

ST BARTHOLOMEW'S SCHOOL
MEETING OF THE FULL GOVERNING BODY
TUESDAY 22ND MARCH, 2016 AT 7 PM

OPEN MINUTES

PRESENT:	Ian Peddie (IP)	Chair of Governors
	Julia Mortimore (JAM)	Headteacher
	Keith Astill (KA)	Foundation Governor
	Rajan Bhandari (RB)	Parent Governor
	Ahmad Bhatti (AB)	Parent Governor
	Derek Brown (DB)	Foundation Governor
	Jeanette Clifford (JC)	Vice-chair of Governors
	Richard Deal (RD)	Appointed Governor
	Marc Edens (MCE)	Staff Governor
	David Fitter (DWF)	Deputy Head: T&L
	Steve Foyle (SF)	Foundation Governor
	Nicola Ostinelli (NLO)	Staff Governor
	Patricia Ray (PR)	Parent Governor
	Karen Sadler (KS)	Parent Governor
	Jonathan Taylor (JT)	Appointed Governor

IN ATTENDANCE: Helen Sutherland (HLS) Clerk to the Governors

1. APOLOGIES: James Maunders (JDM) Staff Governor
Peter Norman (PN) Parent Governor
Bruce Steiner (BS) Appointed Governor

2. DECLARATION OF AOB
No further items were added to the agenda.

3. DECLARATION OF BUSINESS INTERESTS
There were no declarations.

HLS reminded governors to check their entry in the Business Interests Register and to initial if correct before leaving the meeting.

4. MINUTES OF LAST MEETING – 10TH DECEMBER, 2015
The minutes were agreed.
ACTION: IP to sign

5. MATTERS ARISING

There were no matters arising.

6. REPORTS FROM COMMITTEES

Learning Resources - SF

- The Committee welcomed Alan Wooldridge (ARW) as the new ICT Network Manager.
- ARW will be producing a new IT Strategy.
- Solar panels are still being investigated.
- H&S – the Audit is making progress.
- Patricia Ray is undertaking checks on behalf of the Governing Body to ensure compliance with H&S requirements. This will be reported to LR and the FGB next term.

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.
- The NAC have applied for funding from Sport England and the Greenham Common Trust.
- A sports strategy is being formulated by NLO and PR to ensure that the new pavilion is suitable for St Bart's needs as well as NAC.
- The Working Party is seeking FGB agreement to proceed with discussions with the NAC with regard to a lease for 25 years without a break clause. KA asked that it is emphasised that this proposal is about working with the local community.

Proposed: JT

Seconded: KA

Vote: unanimous.

- There are three options for the FGB to consider at their next meeting:
 1. Leave to the working party to agree
 2. Allow the Chair and Vice-chair to agree
 3. The FGB to agree.

ACTION: HLS to add to the next FGB agenda.

Learning & Achievement Committee – SU

- This term's meeting focused on SEN provision.
- Rajan Bhandari's SEN Link Visit Report was tabled.
- Destination Report – very few are not participating in further learning or training.
- Pupil Premium Intervention Review was considered.
- JC's Single Central Records Check was reported.

Teaching & Learning Committee – JT

- A certificate of leadership development to be completed over two years has been introduced for TLR holders.
- Lesson observations are approaching the outstanding target.
- Changes to Modern Foreign Language options were discussed.
- Assessment update
- The Planned Admission Number was increased to 264.

People & Performance Committee - JC

- The impact of the National Living Wage was discussed.
- The Staffing Report (included in the Headteacher's Report) was considered.
- A Multi-academy Trust Working Party has been established, involving JAM JC, JT, PN & BS.

Joint Consultative Committee - 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.
- No union issues were reported.

Audit & Finance Committee – RD

- The budget is largely on track.
- Projections – the deficit is a real concern.
- The three year forecast from the Business Director was discussed.
- It was agreed to use reserves to support the budget for the next year.

Co-ordinating Meeting – IP

- It was evident at the meeting that a lot has happened this term.
- Proposals regarding the school day were discussed.

7. HEADTEACHER'S REPORT

JAM highlighted the following:

- St Bart's is in the top 100 non-selective state schools when measured against two different criteria. This puts the school in the top 3%.
- RAISEOnline value added in 1019
- Progress continues to be reviewed for areas identified as needing additional support.
- It is currently predicted that 73% of students will gain five or more A*- C grades, including English and Maths. It is hoped that this figure can be exceeded.
- Graphics staffing is a big issue.
- The School SEF is being updated
- Admissions are strong: Year 7 is full and Sixth Form applications are up 13% at this point.
- Student behaviour in lessons continues to be outstanding
- There have been behaviour issues at other times and this accounts for the increase in exclusions this term.
- S106 money has been secured to the value of approximately £60,000

- The School is currently fully staffed.
- Six School Direct places have been offered from September to date.
- Staff workload is a concern
- Louella Walsh is retiring this term after 100 terms at St Bart's.
- Anna Carvisiglia is leaving at the beginning of May.

Referring to P27, PR asked if JPS could give a report on Year 8 options. JPS replied that those wishing to take History are up and Geography are down. German is the most popular language with the demand for French dropping.

JPS also noted that, in Year 9, there is a slight drop off in numbers opting for Design & Technology subjects. Numbers in Graphics are very low so Graphics GCSE will not be run in Year 10 next year.

RB referred to P19 and asked about working towards outstanding teaching and the use of coaching. Some areas such as Expressive Arts (EA) and Physics, when compared with the Team Development Plans (TDPs), it is not clear that they are working towards outstanding.

JPS explained that "coaching" and TDPs are not necessarily related issues for staff to receive support. Action Research work is to share best practice between all staff. JPS will review the EA and Physics TDPs to check for any gaps.

ACTION: JPS

PR asked about Oxbridge applications (P69). JPS reported that five candidates out of eleven were invited to interview. Two more were considered strong but were not invited.

8. SCHOOL & TEAM DEVELOPMENT PLANS

These were circulated as part of the Headteacher's Report.

KS referred to the School Development Report on P15 in the Headteacher's Report regarding School Objective 3: Marking & Feedback. It is noted that further training and guidance for the Sixth Form had gone from Amber to Red. What action is being taken?

JAM replied that this is not an issue because Teaching & Learning figures are moving in the right direction. Best practice is being shared via the Action Research Groups. This item has turned Red because it hasn't been done yet.

9. STRUCTURE OF THE SCHOOL DAY

JAM explained that a slightly different model for the school day is being considered. It is hoped that changes can be introduced in September so there is a tight timescale to work to.

IP noted that this subject is being introduced at this meeting and that there will be further discussion at the session on 20th April.

JPS presented details of the proposed changes to the school day:

- Key reasons for change:
 - Increase opportunities for students to engage in enrichment and interventions
 - To create a culture in which Activity Time (AT) and after school opportunities become part of a normal day for students
 - To organise a coherent structure of enrichment and intervention
 - To allow an earlier start to afternoon lessons to ensure momentum in learning throughout the day.
- Summary of changes:
 - Common pattern of PDP and assemblies
 - Number of assemblies will be reduced
 - AT will be shortened by ten minutes every day with a common pattern across the school
 - Period 4 will start ten minutes earlier every day (30 minutes on Fridays); P5 will end earlier by the same amount of time.
 - There will be no change to the standard curriculum time.
- Impact of changes:
 - Wealth and breadth of AT opportunities is maintained
 - Momentum in learning is maintained with improved engagement in afternoons
 - Enhanced opportunities after the end of the formal school day for enrichment and more targeted interventions
 - Opportunity to rebrand AT and after school activities to engage more students, particularly the vulnerable and disadvantaged
 - More opportunity for home and parental engagement.
 - Improved cohesion within the school community by shortening and relaunching AT
 - Opportunity to address staff workload and work/life balance
 - Improve student engagement by reducing the number of assemblies so that they can be more focussed and of better quality.
- Potential timescale:
 - 20 April – opportunity for T&L and L&A governors to discuss the proposals in full.
 - 27 April – Leadership Team to finalise proposals
 - First week of May – inform parents and invite to meeting
 - Second week of May – open meeting with parents
 - End of half-term – confirm changes to existing and incoming parents.

It was agreed that Governors should email HLS with any questions for forwarding to JAM and JPS to inform the discussion on 20 April. This should be done by 11 April.

Governors were notified that the format for 20 April will be:

7 pm	P&P meeting
7.30 pm	Joint meeting of the L&A and T&L committees to which all governors are invited.
8 pm	Multi-academy Trust session
8.30 pm	Full Governing Body Meeting

10. TENDER PROCESS FOR THE AUDITORS

RD explained:

- Crowe Clark Whitehill's contract had ended but was extended to cover the period of time needed to carry out the tender process
- Four companies submitted proposals and presented to a panel comprising Anna Carvisiglia, RD, KS and PN.
- The companies were all scored on their offer.
- The fixed contract is for three years.
- The working party have recommended James Cowper for the following reasons:
 - Extensive range of value added services
 - Large resource of staff specialising in academies
 - Part of the Kreston Group which advises over 500 academies
 - Provide the most comprehensive benchmarking report
 - Lowest fees for three years
 - Evaluation scoring was the highest.
- In addition, two references have been received for James Cowper.

The proposal to accept the working party's recommendations and appoint James Cowper as the School's auditors:

Proposed: SU

Seconded: SF

Vote: unanimous.

11. GOVERNANCE

SEF Update

SU updated the FGB that the work is on-going and includes the five priorities:

1. Contribution Agreements
2. Dialogue with stakeholders
3. Involvement in the School's strategy
4. Strengthening governance
5. Connecting with external resources.

An additional Co-ordinating meeting has taken place this term to discuss the progress of the plans that have been drawn up based on the above priorities and to plan the way forward.

SU will work with JAM to agree a meeting date for an additional meeting so that governors can have input into the SDP strategy.

Governor Development

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.

HLS also reminded governors that each governor can receive weekly updates from the National Governors' Association if they wish.

ACTION: Governors to notify HLS if they would like to take advantage of this service.

Contribution Agreements

It was reported that most members of the L&A Committee have draft contribution agreements (CAs). This is being co-ordinated by the L&A Vice-chair, KS.

All Committee Chairs, apart from RD, also have draft CAs.

ACTION: IP to complete

Parent Governor Elections

HLS informed the FGB that the terms of office for three parent governors will come to an end on 22nd May. An election will be held to fill these vacancies and the FGB will be kept up to date with progress.

Appointed Governor Term of Office - Jonathan Taylor

HLS explained that JT's term of office as an Appointed Governor expires on 1st May. JT has been reappointed by the Academy Trust Members for a further four year term to begin on 2nd May, 2016.

Co-opted Governor – Patricia Ray

PR left the meeting at 8.35 pm

HLS reminded the FGB that PR is one of the parent governors whose term is coming to an end. As PR no longer has children attending St Bart's, she is not eligible to stand again. However, she is currently undertaking a number of important tasks on behalf of the Governing Body that would be compromised if she could no longer continue with them.

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 category of governor has the same status and responsibility as other governors and is a Governing Body appointment.

Proposed: SU
Seconded: KA
Vote: unanimous.

PR's new four year term of office will begin on 23rd May, 2016.

PR was welcomed back to the meeting at 8.40 pm and thanked for the work that she is doing for St Bart's.

Foundation Nominated Governors

Terms of Office - Dates

The Charitable Foundation have confirmed the following nomination dates:

SF: 1 January 2014 to 31 December 2017

JC's nomination has been renewed: 2 February 2016 to 1 February 2020.

Foundation Nominated Governors Agreement

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.

The proposal to accept the updated agreement:

Proposed: RD
Seconded: RB
Vote: unanimous.

ACTION: IP to sign

12. POLICIES

The following policies were approved:

- Admissions Policy
- Health & Safety Policy
- Behaviour Improvement Policy
- Child Protection Policy
- Paternity Policy
- Shared Parental Leave Policy
- Leave of Absence Policy
- Anti-bribery Policy

- Disciplinary Policy

ACTION: IP to sign

13. AOB

PN sent an email in advance:

The announcement that Fairer Funding will be introduced before 2020, this suggests that it is coming in later than we anticipated when discussed at A&F. Has the school had any update and if not when do they anticipate receiving an update. Clearly if it is coming in later than anticipated our decision to dip heavily into the reserves for the next financial year may need to be re-considered.

There was no further information at this point on the timing of an update.

These minutes are subject to final approval by the FGB at its next meeting.

SignedDate

Chair