

**ST BARTHOLOMEW'S SCHOOL**  
**MEETING OF THE GOVERNORS' LEARNING & ACHIEVEMENT COMMITTEE**  
**THURSDAY 12<sup>TH</sup> OCTOBER, 2017 AT 7 PM IN R1**

**MINUTES**

|                       |                        |  |
|-----------------------|------------------------|--|
| <b>PRESENT:</b>       | Karen Sadler (KS)      | Parent Governor, Chair                           |
|                       | Julia Mortimore (JAM)  | Headteacher                                      |
|                       | Keith Astill (KA)      | Foundation Nominated Governor                    |
|                       | Alexandra Barlow (AB)  | Parent Governor, SEN Governor                    |
|                       | Catie Colston (CC)     | Co-opted Governor                                |
|                       | Patricia Ray (PR)      | Co-opted Governor                                |
|                       | Maureen Sims (MSS)     | Deputy Headteacher: Student Progress & Inclusion |
|                       | Stephen Uden (SU)      | Parent Governor, Vice-chair                      |
| <br>                  |                        |  |
| <b>IN ATTENDANCE:</b> | Peter Norman (PN)      | Parent Governor                                  |
|                       | Serena Hodges (SEH)    | Head of House, Curnock                           |
|                       | Amy McKeown (AEM)      | Head of House, Davis                             |
|                       | Kelly Thorne (KTH)     | Head of House, Evers                             |
|                       | Helen Sutherland (HLS) | Clerk to the Governors                           |
| <br>                  |                        |  |
| <b>1. APOLOGIES</b>   | Marc Edens (MCE)       | Staff Governor                                   |
|                       | Jon Lawes (JDL)        | Head of House, Patterson                         |
|                       | Bruce Steiner (BS)     | Co-opted Governor                                |

**2. DECLARATION OF AOB**

MSS asked that the Duke of Edinburgh Award Scheme be added to the agenda.

**3. DECLARATION OF BUSINESS INTERESTS**

There were no declarations.

**4. HOUSE HEADS TEAM DEVELOPMENT PLANS**

The House Team Development Plans were circulated in advance of the meeting and were taken as read.

SEH, AEM and KTH were welcomed to the meeting.

MSS noted that the work of the House leadership teams goes largely unnoticed but would be noticed if the work was not done. This is an opportunity for the Houses to let governors know what they do.

KS asked about strategies that do and do not work.

KTH explained that Evers:

- are trying to promote younger students working with older students;
- mentoring is overseen by Progress Leaders;
- have 34 students who have been signed up as mentors;
  - o they have been given a structure to work within;
  - o they meet every two weeks;
- students are able to see that they are progressing against targets set with mentors.

SEH reported that Curnock:

- uses Sixth Form mentors;
- boys are the main volunteers this year;
- targets are set early on in the term;
- the next targets will be set after the reports are issued to provide new motivations and additional support.

KA stated that there appears to be lots of good activity but asked how the Team Development Plans are put together. It was explained that they are given the SDP and plans are developed from the targets set within it.

KA noted that there are common objectives and asked how individual plans are then developed. The House Heads responded that the House Heads Conference is used to look at strategies that have worked, new ideas, feedback, brainstorming and contributions from tutors. Weekly and termly meetings take place, minutes are sent to MSS and there are conversations between House staff.

KA asked how House Heads know what “good” looks like – are other schools visited? The House Heads explained that the targets they set are about progress and achievement against national standards; some targets are more difficult to define. Involvement in activities is also measured.

MSS added that the Ofsted criteria for benchmarking: “how can we get to that standard”, is also considered.

MSS reported that all of the House leadership teams, the SENCO and the Leadership Team meet every Tuesday at 8 am to share ideas and to feedback on activities.

KS asked how challenging it is to involve parents. The House Heads replied that it can be very hard at times. As the House Heads are the ones calling to give bad news, parents can find it hard to call to discuss any issues.

KA acknowledged that the plans were the strongest that he has seen, that there is better but not complete consistency. Some have resources allocated, KPIs, more actions etc. It would be useful to understand the differences.

KS added that anything that can be measured and updates would be useful.

SU asked what the biggest challenge to the plans is. The House Heads explained that time is the biggest challenge. Sometimes, this work has to take a back seat to teaching, child protection, investigations etc.

KS asked how the Houses’ objectives filter through to tutors. The House Heads told Governors that there are weekly and termly meetings for tutors.

PN asked if tutors are observed. The House Heads replied that they are during the morning and Activity Time sessions.

KA asked what the most satisfying thing about the House Head roles is. They replied that it is when a student says “thank you” and they mean it! It is also nice to be able to help staff.

KS thanked SEH, AEM and KTH. They left the meeting at 7.33 pm.

## 5. MINUTES OF THE MEETING OF 18TH MAY, 2017

The minutes were agreed.

**ACTION: KS to sign.**

## 6. MATTERS ARISING

### Large A-level Classes and Results

MSS reported that group numbers have settled down. The largest class is a law group of 24.

### Sixth Form KPIs

MSS confirmed that Adam Robbins (AER) is working on this and they will be available for the next meeting.

**ACTION: MSS/AER**

### SEN Sixth Form Funding

This was emailed to governors following the last meeting.

### Keeping Children Safe in Education

All governors are required to sign to say that they have read the key parts of the Government's Keeping Children Safe in Education. It was agreed that this can be done by email.

**ACTION: HLS**

## 7. PUPIL PREMIUM TO INCLUDE THE STUDENT BURSARY

Papers were circulated in advance of the meeting.

MSS highlighted:

- The disadvantaged gap is looking positive;
- St Bart's looks good against local figures;
- Disadvantaged students' progress needs to be measured against national progress, rather than narrowing or closing the gap;
- A minority of students are significantly skewing figures;
- Attendance and punctuality has improved across the school, including for disadvantaged students. This is as a result of a key focus in this area;
- Bespoke activities for individuals has brought improvements eg buying alarm clocks etc.;
- Ofsted will be interested in the stories behind the figures.

In response to queries from governors, it was explained that:

- Funding is lagged;
- Funding is April – April, not the school year;
- House Progress Leaders are still included;
- Helen Strutt is keen that some funds are carried over.

**ACTION: MSS to review figures and allocation**

KS asked if there is enough information for an Ofsted inspection. JAM and MSS confirmed that there is enough information regarding the impact of strategies.

KA noted that disadvantaged student numbers have dropped by 20% and asked if there is a reason for this. MSS explained that:

- FSM6 (those who have received free school meals at any point on the last six years are entitled to Pupil Premium support) has started to expire for some.

- There have also been changes in benefits which means that fewer students qualify for free school meals.
- It can be very difficult to identify which students are disadvantaged. The DfE updates its list once a year but the LA has a backlog on removing shortcuts from lists. It takes a lot of time to resolve.
- Sixth Form disadvantaged students are being looked at at the moment.

KA asked if, due to lagged funding, funds are deployed to those students who have attracted the funding, particularly if funding is carried forward. MSS replied that it is spent on those students who require it. Funds are carried forward due to the differences in payment years and lagging.

PN asked if, as a result of government changes, the criteria for disadvantaged students is narrowing, resulting in less funds. MSS felt that this was not significant. JAM added that the National Finding Formula is of more concern and it is possible that Pupil Premium will be changed or phased out.

KS asked how governors can be reassured that funds are allocated correctly. MSS replied that some interventions are tried and tested; they are proved by results and impact. The big headings in the report allows differentiation by individual need.

#### Catch-up Funding

MSS explained that this funding is to raise achievement at the point of entry in Year 7.

MSS highlighted that in 2017/18, funding will be allocated on the basis that the school receives the same overall amount of Year 7 catch-up funding as was received in 2016/17. This suggests that this scheme may change or disappear in the future.

MSS reported that a qualified primary school teacher is working as a TA in Personalised Learning to support students and this strategy has worked successfully.

#### Student Bursary

MSS reiterated that this funding has to be claimed by students and that there are two funds: vulnerable and discretionary.

- There is greater flexibility for this funding than for Pupil Premium;
- Discretion can be used;
- The criteria has changed with regard to who can claim – those on an EHC Plan qualify automatically;
- Income bands have been broadened;
- Y14 can now apply as long as they are continuing existing courses;
- Applications tend to come in when funds are needed, for example for compliant clothing, trips, travel costs, books etc.;
- The vulnerable bursary is £1,200 and is paid on a monthly basis;
- All bursary payments go directly to students;
- The discretionary fund is used in support of students – there isn't a defined amount per student but MSS does not allocate more than the vulnerable bursary amount per student.

KA noted that the funds carried forward are in the region of £30,000. MSS explained that some is allocated to IT, which is allowed, for the loan of tablets to Sixth Formers. Governors said that it would be useful to know how much is allocated to eg IT out of carried forward funds.

**ACTION: MSS**

## 8. LINK GOVERNOR REPORTS

### Special Educational Needs Governor Link Visit Report

AB's report of her visit during the Summer Term was circulated in advance of the meeting and was taken as read.

AB reported that the visit had been a real eye-opener and had been very positive. It is planned that a termly agenda for SEN visits will be drawn up so that Governors are aware of what they can do to support staff.

It was further agreed that AB will meet Jo Hale before the next L&A meeting so that a report can come to that meeting, along with Jo Hale's SENCO report.

### Able, Gifted & Talented Governor Link Visit Report

KS' report of her visit during the Summer Term was circulated in advance of the meeting and was taken as read.

The following were raised:

- Is the current A,G&T strategy the right one for St Bart's? It may be, but other schools have higher numbers (Kennet declares that they have 500 A,G&T students; their criteria may not be appropriate for St Bart's) so it was agreed that the strategy will be reviewed at the next meeting. The annual review was deferred from this meeting. **ACTION: MSS**
- CC reported that Ofsted are keen on this area at the moment. There also needs to be differentiation between the three elements of able, gifted and talented. JAM explained that Ofsted will look at data regarding High Achieving Pupils.
- PN asked how the criteria is currently set. JAM responded that the top 5%, determined by CAT score on entry, are included.

### Safeguarding Governor's Link Visit Report

CC's report of her recent visit was circulated in advance of the meeting and was taken as read.

The following were noted:

- CC has taken over from Jeanette Clifford as the Safeguarding Governor;
- During CC's visit, two safeguarding issues were being managed at the time;
- It was useful to see the culture of safeguarding at St Bart's and that there is an appropriate level of information for students available.

KA asked if there is any feedback on safeguarding through the Kirkland Rowell survey. JAM replied that there are questions on bullying and feeling safe in all three parts of the survey. MSS added that the safeguarding auditor spoke to students in May.

### Sixth Form Link Governor Visit

SU reported that he and Kate Lefever, who is taking over from him as the Sixth Form Link Governor, recently undertook a visit. The report will come to next term's L&A meeting.

**ACTION: SU**

## **9. INFORMATION ITEMS**

### **9.1 Exclusions**

The data was noted.

### **9.2 Physical Restraint Reporting**

Details of two incidents from the summer term were circulated in advance. Governors noted the details.

### **9.3 Looked After Children**

MSS gave details of current arrangements in place.

### **9.4 – 9.6 Racial Incidents/Bullying/Child Protection Logs**

There has been a slight rise in the number of reports of racial incidents; there is often a slight rise at this time of year when history of slavery is taught.

### **9.7 Child Sexual Exploitation**

There are four students currently at risk. They continue to be supported by St Bart's and the Targeted Intervention Service.

## **10. SINGLE CENTRAL RECORDS CHECK**

Jeanette Clifford and Catie Colston undertook a joint check and their report was taken as read. The following were noted:

- It was very reassuring to see that staff are on the case;
- Consideration will need to be given as to how this is managed should we become part of a MAT.

## **11. RISK REGISTER**

This item was deferred.

## **12. CONTRIBUTION AGREEMENTS**

HLS will be circulating last year's agreements so that they can be updated.

**ACTION: HLS**

## **13. POLICIES**

### Exclusion

This new policy was agreed pending the correction of typos.

### Physical Intervention

This was agreed pending the correction of typos.

### Radicalisation & Extremism

This was agreed pending updates to policy names and personnel.

### Child Protection (Safeguarding) Policy

This was agreed.

Behaviour Improvement Policy

It was agreed to change the name to Behaviour Policy. References to school planners will be removed. The Policy was agreed.

**ACTION: HLS to prepare all of the above for FGB**

The First Aid and Medical Conditions policies are new for Governors and were noted for information. The Learning Resources Committee have given overall approval as the policies link to health and safety.

**14. AOB**

Mental Health Award

MSS reported that the school has been registered for the Well-being Award from Optimus.

Duke of Edinburgh Award Scheme

MSS explained that West Berkshire previously financed a group licence but they have now decided to discontinue running the scheme centrally. In addition, the Duke of Edinburgh Award Scheme have also changed the rules so that schools need to have their own licences. The opportunity to have our own licence is being explored. The school won't be disadvantaged financially.

These minutes are subject to final approval by the Learning & Achievement Committee at its next meeting.

Signed .....Date .....  
Chair