

ST BARTHOLOMEW'S SCHOOL
MINUTES OF THE MEETING OF THE
GOVERNORS' LEARNING AND ACHIEVEMENT COMMITTEE
Tuesday 18 May 2010, 7.00pm at Digby Croft

Present:	Keith Astill	Foundation Governor
	Jeanette Clifford	Parent Governor (Chair)
	Steve Foyle	Foundation Governor (Vice Chair)
	Christina Haddrell	Head Teacher
	Hywel Price-Richards	Parent Governor
	Tricia Ray	Parent Governor
	Maureen Sims	Deputy Head Teacher

In attendance:	Jonathan Taylor	Associate Member
	Stephen Uden	Parent Governor
	Neil Cook	Assistant Head Teacher
	Sharon Glover	Clerk

		ACTION
01	<p><u>Apologies</u></p> <p>Apologies were received and accepted from Mr Campbell.</p> <p>Stephen Uden was welcomed as a new parent governor and Jonathan Taylor was welcomed back as an Associate Member.</p>	
02	<p><u>Declaration of AOB</u></p> <p>No declarations were made.</p>	
03	<p><u>Declaration of Interests</u></p> <p>No declarations were made.</p>	
04	<p><u>Minutes of last meeting</u></p> <p>The minutes of the meeting held on the 9 February 2010 were approved and signed as a true record of the meeting.</p>	
05	<p><u>Matters Arising</u></p> <ul style="list-style-type: none"> • 7. Ofsted: Finance has been assigned to Community Cohesion and planning is underway. A Curriculum Enrichment Day is planned for the 20 July and governors were invited. • 10. Extended Schools: Mrs Clifford attended a successful Jigsaw Open Day. • 11. House Heads' Conference: The minutes had not been received. Mrs Sims agreed to resend. • The revised Terms of Reference for the committee were agreed, with a minor amendment. To FGB. • There has been no interest in the staff governor (teacher) vacancy. Mrs Haddrell agreed to re-advertise it. 	<p>MSS</p> <p>FGB</p> <p>CIH</p>
06	<p><u>Mentoring Review</u></p> <p>Mr Cook tabled information on mentors and mentoring. We now have 250 students with mentoring experience in years 9-13 and the ability to provide in-house training for groups as well as individuals. Thanks were extended to Peter Deam and Kim Hodgkin for their involvement.</p>	

	<p>Mentoring has proved to be reassuring for both parents and students at welcome evenings. Mr Cook explained that three mentors supported each tutor group: one to cover different aspects of school life; one to help organise and sign student planners on behalf of the tutor; one to support ideas for fund raising and charities. St Barts does not use a 'buddy' system, but a more general approach and there is a mentoring box on the visits' form, used by primary schools, for particular needs.</p> <p>Governors asked how the mentoring process had progressed since its introduction five years ago. Mr Cook explained that there was now more structure to the time given to year 7s (15 minutes per day). However, there are issues around the function of mentors throughout the whole year and whether year 7s need continued visits; although this does allow mentors to continue to support homework.</p> <p>Mentors are asked for their feedback as different groups have different needs. More work is needed on 1:1 support, but measuring success is difficult. There is an imbalance between the numbers of boys and girls interested in mentoring. This is a product which could be shared with other schools.</p> <p>The next step is to provide student mediators and tutors have identified mentors who would benefit from the scheme.</p> <p>Mr Cook left the meeting.</p>	
07	<p><u>Personal Development Programme</u></p> <ul style="list-style-type: none"> • Mrs Sims explained that the structure of the SEF has changed and greater focus is needed. A more rigorous structure needs to be put in place and followed; this is scheduled to begin shortly. • Access to IT results in some delays in completion of specific parts of the planned programme for tutors. • The PD structure will change in the new building with a smaller amount of time allocated, resulting in a greater challenge for delivery. • Feedback is sought every term and this aspect is particularly strong in KS4 and KS5. • The LT are considering the use of the Kirkland Rowell evaluation, which focuses on each element of the SEF; it is a more robust and 'across the board' system for gathering information. It is planned to introduce this in the spring term with a view to informing the whole SEF in the future. It follows the SEF headings and so will be easier to tie together. 	
08	<p><u>Team Development Planning</u></p> <ul style="list-style-type: none"> • The first draft of the L&A TDP was tabled; this will be cascaded to staff for further development. • Governors asked about the issues surrounding areas that do not lend themselves to easy monitoring and evaluation. They were advised that there are clear guidelines about what success looks like to help support staff. • Mrs Haddrell explained that each member of the LT is in the process of TDP preparation and these will be linked to the School Development Plan for budget purposes. An update will be given in the HT Report later in the term, but the LT final plans will be taken to Co-ordinating. 	CIH
09	<p><u>Extended Schools</u></p>	

	<p>• Mrs Sims reported that we have until the end of August to spend the EDS fund. £7,500 is available to St Barts, but there are restrictions on how it can be used. Next year's Partnership budget has increased from £52,000 to £54,000; a proportional increase. Transition has not been taken into account and this could become an issue. The Deputy Manager has resigned and an interim measure has been put in place.</p>	
10	<p><u>Careers' Update – Leavers</u></p> <p>• Governors asked how the leavers' information is used. Mrs Sims explained that the information is only provided for governor information. The process centres on the need for analysis, which informs Connexions and provides tracking for all students. We currently know what all year 11 and 13 students are planning to do at the end of this year, which is of practical use for the school.</p> <p>We are currently driving towards the government target for keeping students in learning and, to this end, the curriculum is being reviewed. The Foundation Learning Tier focuses on individual aspirations and provides additional individual support.</p>	
11	<p><u>Social Care Support</u></p> <p>• As a result of a recent Governors' Disciplinary Hearing (GDH), where the governors felt there was a dangerous lack of support for the school from Social Services, a letter was sent to Social Care Services requesting a meeting to discuss the issues. A meeting has yet to be set up.</p>	Clerk
12	<p><u>FMSiS</u></p> <p>• Mrs Clifford tabled and outlined a paper updating the committee on FMSiS (FMSiS – keeping L&A committee informed). The committee has no specific responsibility for FMSiS but needs to be aware of its progress.</p>	
13	<p><u>Information Items:</u></p> <p><u>PSP:</u></p> <p>An updated PSP was tabled. Mrs Sims explained that PSPs are no longer extensively used as many other strategies are being deployed. The locality structure has replaced PSPs in many ways. This will be an agenda item for the House Head summer conference: 'the value of PSPs and its use in the future'.</p> <p><u>Exclusions:</u></p> <ul style="list-style-type: none"> • Governors commented on the increased number of exclusions and were advised that this reflected a period of unrest experienced in the school last term. This has continued to a degree, but at a much lower level, and involved year 10 and 11 students, some having now finished school for exams. Mrs Haddrell advised that she had reiterated the school's expectations to students and parents in assemblies and Bartholonews. • Although there were some minor problems, the end of the school year for leavers was good and overwhelmingly positive. • Information on internal isolations will be provided for future meetings. <p><u>Discipline:</u></p> <p>Mrs Sims advised that the Bullying Log procedure has been updated with an improvement in the reporting process. Governors requested more information, such as numbers, groups, etc) so that they could see any patterns emerging.</p>	<p>MSS</p> <p>MSS</p> <p>MSS</p>

	<p>Looked After Children: We have three LAC, all are Afghanistan asylum seekers. They are doing extremely well academically and are all involved in school cricket. One has a piece of art work being entered for the Flourish competition.</p> <p>Child Protection Register: Mrs Sims confirmed that a summary of the overall figures for child protection would be provided at the end of the year.</p> <p>Racial Incidents Log: Nothing further to report.</p> <p>Stakeholder Feedback: Information from the Subject Hotline was shared with the meeting. There are 52 pages of Study Day referrals; the range of queries is vast and differs widely in the levels of seriousness. The information will be logged and analysed. The Study Focus returns will be interrogated for the next meeting.</p> <p>Equal Opportunities: The minutes for the Equal Opportunities meeting on 14 January were included as Enclosure 11. Mrs Clifford welcomed the committee's interest in and support of the Equal Opportunities group.</p>	<p>MSS</p> <p>MSS</p>
<p>14</p>	<p>Renewal of Policies</p> <p>Monitoring and Evaluation returns were tabled.</p> <ul style="list-style-type: none"> • Careers' Education and Guidance – delete question iv) on page 2. With this amendment, the policy was approved for three years. To FGB. • Child Protection – Mrs Sims is now named in the policy as the designated officer. There may be alterations required by the next meeting so policy approved for one term only. The on-line procedures for Berkshire are being updated. To FGB. • Food/Healthy Schools – The policy was approved, with minor amendments, for three years. To FGB. • Serious Incidents involving the School – The policy was approved, with minor amendments, for three years. To FGB. • Sex and Relationships' Education – The updated policy was approved for one year. To FGB. <p>Governors asked if staff used the policies. Mrs Haddrell advised that staff are periodically reminded about policies and they are highlighted through the monitoring and evaluation procedure. All policies are available for use as and when needed.</p>	<p>FGB</p> <p>FGB</p> <p>FGB</p> <p>FGB</p> <p>FGB</p>
<p>15</p>	<p>AOB</p> <p>a) Process for school officers: The clerk read out Mr Norman's email concerning the timing for appointment of school officers. Mrs Haddrell welcomed feedback on the issue, but pointed out that there was a bigger picture with the day-to-day running of the school and calendar demands, etc. It was agreed that this was a matter for the Leadership Team.</p> <p>b) Mrs Sims advised that the new behaviour management process, using SIMS, was going well and seemed to be appreciated by staff.</p>	<p>CIH</p>

The meeting closed at 9.12pm.

Date of next meeting: to be confirmed.

These minutes are subject to final approval by the Co-ordinating Committee at its next meeting.

Signed Date
Chairman

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