



Name	Type of Governor	Present	Apologies
Katie Blood	Headteacher	Yes	
Father Ben Eadon (Chair)	Foundation (Ex Officio)	Yes	
Tony Firmin (Vice Chair)	Foundation	No	Yes
Nikki Harper	Parent	No	Yes
Catherine Wilson	Foundation	Yes	
Ian Beggs	Staff	No	Yes
Ben Scott	Foundation	Yes	
Mary Nixon	Foundation	No	Yes
Roger Fine	Local Authority	Yes	
Father Thomas Cotterill	Foundation	Yes	
James Roe	Parent	Yes	
Tom Way	N/A (Clerk)	Yes	
Sarah Foster	School Business Manager	Yes ( <i>items 1-5</i> )	
Az Naeem	EYFS/KS1 Phase Leader	Yes ( <i>item 1</i> )	
<b>Vacancy</b>	<b>Foundation</b>		

Quorum: 7 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 AN

AN provided a presentation to governors regarding EYFS and KS1.

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

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

The Chair confirmed that apologies had been received from MN, IB, NH and TF.

The Chair welcomed JR to the governing body as a new parent governor and governors introduced themselves.

The Chair confirmed that they are a trustee of the Community Trust of the Blessed Virgin Mary (*see item 5c below*).



### 3. Minutes of FGB meeting held on 09.02.23 accuracy / matters arising

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

*The following actions have been met:*

- The Chair has investigated the process for the school taking on EHCP pupils and confirmed that no action is required from governors for this
- The HT has actioned item 4 within the premises inspection report
- The HT and Chair have looked into allocating polices to specific governors to review in advance and advised that governors should focus on any policy relevant to their role first
- The HT has prepared the Pupil Premium strategy for the current year and the Clerk will forward this to governors with the minutes from this meeting
- The HT has provided the Attendance procedure for this FGB meeting

Matters arising, not otherwise on the agenda:

N/A

#### **ACTIONS**

**3.1** HT to action item 6 within the premises inspection report – *ongoing*

**3.2** Clerk to send the Pupil Premium strategy for the current year to governors with the FGB meeting minutes from 22.03.23

### 4. Chair's Business

The Chair advised that there have been a lot of discussions about graffiti and tagging in the area, and that there is one resident who is focused on dealing with this and who has communicated with the HT frequently. The Chair and HT advised that they have discussed this and confirmed that artwork has been done at the school to discourage this. There was a further discussion about the different wall areas around the school and what can be done, and the HT advised that there may be a few other things that can be done but that they are reluctant to spend more money on new artwork or having tagging removed because it will be tagged again right afterwards. The HT further advised that there is a possibility that the school will be fined as a business if they don't remove graffiti.

#### **How much does a mural cost?**

The HT advised that it is approximately £300. The Chair advised that there is a possibility of the school getting a grant for this, but that as the school's budget is tight, it is not a good use of money to have tagging removed when it will most likely go up again right afterwards.



There was a broader discussion around how tagging is removed and that the LA will not pay for this, and governors agreed that currently the school shouldn't spend money on removing tagging.

The Chair asked governors if they had all received the HT's documents about governor monitoring guidance, and governors confirmed that they had. The HT commented that they thought the section on asking pertinent questions is good and advised that they welcome this at the governing body.

***A confidential item was discussed and has been recorded in a separate set of minutes.***

## **5. Finance**

The Chair thanked the SBM for attending the FGB meeting.

### **A) Approve and set new budget**

The HT confirmed that the draft budget for next year had been circulated to governors in advance.

The HT advised that St Bart's is one of the 75% of schools in the area that are submitting a budget in deficit. The HT further advised that there is a complication over whether the 4% pay rise should be included and that they don't know if this will be funded yet, and that they may need to resubmit the budget with this alteration.

The HT advised that there is no in-year budget deficit this academic year, but that it will not be possible to avoid this in the next academic year. The HT confirmed that it will be a £53,000 in-year deficit, and that the cumulative deficit is £159,000. The HT also confirmed that the budget is based upon the same SLT structure as this year.

The HT advised that they have taken a fine tooth-comb approach to the budget and have done everything that they possibly can. The HT further advised that they will have to have a meeting with the LA as to whether the budget deficit will be licensed or not, and that the current context is that 75% of schools in the area have a budget deficit, and that even bigger schools that have had surpluses before are now going to be going into deficit next year. There was a broader discussion around this.

### **What is 'services to school' within the budget?**

The SBM advised that this is money that the school has to pay back to the council e.g., HR, payroll, admin, school meals, behavioural support etc. The SBM further advised that it is a lot of money, and that it is difficult to opt out of this in a way that doesn't come with a further



penalty of some kind, and there is also very little transparency about the breakdown of these costs from the LA. There was a broader discussion around this.

*The Chair asked if all governors approved the budget.*

*All governors confirmed their approval of the budget.*

## **B) Review Benchmarking and complete SFVS**

The SBM and HT confirmed that they have already completed this item previously.

## **C) Monthly Budget Monitoring report**

The SBM confirmed that this is from February, and there was a brief clarification regarding ringfencing within the report in that any money not spent in the budget goes in here to be allocated to something else that needs covering.

### **Can this be carried forward to the next financial year?**

The SBM and HT confirmed that it can.

The Chair checked with the SBM about the Community Trust of the Blessed Virgin Mary – and declared that there is a conflict of interest as they have made a £2,000 grant to the school and the Chair is a trustee of this.

There was a broader discussion around ringfencing and support staff.

## **D) Monthly Reconciliation report**

Governors confirmed that they were happy with this.

## **E) Credit Card statements**

Governors confirmed that they were happy with this.

Governors thanked the SBM for attending the FGB meeting.

*The SBM left the meeting.*



## **6. Headteacher's 'School at a Glance' Report**

The Chair confirmed that this had been circulated to all governors in advance of the meeting.

### **A) Progress against SDP & Data**

The HT advised that the main updates within the report are that progress in Reading and Phonics is good, and that there has also been progress in the school's anti-racism strategy. The HT further advised on this that there feels like there is a lot of movement on it, and that INSET day next Friday will include staff going through the curriculum and making sure that there's more than just white male representatives in different subject areas, and that they acknowledge how important it is to children to see that they are represented in areas that they can aspire to.

The HT advised that there is a large part in the report about the school census day in October, and clarified that the school had 124 pupils registered at the school at this time, which is not necessarily an accurate representation of the school's numbers as there were approximately 10 pupils more than this either side of the census day within a 15-day window. The HT advised that they have raised this with the LA as unfair as the school's funding and budget is determined by the number of pupils registered at the school only on census day, and the HT confirmed that they have not had a reply from the LA yet.

The HT advised that they have appointed some new support staff members to replace the ones who have left.

The HT advised that attendance continues to dip up and down (the school had 100% attendance on one day), and that some of the persistent absentees are moving in the right direction and the actions taken by the school to address this are having a positive effect. The HT further advised that lots of schools are struggling with attendance now, and that the national and local figures will be released soon and the HT expects St Bart's to have similar statistics to other schools.

### **There has been one exclusion?**

The HT confirmed that this had happened, and advised that it wasn't a big deal and was just one afternoon that the pupil went home for, but that it was important to do this to show all pupils that certain behaviour would not be tolerated.

The HT confirmed that there is no new school data from last time, and that there will be new data at the next FGB meeting after the holidays.

The HT asked if there were any questions from governors, and there were none.



The Chair advised that they have amended the order of standing items in the agenda slightly and put governor monitoring feedback in this item too.

## **B) Feedback from governor monitoring**

### **In regard to the discussion over strikes in the Chair & HT catchup report – are we any closer to resolving negotiations?**

The HT advised that they don't know at the moment and that the talks are still ongoing. There was a broader discussion around government funding, pay and the general situation.

## **7. Policy reviews**

### **A) Attendance procedure**

The HT advised that they had shared the Attendance policy at the last FGB meeting, and that the Attendance procedure is slightly different in that it relates to how to put the policy into practice. The HT gave a summary of the systems in place and the training that staff are undergoing, and advised that the second part is about tracking the attendance of pupils, persistent absentees, and sending letters and following up on this.

### **Do you record attendance-related info on CPOMS now too?**

The HT confirmed that this does happen and that the office staff are doing well at this, and that it builds up a picture through which they can see a pattern and then follow it up.

The Chair asked if there were any more questions from governors on the Attendance procedure, and governors confirmed that there were none.

*All governors confirmed their approval of the Attendance procedure.*

## **8. Health & Safety**

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

The HT confirmed that there was nothing to report.

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



RF advised that the next premises inspection is being planned, and that the report for the previous inspection was too late for this meeting but it has been prepared, and the Clerk confirmed that it will go out with the next set of documents.

**9. Feedback from Governor training**

The HT confirmed that there had been two reports submitted by TF relating to Vice Chair training and the Governance conference.

**There is a question in the report about attendance and the traffic light system – do you know what band we're in?**

The HT advised that they don't know and will follow this up to find out.

Governors confirmed that there were no further questions or comments.

**ACTIONS**

**9.1** HT to find out what band the school is in for the attendance traffic light system

**10. Urgent business not on agenda**

N/A

**11. The Grace**

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

The meeting closed at 6:49pm

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

Date.....

The next FGB meeting will be on Thursday 4<sup>th</sup> May at 5.00pm