



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	No	Yes
Dan MacIntyre	Parent	Yes	
Jane Gray	Foundation	No	Yes
Ian Beggs	Staff	Yes	
Ben Scott	N/A (Prospective governor)	Yes	
Fiona Keeling	N/A (Deputy HT)	Yes	
Tom Way	N/A (Clerk)	Yes	
Sarah Foster	N/A (School Business Manager) Items 1 - 3	Yes	
Francesca Urquhart	Foundation	No	
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.

The Chair welcomed BS as a prospective governor.

Governors accepted the apologies for absence from CW and JG, and the Chair had been told by FU she intended to step down. FU to be asked to send her resignation to the Chair.

There were no declarations of interest for this meeting.

ACTIONS

1.1 FU to be asked to send her resignation to the Chair - HT



2. Minutes of FGB meeting held on 15.09.21 accuracy / matters arising

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

The following actions have been met:

- The Clerk has emailed governors individually confirming that their contact details are up to date
- The Clerk has forwarded the online safeguarding course to all governors
- The Assistant Head for Inclusion (RCD) has updated the child protection policy and safeguarding governor details on the school website
- The Clerk has forwarded the DfE safeguarding document to governors
- The HT has provided a glossary of terms for the SAAG report
- The Chair arranged a date for the HT's and Clerk's performance management meeting
- The HT has provided a list of all school staff with their full names, subject areas and school email addresses to governors
- The HT has sent a monitoring report template around to all governors
- The Clerk has circulated the Early Years Foundation Stage document to all governors
- The HT and Chair have emailed the LA informing them that they can't take responsibility for the new dietary requirements supervision

Matters arising, not otherwise on the agenda:

N/A

ACTIONS

- 2.1** Chair to contact JG about continuing in governor role – **ongoing**
- 2.2** Chair to contact JG's husband regarding potential new governor role – **ongoing**
- 2.3** All governors to complete their declaration of interest form before the next FGB meeting – **ongoing**
- 2.4** HT to look into the possibility of setting up a school noticeboard – **ongoing HT + DM**
- 2.5** Chair to check with RCD that all governors have confirmed that they have read the DfE safeguarding document
- 2.6** HT and Chair to begin putting together an induction pack for new governors
- 2.7** Clerk to send out the SAAG glossary with the minutes for every meeting



3. Finance

A) Monthly budget monitoring

The Chair requested if the SBM and HT could clarify the basics of the format of report before beginning as they were not familiar with it, and the SBM provided a brief clarification of the report type and advised that it is an update on the current financial position of the school within the year (previously referred to as the current outturn), and also provided further clarification on the different sections of the report.

The HT advised that there is not much to update on this currently, except that the deficit may be slightly less than anticipated (£159,000 instead of £169,000), but that there may also be extra staffing costs required as there are new pupils joining the school who will require extra support, and there was a broader discussion around this.

What is the LA's view of the school having a £160,000 deficit?

The HT advised that they have regular meetings with the LA once a term and that they haven't escalated anything in regards to this yet, and the SBM has to send regular monitoring reports to them. There was a broader discussion around this, and the HT advised that there is currently no serious pressure on the school to do anything different in regards to its finances.

The SBM provided further clarification on the Sports fund advising that it is a ringfenced amount and that the school has spent a lot of it over the last six months as they will have to pay it back if they don't use it.

The HT asked if there were any other budget-related questions and governors confirmed that there were none.

B) Monthly reconciliation report

The HT advised that this is a new report and has not been presented at FGB meetings before. The SBM advised that this report consists of the LA's figures backing up the budget monitoring report above. The HT advised that the 'variance' column will indicate if there are any differences between the two.

The HT advised that they have been told to increase the number of cost centres so that not too many things are allocated to the miscellaneous cost centre e.g., donations. There was a broader discussion around cost centre allocations.



C) Credit card statements

The Chair asked if there were any questions on these, and there were none from governors.

The Chair thanked the SBM for attending the meeting and their work on clarifying the finances for governors.

The SBM left the meeting.

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

The Chair thanked the HT for circulating this in advance.

The HT advised that there is not much new to update on this since last time, and that 53% of pupils are of an ethnic minority and that this is very diverse for the area.

For how many pupils is English a second language?

The HT advised that it is 40% of pupils whose families have declared this.

The HT provided a summary of the report as follows:

- As of 06/10/21 there are 145 pupils at the school, the same as July earlier this year which can be considered progress as there are usually less at this time
- There have been two suspensions
- Various activities and trips for pupils have been conducted by teachers
- A new school partnership adviser has been appointed (the HT has not met with them yet)

The HT advised that the data for the end of the summer term is on the report now, and that the current year 6 figures are low. The HT further advised that they are a challenging cohort and that there are several pupils with behavioural needs who are vulnerable, but that progress is promising with Maths, Reading and Writing. The HT provided further clarification on the statistics, and the DHT advised that there were no SATS last year so this is based on internal data, but that this usually matches up with the SATS results.

The HT advised that there are two grants coming in soon – a covid-recovery grant and a school-led tutoring grant, and that they propose that the covid recovery grant goes towards extra staffing costs and the School-Led Tutoring is spent on tutoring for specific pupils in Years 6, 2 and 1, but also that it is not lots of money so there may be limits to what can be achieved with it. The DHT advised that they feel that some pupils this year could potentially thrive with the right support.



The HT advised that Year 2 need to do a Phonics test in November and that they have experienced difficulties with this previously, but that the latest test undertaken today has shown a big improvement and this is a very positive development as Phonics was an identified area of improvement for the school by Ofsted.

The HT advised that it is worth noting that the persistent absentee rate is high again now and that this was an issue with Ofsted previously, and that the governing body should look at this in further detail at the next meeting. The HT further advised that Ofsted have been saying to other schools that Covid is not an excuse or reason for anything, including absenteeism.

What are your thoughts on this?

The HT advised that there are a few key pupils and families that were like this before Covid and that they are the same now. There was a broader discussion around this. The HT clarified that overall attendance is separate to persistent absenteeism.

Could this be considered a safeguarding issue?

The HT advised that they have referred a pupil to social services where all previous attempts at contact and preventing persistent absence have failed, as they believe that this counts as neglect, and that they will escalate cases of persistent absenteeism in this way when they feel that there is nothing else that they can do.

The HT asked if there were any more questions, and governors confirmed that there were none.

The Chair thanked the HT for providing the report.

5. Health & Safety

The HT advised that there are no specific updates on this, but that the termly inspection has still not been happening, and that IB has just taken on the role of the new Health & Safety governor and they are looking into the format of the inspection as the governing body has not done this before.

6. Policy Reviews

The Chair confirmed that these have been circulated to governors in advance and that all governors have read them.



A) Safeguarding

The HT advised that this is based on the LA policy and that it has not changed significantly since the last one.

How has the summary of changes been communicated to staff?

The HT advised that they do this at the start of the school year in INSET days, and that RCD makes sure anyone who is not there gets the update too.

The HT asked if there were any more questions, and governors confirmed that there were none.

B) Sex and Relationships Education

The HT confirmed that the list of governor responsibilities for this are the same as for all other subjects, so that ultimately the responsibility for it lies with them but that they are not expected to manage the day-to-day teaching of the subject. There was a broader discussion around governance accountability, and it was confirmed that the governing body as a collective are accountable for rather than it falling to one designated governor.

The HT advised that there is one major change in that parents can now only withdraw their children from sex education lessons but not from relationships lessons and that the latter is statutory.

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

C) Collective Worship

The HT asked if there were any questions on this, and governors confirmed that there were none.

All governors agreed to the policies above.

7. Feedback from Governor training

Governors confirmed that there has been no training to update the governing body on yet, and DM, NH, IB and the Chair advised that they have training coming up next month.



8. School information pack

The HT advised that this has been provided by the LA and that they have made extra accompanying notes on it and they circulated these to governors here. The HT advised that it is based on data from January 2021, and gave a summary of the pack advising that it covers pupil numbers at the school and other various statistics against the national average, and that the statistics are similar to the same time in the previous year.

Are there proposals for some schools to downsize?

The HT gave a background summary about the lack of pupils in the Brighton & Hove area (there are currently 700 empty Reception places) and the situation in regards to other schools not changing their intake. There was a broader discussion around this and the HT advised that it is a possibility that some schools in the area will be downsized or even closed.

There was a broader discussion around the info pack, and that the local housing prices have led to the area being designated as affluent which has resulted in less government funding, when more funding would be appropriate.

The HT asked if there were any more questions, and governors confirmed that there were none.

9. Urgent business not on agenda / The Grace

The Chair confirmed that there was no more business.

The Chair concluded the meeting by saying the Grace.

ACTIONS

9.1 Chair/HT to forward the Grace and School Vision text to Clerk to add to the agenda template

St Bartholomew's CE Primary School
Full Governing Body Meeting
Thursday 14 October 2021 at 5.45pm



The meeting closed at 7:20pm

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

Date...14.12.21.....

The next FGB meeting will be on Tuesday 14th December at 5.45pm.