors please send ID photos to the Clerk to compile and pass on to Amy Charlton who is setting up governor badges.

The HT advised that Amy Charlton has completed artwork for the outside of the school which has been great and helps to prevent graffiti.

In regards to children's mental health, there may have been issues with family breakdowns happening over the summer or similar problems, how will this be monitored or dealt with going forwards?



The HT advised that it is at about the same level as it was before, and that there has been increased social worker/LA support which has been useful, and that the school is currently monitoring for who may need extra support. The HT further advised that the staff at the school are brilliant at picking up on these things, and that there was a particular focus on these potential issues at the beginning of term, and that staff will continue to monitor for this, and also some children have come back with a better mental health situation than before for various reasons. There was a general discussion around this.

The Clerk reminded all governors to email their new declaration of interest forms to them at the first opportunity.

ACTIONS

- 9.1** Governors to send ID photos to the Clerk to compile and pass on to Amy Charlton for badges
- 9.2** Governors to email their new declaration of interest forms to the Clerk

The meeting closed at 7:17pm.

Signed[authorised electronically by the FGB in the Chair's absence] Chair of Governors

Date.....09.12.20..

The next FGB meeting will be on Wednesday 9th December 2020 at 5.45pm