



Present: Katie Blood (HT), Stephen Berry (Chair), Fr Martin Morgan (Vice Chair), Tony Firmin, Nikki Harper, Jane Gray,

In attendance: Tom Way (Clerk)

Apologies: Francesca Urquhart, Ian Beggs, Fiona Keeling (Deputy HT) Dan MacIntyre

Quorum: 6 out of 9 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 and DM. The HT advised that IB and the DHT were currently supervising parents' evening and would possibly arrive at 7pm.

There were no declarations of interest for this meeting.

2. Minutes of FGB meeting held on 11.12.19

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

The following actions have been met:

- The Chair has worked on a Health & Safety checklist with Senior Leaders and JG has completed a report related to this
- Governors have completed the skills audit document and the Clerk has collated the results
- The Chair contacted JG about a premise's inspection
- NH discussed the possibility of the school's digital media presence with their brother and is meeting someone from their company next week to discuss this further (see *ongoing action 2.4 below*)
- The HT and DM have looked further into the possibility of using Facebook for marketing the school and set an initial digital media presence, and advised that the timing for repeating this would be in September when prospective parents will begin to look around.



- The Chair has arranged a training plan for the required areas of improvement in the skills audit (*see items 3 & 4 below*)
- JG conducted a health & safety visit to the school in January

Matters arising, not otherwise on the agenda:

There was a discussion about the graffiti on school wall and the possibilities and problems involved in dealing with this.

ACTIONS

- 2.1** FrMM to produce a plan of fundraising proposals – **ongoing**
- 2.2** HT to discuss potential governor's school visit day with the Chair on **06.03.20** – **ongoing** (visit to focus on Phonics and Spelling)
- 2.3** HT to look into the possibility of setting up a school noticeboard – **ongoing (action to be resumed after the mural has been completed)**
- 2.4** NH to discuss the possibility of the school's digital media presence with their brother/company after FGB meeting 05.03.20 – **ongoing**

3. Governors Monitoring

The Chair advised that they had reviewed the skills audit returns and has identified weaknesses in Governance Strategy, Finance and Succession Planning. JG confirmed that they are doing H&S training, and FrMM and NH confirmed that they are happy to do Finance training. The HT advised that as many governors as possible doing finance training would be useful given the school's current financial situation, and TF confirmed that they are happy to do this too.

The Chair advised that they would like governors to commit to a specific area in the context of an Ofsted visit and referred to the governors monitoring document provided for this meeting. There was a further discussion about the nature of an Ofsted visit and that they will pick a particular focus and conduct a 'deep dive' (extensive questioning on a particular area).

The Chair presented the new governor visit forms and advised that they are topic-specific and include guides for learning walks, and that these should be sent to the Clerk when they are completed. FrMM agreed to complete a form every half term as they visit the school regularly.

A) Update of Strategic Plan 2020-21

Have we started this plan for 2020-21?



The HT advised that they have started the plan and have listed things to focus on next year, in particular Reading. The Chair asked if it would be possible for the HT to circulate a draft for the end of this term/beginning of next term, and the HT agreed that the beginning of next term may be possible.

B) Governor's roles and responsibilities

The Chair asked if any governors wanted to commit to a particular role (in addition to current roles).

- SEN

Governors nominated DM for this role (the Clerk agreed to check what roles DM is already committed to and inform the Chair).

- Training Link

The Chair advised that this involves compiling the skills audits, finding weaknesses and approaching governors to fill the gaps etc.

The Chair agreed to take on this role.

- Equalities

The Chair advised what this role involves and agreed to do this.

The HT advised that an Accounts governor is important to have too (someone to monitor governance money). There was a discussion around possible candidates for this and finding new foundation governors, and it was agreed that there was a necessity for this role to be fulfilled. The HT agreed to look into the requirements for this role and to pursue this further after Easter.

ACTIONS

3.1 HT to circulate a draft of the Strategic Plan 2020-21 to governors at the beginning of next term

3.2 Clerk to check what roles DM is already committed to and inform the Chair

3.3 Clerk to inform gov support of updated governors' roles and responsibilities

3.4 HT to look into the requirements for the Accounts governor role and to pursue this further after Easter

4. Governor Training

- Budget Planning Workshop

NH agreed to book a place on this.

- Governance Briefing



The Chair advised that as many governors as possible should attend this (Saturday 28th March, 9am – 1pm, Amex Stadium).

- School Finance part 1 & 2

[See item 3].

- School Development Planning (strategic)

The Chair advised that as many governors as possible should attend this and that the governing body needs to become more strategic going forwards.

There was a further discussion around training and the Chair suggested that if possible, there should be one governor attending some form of relevant training every half term.

5. FGB Meeting Dates (number and timing)

The Chair advised that the FGB currently meets in the middle of the Summer term and at the beginning of the Autumn term, and suggested that the FGB meeting in May before the second Summer term meeting is not practical and that this should be removed from the schedule. The Chair also advised that the committees cover a lot of the work, and that the Summer term FGB meeting is used to scrutinise the exam results.

The Clerk agreed to check the Standing Orders and other guidelines to see if there were any issues that would arise from removing the May meeting, and governors agreed that if no issues were identified then the meeting would be cancelled.

ACTIONS

5.1 Clerk to check standing orders etc relating to removing the May FGB meeting

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

The HT confirmed that they had sent their report approximately 7 days before this meeting.

The HT provided the following summary of updates within the report:

- Transport funding has been agreed for a new pupil enabling them to start at the school soon.
- Inset day was positive and included a motivational speaker, feedback was good.
- Observations are planned for this half term.
- Phonics is coming along well and extra training sessions with TAs are being provided. There are some difficulties, but overall progress is being made, also a bid has been put in for a Phonics grant and the HT will hear more on this soon.



Is there still a member of staff on consistent long-term sickness?

The HT advised that there was, and there are no official updates on this currently, but they will discuss it with the Chair when they meet tomorrow.

If the member of staff is on long-term sickness, are they being supported by a union and is a plan in place?

The Chair and HT advised that they are and that the process will take approximately one year, and there was a further discussion around this.

- School Improvement Plan (SIP)

The HT provided updates within the SIP and commented that they are impressed with the progress, and that although there are still some things to do, it is coming along well. The HT also advised that the SLT need to add their updates to the plan too, and that a lot has taken place.

FrMM advised that the pupils have responded to the Pupil Voice forum regarding assemblies and have provided good feedback. There was a further discussion around positive collective worship changes.

7. Committee Reports/Plans

Governors confirmed that they had all read the previous committees' minutes in advance of this meeting.

T&L committee

TF provided a summary of the previous T&L committee and that they were encouraging governors to attend staff meetings as the contact is beneficial. The HT advised that there could be a potential conflict if parent governors attend and there was a discussion around this with the conclusion being that they could attend less often i.e. once every half a year.

NH advised that in their induction training it was encouraged that governors go to Inset day training, and all governors agreed with this.

JG suggested that Yr6 could possibly have professionals visit to discuss their work sectors, and the HT advised that they were happy for this to happen but that they would need to delegate this to someone else to organise, and that this being arranged for September would be good. It was agreed that in the first half term of September one of the governors can come in and give a presentation and invite questions.



[IB/DHT arrived but it was agreed that as the meeting was near the end they were excused]

The HT provided a brief update on SIAMS, and the Chair confirmed that they have attended SIAMS training, and there was a further discussion around this.

Resources committee

The Chair provided a summary of budget updates and advised that the school is currently overspending, but that if someone needs to be hired for a child's particular needs then they have agreed with the HT that the school will pay for this, and all governors seconded this. The Chair also advised that staffing-wise the school is okay, the debit card transactions statement was signed off, they will review the Scheme of Delegation with the SBM soon, and reiterated that the budget is the main issue.

NH asked for clarification regarding the ring-fencing procedure and correspondence with the council over this as discussed in the previous minutes, and the HT gave a further explanation of this.

There was a discussion around how St. Bartholomew's school compared to other schools in the area financially, and the HT advised that there are others in worse circumstances, but the Chair confirmed that the school is also heading that way. The HT advised that the school cannot spend any less than it is currently spending, and the Chair advised that the issue is that the school is single-form entry and that this has negative financial consequences. There was a broader discussion around this and the differences in school sizes and their corresponding financial circumstances.

8. Policy Reviews

The HT advised that they had only circulated the Supporting Pupils with Medical Conditions policy, and that the Child Protection and Safeguarding Policy is not ready yet as Rachel (the Safeguarding Officer) is new, and the standard government policy is updated, ready for each September.

- Supporting Pupils with Medical Conditions

The HT advised that they have combined all medical guidelines into this policy rather than separating them into separate policies.

All governors agreed to the Supporting Pupils with Medical Conditions policy.



9. Health & Safety

JG confirmed that they had circulated their Health & Safety report to the HT and Chair beforehand.

JG advised that there were no major issues but that fixing the fascia that was damaged by wind recently is urgent as another gale could wreck this. The HT advised that the issue was finding someone to do this. The HT confirmed that the cracks in the glass in the lobby had been fixed.

JG provided a further summary of updates from the report:

- The H&S policy was locked away when it should be available.
- Andy Birch is up to date with all training.
- The original school entrance on the side street is still confusing people and this could possibly be remedied by painting over it.
- The toilets downstairs need complete refurbishment (TF advised that the church may be able to invest more in this)

JG suggested that this visit/report should be completed on a regular basis, and the Chair agreed that termly would be good.

10. Feedback from governor training/school visits, Feedback for SIAMS framework

The Chair confirmed that they completed SIAMS training on the new framework, and that the SIAMS inspection is due this academic year.

NH confirmed that they had completed their induction training.

JG confirmed that they completed finance training.

TF confirmed that they completed an Understanding Data course, and that they also went to the governance briefing.

The Chair advised that the governance conference is on the 28th March and encouraged all governors to attend if possible.

11. Urgent business not on agenda

N/A

St Bartholomew's CE Primary School
Full Governing Body Meeting
Thursday 05 March 2020 at 5.45pm



The meeting closed at 19:38 pm

Signed[authorised electronically by Stephen Berry]..... Chair of Governors

Date.....

The next FGB meeting will be on Thursday 20 May 2020 or Thursday 16 July 2020 at 5.45pm (subject to the finalisation of item 5 above).