



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	
Dan MacIntyre	Parent	Yes (items 3-7)	
Jane Gray	Foundation	No	Yes
Ian Beggs	Staff	No	Yes
Francesca Urquhart	Foundation	No	No
Fiona Keeling	N/A (Deputy HT)	Yes	
Tom Way	N/A (Clerk)	Yes	
Rachel Christie-Davies	N/A (Inclusion Lead)	Yes (items 1-3)	
Vacancy	Foundation		
Vacancy	Foundation		
Vacancy	Local Authority		

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 / Opening Prayer / apologies for absence and declarations of interest

The Chair commenced the meeting with an opening prayer.

Governors accepted the apologies for absence from JG and IB. The Chair advised that DM had said that they would be running late. The Chair agreed to contact JG about whether they are able to continue in the role of governor, and advised that Father Philip Kennedy has resigned from the governing body due to their moving parish.

There were no declarations of interest for this meeting.

The Clerk agreed to email the declaration of interest form for governors to complete for the new academic year and to email governors individually confirming that their contact details are up to date.

The Chair welcomed all governors back to the school.



ACTIONS

- 1.1 Chair to contact JG about continuing in governor role
- 1.2 Chair to contact JG's husband regarding potential new governor role
- 1.3 Clerk to email the declaration of interest form for governors to complete for the new academic year, all governors to complete before the next FGB meeting
- 1.4 Clerk to email governors individually confirming that their contact details are up to date

2. Minutes of FGB meeting held on 14.07.21 accuracy / matters arising

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

The following actions have been met:

- DM has booked onto Finance training on BEEM for November
- The Clerk investigated the process for formally ending someone's role as a governor and informed the HT/Chair
- The HT and Chair agreed to remove the action regarding a post-covid survey
- The Chair met with the family that had requested their child be removed from Worship, RE and PSHE lessons and an agreement was reached that the family would only miss PSHE lessons that involved sex and sexuality.

Matters arising, not otherwise on the agenda:

N/A

ACTIONS

- 2.1 HT to look into the possibility of setting up a school noticeboard – **ongoing HT + DM**

3. Safeguarding Training

RCD provided handouts and presented the safeguarding training for governors. They advised that all governors and anyone working in the school needs to have read part one of the DfE document provided (Keeping Children Safe in Education Sept 2021).

The safeguarding training focused on the following points –

- Sensitivity to others undergoing the training
- St Bart's positive safeguarding culture
- Definitions and possible signs of child abuse (physical, neglect, sexual, emotional)
- Specific types of abuse to be aware of (FGM, radicalisation)
- Other safeguarding issues to be aware of (mental health, peer on peer abuse)



- What to do if you have a concern

RCD advised that there was an online course which they would forward to the Clerk to forward onto all governors.

RCD advised that the child protection policy needs to be updated and added to the school website and that the safeguarding governor details need to be updated too when they have been nominated [*see item 5 below*]. RCD also advised that there is further training available for governors offered by Gill Hibbert.

Governors agreed to email RCD to confirm when they have read part one of the DfE safeguarding document and the Clerk agreed to forward this document to all governors.

[*DM arrived*]

There was a general discussion around the safeguarding training.

Governors thanked RCD for providing the training.

[*RCD left the meeting*]

ACTIONS

- 3.1** Clerk to forward online safeguarding course to all governors when received from RCD
- 3.2** Assistant Head for Inclusion (RCD) to update child protection policy and safeguarding governor details on the school website
- 3.3** Clerk to forward the DfE safeguarding document to governors, governors to email RCD confirming when they have read this

4. Headteacher's 'School at a Glance' Report

The Chair thanked the HT for circulating the report to governors in advance.

The HT gave an explanation of the format and advised on a few changes that they had made relating to the school context section and updates against each section for governors' meetings, and they gave a summary of the SIP section. The HT also advised that a governance improvement would be to highlight action points for priorities and identify progress against this.

The HT provided further clarification on the format in regard to numbers of pupils in line with national standards, and the DHT advised that there may be no new national standards available for a while now due to lockdown.

TF asked for a glossary of terms and the HT agreed to provide this for the next meeting.



Do you have any thoughts on the KS2 figures where these are relevant?

The HT advised that these are based on the 2020 statistics prior to lockdown. The HT and DHT advised that the current Yr6 class are struggling and that it will be difficult for them, and that this is likely also a nationwide issue. They advised that the plan is to review where they're up to in a few weeks after half term to see what the projections are for progress and plan possible support for the remainder of the year. There was a general discussion around this.

Are there any issues in other classes?

The HT advised that Yr1 are a very mixed cohort and that the Phonics test results are unpredictable at the moment, and that there may be a variety of potential issues.

The HT clarified that lunchtime prayers should be taking place at 12:25pm every day. HT clarified the section on external ratification in the report is for when a school partnership advisor or similar comes in then the HT can add their comments there.

The Chair thanked the HT for providing the report.

ACTIONS

4.1 HT to provide a glossary of terms for the SAAG report

5. Governor roles

The Chair advised that they had met with the HT and TF to look at this, and the group suggested that the statutory monitoring roles be filled and then the SIP roles are shared by all.

The HT provided a handout for all governors including the suggestions for allocations and gave an explanation of this. The proposed role allocations are as follows:

- Health & Safety – IB
- Safeguarding – TF
- SEN – DM
- Governor training and development – Chair
- Headteacher's performance mgmt. – TF/FU/Chair
- Pupil Premium – NH
- Sports Premium – CW
- Clerk's performance mgmt. – Chair

The Chair agreed to arrange a date for the HT's performance management meeting.



In regard to the SIP governance monitoring roles the HT advised on the suggested allocations as follows:

- Quality of Education – TF/CW
- Behaviour and Attitude – DM/NH
- Personal Development – Chair
- Leadership and Management – Chair/TF
- Early Years – FU

It was requested that a list of all school staff with their full names, subject areas and school email addresses be provided if possible, and the HT agreed to look into this. HT advised that if emailing from a school office 365 account, the email address for staff members should come up automatically as the names are typed in.

How will we monitor and report back on all areas?

The HT advised that there were a few examples of what monitoring could involve at the bottom of the document provided, and that it would be best to write a short report on the monitoring to bring back to governors at FGB meetings. The HT agreed to send a monitoring report template around to all governors, and the Clerk agreed to look into the possibility of circulating governors' contact details to each other, ensuring that staff personal details would not be included.

When monitoring areas that may have less clearly-defined criteria e.g. Behaviour and Attitude, are there any guidance documents underlying the outlined objectives and aims to assist with the monitoring process?

The HT advised that the guidance for achieving good standards in specific areas is included in the SIP and consists of Ofsted's standards and terminology, and that governance monitoring should involve the implementation of the SIP within a particular context rather than a general assessment against the DfE standards or similar. There was a general discussion around this.

Where it highlights in the SIP that the school is already doing well in a particular area and that further specific monitoring is not required, what is the reference for this?

The HT advised that this is based upon current Ofsted grading and the plans and priorities set out by the SLT.

All governors agreed to the suggested allocation of governance roles and there was a general discussion around monitoring.



ACTIONS

- 5.1 Chair to arrange a date for the HT's and Clerk's performance management meeting
- 5.2 HT to provide a list of all school staff with their full names, subject areas and school email addresses to governors
- 5.3 HT to send a monitoring report template around to all governors
- 5.4 Clerk to look into the possibility of circulating governors' contact details to each other

6. School internet service upgrade

The HT advised that the school has to change internet service providers as they use the local authority provider which is changing and that it will cost an additional £394.71 per year but that it will be a significantly faster speed. The HT further advised that it would probably cost more to find an alternative provider.

All governors agreed to the internet service upgrade.

7. Urgent business not on agenda / The Grace

The HT advised that there is a new curriculum for the Early Years Foundation Stage and that they are keen on this as it will be simpler. The Clerk agreed to circulate this document to governors.

The HT advised that the LA have sent out new school requirements for staff to supervise pupils with dietary requirements at lunchtime, and the HT commented that this appears to be the LA's legal team shifting responsibility onto Headteachers instead, and that the extra staffing requirements for this are not manageable at all at the school and that the catering is provided by an outsourced company. The HT advised that it is not currently possible for the school to take responsibility for this, and the HT and the Chair agreed to email the LA informing them of this.

The Chair highlighted the school events/meeting dates that the HT has sent out, and the HT advised that there are only a few small changes but that if a governor would like to attend something in particular then please double check in advance.

Governors agreed to include an agenda item at the next meeting to look at the school information pack in detail.

The Chair concluded the meeting with a closing prayer.

ACTIONS

- 7.1 Clerk to circulate the Early Years Foundation Stage document to all governors
- 7.2 HT/Chair to email the LA informing them that they can't take responsibility for the new dietary requirements supervision

St Bartholomew's CE Primary School
Full Governing Body Meeting
Wednesday 15 September 2021 at 5.45pm



The meeting closed at 7:37pm.

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

Date.....

The next FGB meeting will be on Thursday 14th October at 5.45pm.