

**ST BARTHOLOMEW'S SCHOOL**  
**MEETING OF THE GOVERNORS' CO-ORDINATING COMMITTEE**  
**TUESDAY 15<sup>TH</sup> MARCH, 2016 AT 7 PM IN W111**

**OPEN MINUTES**

<b>PRESENT:</b>	Ian Peddie (IP)	Chair of Governors
	Jeanette Clifford (JC)	Vice-chair of Governors
	David Fitter (DWF)	Deputy Headteacher
	Steve Foyle (SF)	Foundation Governor
	Julia Mortimore (JAM)	Headteacher
	Jeremy Sharpe (JPS)	Deputy Headteacher
	Maureen Sims (MSS)	Deputy Headteacher
	Jonathan Taylor (JT)	Community Governor
	Stephen Uden (SU)	Parent Governor

<b>IN ATTENDANCE:</b>	Peter Norman (PN)	Parent Governor
	Helen Sutherland (HLS)	Clerk to the Governors

<b>1. APOLOGIES:</b>	Bruce Steiner (BS)	Finance Governor
----------------------	--------------------	------------------

**2. DECLARATION OF AOB**

No further items were added to the agenda.

**3. DECLARATION OF INTERESTS**

There were no declarations.

**4. MINUTES OF THE MEETING HELD ON 2<sup>ND</sup> DECEMBER, 2015 & MEETING NOTE OF 3<sup>RD</sup> FEBRUARY, 2016**

The records of both meetings were agreed.

**ACTION: IP to sign**

**5. MATTERS ARISING**

School and Team Development Plan Figures

This item was deferred.

**6. REPORTS FROM COMMITTEES**

The Committee Chairs highlighted the following from their meetings:

Learning Resources – SF

- The Committee welcomed Alan Wooldridge (ARW) as the new ICT Network Manager.
- ARW will be producing a new IT Strategy next term.
- Solar panels – there will be a survey on the Sports Hall roof over Easter.

- The Facilities Report highlighted maintenance issues such as the pump that had failed.
- Water costs have gone up.
- H&S – the faculty riskassessments are almost complete.
- The H&S Policy has been updated.
- Patricia Ray is undertaking checks on behalf of the Governing Body to ensure compliance with H&S requirements.

#### Brown's Meadow Working Party – SF

- Discussions have taken place with the Newbury Athletic Club (NAC) regarding a new pavilion.
- Letters of support were sent to them in January (from IP and Paul Millard, Chair of the Charitable Foundation) and in the last week (from IP on behalf of St Bart's).
- The NAC have applied for funding from Sport England and the Greenham Common Trust.
- A sports strategy is being formulated to ensure that the new pavilion is suitable for St Bart's needs as well as NAC.
- Brown's Meadow is school land and won't be transferred to the Foundation at this time.
- Two health and safety issues have been identified and resolved.

**ACTION: SF to consider whether any delegated authority is needed for the working party.**

#### Learning & Achievement – SU

- This term's meeting focused on SEN provision.
- EHC plans were discussed, including the amount of work that they involve.
- The use of assistive technology was also highlighted.
- Rajan Bhandari's SEN Link Visit Report was tabled.
- Pupil Premium Intervention Review was considered.
- A defibrillator will be installed at St Bart's.
- JC's Single Central Records Check was reported.
- Contribution agreements were also discussed.

#### Teaching & Learning – JT

- A review of School Development Plan progress was received.
- Highlights of the Action Research Meetings were reported.
- Bespoke CPD training for leadership for TLR holders is underway and the course will last two years.
- Quality of Teaching & Learning is improving.
- There was a curriculum update including proposals for Modern Foreign Languages.
- The Planned Admission Number was increased to 264.
- Discipline issues and how they were resolved were reported.
- School trips and inclusiveness were discussed.

#### JCC – IP

- There was a thorough report from the Staff Forum.
- Car parking, particularly issues at the end of the day, was referred to Learning Resources.

### People & Performance – JC

- The impact of the National Living Wage was discussed.
- The Staffing Report (included in the Headteacher's Report) was considered.
- Details of faculty interventions were received.
- Governor training.
- Contribution Agreements.
- A letter has been drafted for local businesses to try to attract new governors.

### Audit & Finance Meeting

In BS' absence, members of the A&F Committee present provided the following updates:

- The Auditors' Tender recommendations were received.
- The Financial Risk Register was considered.
- There was an explanation of the Reserves Policy.
- There was a report from the Finance Governor regarding the management accounts.  
**ACTION: BS to confirm that he is receiving the monthly accounts and provide a report for governors.**
- The Committee approved the use of up to £400,000 of reserves should they be needed, to be reviewed when the budget is presented in the summer.

## **7. SECONDARY SCHOOL PLACES**

JAM circulated a paper in advance and tabled an additional paper at the meeting.

JAM explained that she had been invited to a meeting in January with Park House and Trinity to review future requirements regarding school places.

If the amount of additional school places currently proposed actually materializes, five more form entries will be needed, mostly in the Park House catchment area.

It was noted that the numbers included in the reports do not seem to take into account the full Sandleford development.

**ACTION: It was agreed that it would be useful for JAM and two governors to meet the local authority in the first half of next term.**

**ACTION: to have data that includes numbers by primaries, numbers by postcode (it is expected that the area is narrowing) as well as trend analysis.**

## **8. STRUCTURE OF THE SCHOOL DAY**

JPS presented proposals to make changes to the school day, including Activity Time (AT) and the timing of the end of the day.

The following areas were detailed by JPS:

- Issues to resolve
  - o How to organise out of class enrichment
  - o Consistent buy-in from staff and students
  - o Shorten AT without compromising activities and without increasing workload for staff.
  - o Support staff in gaining a better work life balance.
- The majority of students are not actively engaged during AT.
- There are really effective 1-2-1 sessions and support taking place at AT.
- Development and consultation of this proposal – this has been through a number of revisions following feedback from staff.
- Possibilities considered and discussed through consultation:
  - o P6 instead of Twilight
  - o Shortened AT
  - o Earlier end to the school day
  - o Staggered days
  - o Changes to PDP/assembly rotas
  - o Re-look at the 8.30 am – 8.50 am slot
  - o Use of the hall for some activities
- Potential pattern to the week was outlined including earlier finishes – PE and Expressive Arts are happy with this pattern.
- Gains:
  - o Shortening AT without impacting on the time available for enrichment and intervention.

Earlier end to the day which gives potential to engage more students in enrichment and intervention after formal teaching ends

  - o Fewer formal assemblies in response to student voice
- Issues to be faced include:
  - o No staggered start to AT
  - o How can activities be relaunched to ensure right culture for engagement?
  - o How can staff be encouraged to lead enrichment and intervention?
  - o How best to use 8.30 am – 8.50 am time.
  - o Increasing parental engagement
  - o How should student engagement in AT and after school be monitored and prioritised?

Governors expressed concern that these proposals had not gone through the Curriculum Committees but were glad to see that there had been a thorough consultation process in school and that the proposals had been adapted as a result and which had curtailed the opportunity for them to be presented to committees.

Governors asked if there was still the opportunity for this proposal to go through Committees. JAM explained that the Leadership Team would like to introduce the changes from September and will need to give a lot of notice to parents which will make it difficult to take to individual committees next term.

PN reported that the concept had been discussed at the House Heads Conference (HHC) at which he had been present.

JAM explained that Governors were previously notified of the proposal to reduce Activity Time last year when staff had initially had mixed feelings and a decision was made to try and extend activities at Activity Time and evaluate further this year.

Governors noted that governors and parents need to be involved as stakeholders. It was added that parents may have concerns about the different timing to the end of the school day.

Governors asked if students would have enough time to eat lunch and engage in an activity at AT.

The LT felt that there would be enough time.

Governors asked how it was anticipated that more students will become engaged in AT or after school?

JPS explained that by increasing the time available to staff by shortening the school day, they will be able to provide more opportunities after school in particular.

Governors stated that it was really pleasing to see something being done to improve the work/life balance for staff but need to ensure that the proposal is not seen as making life easier for the school.

JAM responded that lesson time will not be reduced.

Governors noted that the proposals should be reviewed and presented in such a way as to ensure that the right messages come across to governors and parents, especially with regard to the end of the day.

Governors wanted to understand why this proposal needs to be implemented in the timescale proposed.

The Committee said that governors did not want to create a delay but that there is a need to ensure that it has properly considered and endorsed.

Governors also noted that there is some evidence to suggest that longer school days have a benefit for Pupil Premium students. Parents' views from consultation will need to be listened to and considered.

PN reported that staff initially had concerns at the HHC but, following discussion, agreed to the final proposal.

JAM explained that she would like to send a letter to parents by the end of April.

**ACTION: HLS to look at rearranging the meeting dates next term to enable further discussion of this issue**

MSS, JPS & DWF left the meeting at the end of this item.

## **9. GOVERNOR'S SEF**

SU circulated an updated paper in advance of the meeting.

SU and SF have put together a possible process chart for creating the School Development Plan (SDP). Another meeting will be required so that governors can have involvement with the strategy behind the creation of the SDP.

Impact measurement – this will be carried over to next year as there are higher priorities. PN is currently assessing external resources.

### Contribution Agreements

These should be used to spread the load. SU reported that Karen Sadler, as L&A Vice-chair, is attempting to get different people to pick up the various tasks via Contribution Agreements.

IP noted that there is a need to take stock and reflect on the current changes.

It was agreed that the People & Performance Committee will draft and agree IP's contribution agreement and that IP will agree those of the Committee Chairs.

## **10. GOVERNOR DEVELOPMENT**

### Training Contract

It has been agreed that the contract with Hampshire will be renewed. This is particularly in light of the fact that there are likely to be new governors next term as a result of a parent governor election and the changing nature of governance.

### Whole Governing Body Training Session

Hampshire have agreed to carry over the Finance session to next term. Details will be confirmed as soon as possible.

### 20<sup>th</sup> April Training Session

Details of this session will be confirmed at the FGB meeting.

## **11. GOVERNANCE**

### Jonathan Taylor's Term of Office

JT left the meeting whilst this item was discussed.

HLS explained that JT's term of office as an Appointed Governor expires on 1<sup>st</sup> May. JT has been asked if he would like to carry on and he has offered to stand again. As this is a member appointment and the members were all present (apart from JT), they were asked to consider the proposal.

JC proposed that JT be re-appointed, seconded by SU. The vote was unanimous.

JT returned to the meeting.

#### Foundation Nominated Governors

A draft agreement was circulated in advance of the meeting.

HLS explained that the Charitable Foundation can nominate up to five governors, including a representative of the Old Newburians' Association, to the School's Governing Board. These nominations are subject to endorsement by the Members of the Academy Trust. An updated agreement has recently been drafted. Going forward, governors nominated by the Foundation and accepted by the School, will be known as "Foundation Nominated" in order to distinguish them from governors of the Charitable Foundation.

It was agreed that the draft agreement should go to the FGB for approval.

#### Co-opted Governor

It was noted that Patricia Ray's term of office as a parent governor will come to an end in May. As her children have now left the school, she is not eligible to stand again in this category. However, she is carrying out a number of important tasks on behalf of the governing body which would stall or hinder processes should she need to be replaced. These include: the health & safety governance responsibility work, involvement with the Brown's Meadow Working Party and the Sports Strategy as well as tender working parties.

It has, therefore, been suggested that she could become a "Co-opted Governor". This is an appointment that needs to be made by the FGB and will be on the agenda for that meeting.

## **12. REPORT ON FORMAL COMPLAINTS**

JAM reported that ten complaints have been dealt with since the last meeting, one at Stage 1, five were concluded at Stage 2, four were elevated to Stage 3 (including three previously reported at an earlier stage). None of the Stage 3 complaints have been upheld.

Seven of the complaints were from one individual.

It was noted that recommendations from Complaints Panels were taken to the P&P Committee for consideration.

**13. REPORT OF FREEDOM OF INFORMATION REQUESTS**

There have been two requests under the Freedom of Information Act. One of these complaints has been fully met and one required a solicitor's response.

**14. REPORT OF DATA PROTECTION REQUESTS**

There have been five requests under the Data Protection Act. Four were fully met, one in part.

There have been two referrals to the Information Commissioner's Office by a complainant, one under the Freedom of Information Act and one under the Data Protection Act.

**15. AOB**

No further items were raised.

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

Signed .....Date .....

Chair