

ST BARTHOLOMEW'S SCHOOL

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY

Thursday 18 March 2010, 7pm in the Lifelong Learning Centre

Present:	Ian Campbell	Foundation Governor: Chair
	Christina Haddrell	Head Teacher
	Keith Astill	Foundation Governor
	Derek Brown	Parent Governor
	Jeanette Clifford	Parent Governor
	David James	Staff Governor (Teacher)
	Cheryl Landeg	Community Governor
	Ian Peddie	Parent Governor
	Hywel Price-Richards	Parent Governor
	Patricia Ray	Parent Governor
	Jeremy Sharpe	Associate Member: DHT
	Maureen Sims	Associate Member: DHT
	Jonathan Taylor	Associate Member
	Ian Ward	Parent Governor
	Rex Wearn	LA Governor: Vice Chair
	David Yates	Parent Governor
In Attendance:	Sharon Glover	Clerk

ACTION

01.

Apologies / Welcome

Apologies were received and accepted from Keith Chopping, Nicola Clarkson, Steve Foyle, Peter Norman, Francesca Rhodes and Stephen Uden.

Stephen Uden was welcomed as the new Parent Governor. Unfortunately, he was not able to make the meeting. Jonathan Taylor was welcomed to the meeting and Mr Peddie proposed that he be made an Associate Member; this was seconded by Mrs Landeg and the vote was unanimous. The appointment takes effect immediately.

02.

Declaration of AOB

- Financial Procedures for approval – Mrs Glover
- Internal Controls Statement for approval – Mrs Glover
- Publication Scheme for approval – Mrs Glover.

These items had been discussed and agreed at the relevant committee meeting, but had been omitted from the agenda. They would be discussed at item 10.

03.

Declaration of Interests

There were no declarations made.

04.

Head Teacher Appointment

Part 2: Confidential minutes.

05.

Minutes of previous meetings

The minutes of the meetings of 3 December 2009 and 22 January 2010 were approved and signed.

06.

Matters arising

- 7. Uniservity: Mrs Haddrell confirmed that parents and students are now well aware of Uniservity. The snow conditions ensured that our procedures were put into action. Advice was given to students to link up if they had no access to computers and she felt very confident with the school's capabilities to carry on functioning in such circumstances. The known school closures planned for the move to the new school have ensured that we are well prepared for such eventualities and we are ahead of the programme for other schools in West Berkshire.

- 10. Parents' Education Forum – electronic Bartholonews: three companies are being asked to make presentations for communication systems which will facilitate attendance communication, newsletter, etc with parents.
- 15c). New school day proposals: meetings with support staff have clarified the new structure and concerns have been resolved.

07.

Head Teacher's Report to Governors

Mrs Haddrell summarised her report, making the following additional comments:

- There have been additional sporting achievements since the writing of the report.
- The Investors in Careers award has been confirmed.
- It has been a very productive term, despite the on-going changes.

School Development Plan 2009/2010:

- The school has moved forward in all areas and progress towards meeting the key measure, including English and Maths, is positive.
- Mr Sharpe commended David Fitter on an excellent job leading the active research group. The new courses introduced in September are running successfully. The Science faculty is working on Assessing Pupil Progress (APP). Year 9 have begun GCSE courses and more will be reported after the holidays. The early start to Year 9 Maths has paid dividends and more work is being carried out in English. We are ahead with the timetable for 2010/11 and English and Maths have completed a dummy staffing run and the faculty timetable will be shared with staff at the end of term. This allows more time to iron out any major issues.
- Mrs Haddrell explained that the leadership and management of specialist subjects are key to the re-designation of our specialist status. The national links with China continue to develop.
- Mrs Sims reported that the BTEC courses continue to grow. Attendance figures are good. The SIMS behaviour management system will be launched to the whole school, following the pilot, which will give staff better access to student performance. Extended Schools will be hosting a fun day at Park House on 27 March; the criteria for the day being ways in which we can use the disadvantaged subsidy to support students.
- Governors asked if it was possible to provide a status against each item on the SDP, eg red, amber, green. This would facilitate monitoring from their point of view. Mrs Haddrell agreed to implement the suggestion.

Draft School Development Plan 2010/2011:

- Mrs Haddrell highlighted the overview on page 17 of her report. She explained that each member of the LT will have a focus on each of the four areas. Every team within school will also be expected to have the four areas reflected in their team development plans. This follows Ofsted recommendations and covers the key areas for development next year.
- The governing body was pleased with the new format, which they felt was very easy to understand.

Curriculum:

- Mrs Haddrell commended Mr Sharpe and Mrs Moody on their work in putting together the new timetable.
- The Creative and Media Diploma will be run at Kennet School and Newbury College hopes to have a viable cohort for the Engineering Diploma, but this is not yet certain. This reflects the uncertainty about Diplomas in parts of the country such as ours, although not necessarily that of London areas. There is no clarity about the future of BTECS, however, these have been revised and there is strong uptake nationally for these. With the BTEC forming a core element of the Diplomas, we shall be well placed if Diplomas take off in West Berkshire.

Assessment:

- Mrs Haddrell commended Mr Fitter on his excellent work with the new target setting system. This uses chances graphs to reflect estimated attainment for students in each subject. This information can then be used as a basis for one-to-one discussion with the students and their subject teachers to agree challenging, but realistic, target grades. These graphs will be printed onto labels which the students will put into their planners and so be available to parents.
- Mrs Dunmore was commended for the work she does as Data Manager.

House and Student Affairs:

- The Year Councils are carrying out some excellent work, ably led by Mr Cook.
- The House Championship system has been simplified and further information will be presented to the governors next term.

Personalised Learning:

- Mrs Knott was commended for her work with the AG&T students and the reassessment of the Challenge Award.

Finance:

- Governors suggested that a strategy should be formulated with Mrs Lambert so that the new Finance Manager has a set of procedures to work with when they take up post.
- Mrs Haddrell confirmed that staffing is currently being streamlined and very detailed work is being carried out to overcome over-staffing in three areas of the school; this includes some staff working in different areas. It was agreed to provide more detailed information for next term.
- The no-spend on PDAs was questioned. Mrs Haddrell explained that the planned introduction was delayed because of Mrs Parson's maternity leave. However, it is more likely that students will be using laptops and so this will probably not proceed.
- Mrs Haddrell tabled the three year budget for approval. The school is confident with the indicative numbers used for future years and a huge difference in the final figures is not expected.
- Governors noted the anticipated level of funding over the next three years, the uncertainty regarding the new school costs, the projected spend and benchmarking data - the latter which was new and appreciated. In view of this and the imminent appointment of a new Finance Manager it was proposed and agreed by the HT that a full budget review and three year plan, with options, be completed and submitted to Governors by the end of June.
- The increase in teacher costs includes four maternity leaves; we expect to recoup these costs. West Berks made an error and deducted the funding for our Advanced Skills Teacher; this will be reinstated.
- The increase in building maintenance reflects requirements for the new school in keeping to warranties, etc.
- Mr Wearn proposed that the three year budget be approved; this was seconded by Mr Astill and the vote in favour was unanimous.
- The governing body thanked Mrs Lambert for her excellent work; they were very appreciative of the written reports she had provided.

Ad Lucem:

- Nothing further to report at present, although Mrs Haddrell highlighted the Development and Capital Budget for 2010-11 on page 72 of her report and the Transition Budget on page 80.

Business and Enterprise:

- In response to a question, Mrs Sims agreed that the school seemed to have a more open relationship with primary schools now that they were no longer classed as feeder schools.
- Mrs Haddrell reported that, since writing her report, the school had won the Young Enterprise Shield and Mrs Sims confirmed that the Investors in Careers' Award had now been officially generated.

Miscellaneous:

- The CCF BTEC is no longer funded by the MoD as they are unable to support the interested numbers from schools; consequently, the school will fund the entries from St Barts.
- The CCF guns are due to be replaced and Mrs Haddrell has read, and is happy, with the arrangements in place.
- We are pleased to have been invited to enter teams for the Ten Tors race this year and have teams for the 35 mile and 45 mile races.
- The LA are being supportive with our CCF activities and are allowing students to participate in flying and gliding again.
- Since the new uniform arrangements have been posted on the website and in Bartholomews, only one parent has contacted Mrs Haddrell.
- Mr Sharpe commended Mr Davis for the excellent work he had carried out investigating Contextual Value Added (CVA) for the sixth form and highlighted the report at Appendix L2, pages 107 and 108 of the Headteacher's report. This information was presented to Ofsted and West Berks have been made aware of our concerns. It is hoped that, in future, the inspectors might use this data differently to form their judgements. The governors fully supported the evidence and asked that Mr Davis be made aware of their support.

Staffing:

Mrs Haddrell advised that there had been very little movement, considering we are into March. However, a PE specialist had been appointed today and another colleague had been successful in their job application elsewhere. She explained the longer term strategic picture was being considered and welcomed comment from governors.

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08.

SEF

The SEF has been updated and shared with the governing body electronically. Mrs Haddrell expressed her hope that the governors are confident in the school's judgements under key headings. The leadership Team is considering the purchase of a programme which provides questions for stakeholders relating to the SEF.

Governors asked Mrs Haddrell if the school obtained any value from the SEF. She replied in the affirmative, explaining that it gives pause for thought after exam results and informs the SDP, as it focuses on actions taken and their impact and acts as a cross reference and good aide memoire.

09.

Admissions

There was nothing further to report on admissions and the governors determined the Admissions Policy for 2011-2012.

10.

Reports from Curriculum Committees

The Chairs from each committee outlined the business discussed at their meetings.

Policies were approved and signed:

Attendance – approved for one year.

Best Value Statement – approved for one year.

Borrowing – approved for three years.

Disciplinary Procedure for Staff – approved for three years.

Email – approved for three years.

Eye and Eyesight Testing Procedure – approved for three years.

Financial Procedures – approved for one term. It was agreed that this should form an agenda item for the April training.

Governors' Visits to School – approved for three years.

Grievance Procedure for Staff – approved for one term.

Health and Safety – approved for one year.

Home/School Agreement – approved for one year.

Internal Controls Statement – approved for one year.

Literacy – approved for three years.

Pay Committee Terms of Reference – approved for one year.

Special Needs – approved for one term.

Staff Reductions: Guidelines – approved for three years.

Teaching and Learning – approved for two years.

Uniform – approved for one year.

CIH

11.

AOB

There was no other business to record.

The meeting closed at 8.50pm.

Date of next meeting: Thursday 8 July 2010, commencing 7pm in the LLC.

These minutes are subject to final approval by the Full Governing Body at its next meeting.

Signed.....Date

Chairman

Distribution: All governors / staff rooms / LA / website