

**ST BARTHOLOMEW'S SCHOOL**  
**MEETING OF THE SCHOOL GOVERNING BODY**  
**WEDNESDAY 4<sup>TH</sup> JULY, 2018 AT 6.30 PM IN R1**

**MINUTES**

<b>PRESENT:</b>	Catie Colston (CC)	Chair of School Governing Board
	Julia Mortimore (JAM)	Headteacher
	Derek Brown (DB)	Governor
	Jeanette Clifford (JC)	Chair, C&E
	Steve Foyle (SF)	Chair, Resources
	Nicola Ostinelli (NLO)	Staff Governor
	Patricia Ray (PR)	Governor
	Jeremy Sharpe (JPS)	Deputy Head: C&A
	Maureen Sims (MSS)	Deputy Head: S, P&I
<b>IN ATTENDANCE:</b>	Helen Sutherland (HLS)	Clerk to the Governors
<b>NOT PRESENT:</b>	James Maunders (JDM)	Staff Governor
<b>1. APOLOGIES:</b>	Alexandra Barlow (AB)	Parent Governor
	David Fitter (DWF)	Deputy Head: T&L
	Gareth Scourfield (GS)	Parent Governor
	Bruce Steiner (BS)	Governor

**2. DECLARATION OF AOB**

PR asked for the Fete and the BBQ to be added to the agenda.

**3. DECLARATION OF BUSINESS INTERESTS**

There were no declarations.

Governors were reminded to check their entries in the Register of Business Interests and to sign the Code of Conduct before they left the meeting.

**4. MINUTES OF THE MEETINGS HELD ON 14<sup>TH</sup> MARCH, 26<sup>TH</sup> APRIL & 23<sup>RD</sup> MAY 2018**

All three sets of minutes were agreed.

**ACTION: CC to sign**

**5. MATTERS ARISING**

Staff - Governor Communications

CC reported that, as part of the Governance Review, Link Governor roles are being reconsidered. It is accepted that Faculty Links are needed. The JCC will continue.

### PAN Increase

As previously recorded, the PAN will be increasing for years 7 and 8 in September to 270.

JAM reported that responses from Faculties about the increase and the potential for a further rise to 280 are being collated. A trial is being carried out in one classroom using smaller furniture to see if rooms could accommodate larger numbers of students comfortably.

### Behaviour Improvement Group Minutes

CC announced that this item had been considered at the recent C&E/S&I meeting. MSS added that behaviour will also be discussed as part of the training day (5<sup>th</sup> July). The Group has been very positive in terms of staff engagement.

## **6. GOVERNANCE REVIEW**

CC reported that due to the delayed situation with regard to St Bart's MAT application, the Governance Steering Group has been looking at the structure of the Governing Body as three layers of governance are not applicable to a single academy. There will be a full discussion at the Trust Board meeting on 12<sup>th</sup> July to which the School Governing Body have been invited.

## **7. HEADTEACHER'S REPORT**

JAM'S report was circulated in advance of the meeting.

The following were highlighted:

- Following the Ofsted Report, St Bart's received a congratulatory letter from Ian Pearson;
- The School has recently been awarded an Artsmark Gold Award;
- Students have managed the new exams extremely well;
- Staff have worked very hard to prepare students;
- Outcomes are looking positive;
- MFL continues to work on their Action Plan – the Faculty has had a day off timetable to focus on this area;
- Recruitment is a challenge and getting worse: the Retention Allowance has been used, as have agencies. Three former St Bart's students are returning to work at the School;
- The new Leadership Team are already working together to plan for next year;
- The Facilities Team has been restructured.

SF joined the meeting at 6.50 pm.

- The budget continues to be a challenge: this year will finish with a small surplus but there is a large deficit forecast for next year;
- The Sixth Form build is going well;
- Neil Cook is stepping down from his Leadership Team responsibilities after 16 years;
- Exclusions remain low.

PR asked about the Curriculum Update on P33. JPS confirmed that there is capacity in next year's Year 9 timetable for only one dual linguist group and this will be for German as it was the most popular common language. There are four students who wish to do French and Spanish have been reassured that they can take these two languages for GCSE if they wish.

DB joined the meeting at 6.55 pm.

JAM added that there is potential for some MFL assistants to offer an additional language.

JC noted that there are different targets for attendance for Disadvantaged (94%) and non-disadvantaged (96%) students. JC understood why they are different but asked if they should be the same as the rates are very close and if they were the same they would indicate ambition and expectation. JC felt that a lower target may communicate a lower expectation.

JAM replied that the targets need to be realistic. MSS explained that, as a cohort, a number of students have medical or mental health issues that make it difficult to meet the main school target.

JAM added that the School will be held to its targets by Ofsted. Both targets could be the same but 96% will not be achieved for Disadvantaged Students. The aspirations for both groups are the same.

It was agreed to leave the targets as they are.

PR asked about the reference to "vertical" tutor groups for the Sixth Form on P42. How will they work? JAM explained that tutor groups will be a 50/50 mix of students from both Year 12 and Year 13. It is hoped that the Year 13 students can help to support those from Year 12 and that there will be better integration. Student feedback is that the Sixth Form could integrate more and it is hoped that the change will help to address this. It will also help to spread the workload for tutors.

CC asked about a discrepancy: JAM's overview says that the School is fully staffed for September but the Staffing Report says that there are vacancies. JAM confirmed that the reports had been written at different times and that the School is now fully staffed in terms of teachers for September.

PR felt that the Staffing Report is now too anonymous. JAM explained that the changes had been made following advice from Karen Sadler (KS) regarding GDPR. Some Governors felt that they should have more information about who is starting and who is leaving.

**ACTION: JAM to speak to KS**

CC asked about the Amber RAG rating on P5 of the SDP for literacy and numeracy. JPS confirmed that, whilst progress has been made, the School has not made the progress it had hoped for. A plan has been presented to the Leadership Team to move progress forward next year.

CC asked about the new Lead Attendance Officer and changes in role mentioned on P9 of the SDP. JAM explained that there will be changes in the role for September.

CC asked about the references to “Mentoring” on P12 of the SDP. JAM reported that students take part in mentoring in a number of ways and that it is planned that the Sixth Form will be used more. The new Assistant Headteachers for KS3 and KS4 will be looking at this area also. Year 9 subject reps were introduced this year.

CC asked about the Teaching Profile by Faculty on P25 and how much it actually tells Governors as it is unlikely that the average will ever deviate very much from the graph shown. JAM confirmed that it doesn’t give a lot of specific, detailed information, particularly as lessons are not judged anymore.

## **8. DRAFT SDP**

The draft SDP was circulated in advance of the meeting.

CC noted that the dates for Governor Objectives at the end are incorrect – they are a year ahead.

JAM explained:

- The new Leadership Team have taken into account the feedback from the SDP Strategy Session with Governors in April, the national agenda etc. and determined areas which have been agreed with Governors.
- Kirkland Rowell feedback on the School’s ethos was not as high as the School would have liked so the School’s Aims have now been highlighted with all staff to bring it back to the centre;
- Targets have been set;
- There are some constant themes which may not have distinct headings throughout.

CC reported that she had a very useful meeting with JAM following the SDP Strategy Session:

- CC wanted to ensure that the objectives were aligned with the outputs that Governors require;
- The vision has been kept brief;
- Governance objectives have been added in.

SF asked about Contribution Agreements. CC confirmed that they will be needed going forward.

CC asked when the draft SDP will be finalised. JAM confirmed that this will happen at the end of September once the exam results are in and have been analysed.

## **9. REPORTS FROM COMMITTEES**

### C&E – CC

- A combined meeting with the Standards & Inclusion Committee took place last month;
- CC joined the meeting, as agreed, in place of JC;
- There was a Q&A with Adam Robbins concerning the Sixth Form;
  - o Focus on Ofsted – it was noted that had the inspection taken place a few weeks later, the data would have been different;
  - o There is no complacency;

- The team have looked at good practice in other places;
  - The focus is on transition from KS4 to KS5;
  - The possibility for extending the curriculum was discussed.
- JPS gave a curriculum update – this is included in the Headteacher’s Report and feed into the draft SDP;
  - Kathy Hersh is introducing #alwayslearning;
  - The CPD programme will be tweaked;
  - There is more Ofsted focus on KS3 coming;
  - Timetabling for next year is almost complete;
  - There was a Safeguarding update;
  - MSS gave an update on Pupil Premium and the refinements that are being made in order to target more effectively;
  - There was an update on the West Berkshire SEND Inspection;
  - The Behaviour Improvement Group was discussed.

PR asked about the CPD changes. JAM explained that staff will be given more choice:

- They can choose to be a member of an Action Research Group;
- They can undertake individual research and report back to Faculties;
- TLR holders will have a range of opportunities;
- Staff can create their own portfolio.

NLO added that she has seen Kathy Hersh’s proposals and they look really good.

#### Resources – SF

- A joint meeting was held with the Finance & Risk Committee to consider the draft budget;
- The Facilities Report is included in the Headteacher’s Report – the budgets are under control;
- The ICT Report is also with the Headteacher’s Report and budgets are also under control.

#### Buildings Steering Group – SF

##### **Sixth Form**

- Construction is underway with completion due at the end of October;
- Costs are still above the budget so further value engineering is needed;
- Cutting costs now brings the danger of greater whole life costs.

JAM added that the work is slightly behind but that it is hoped time can be made up. Concrete pouring has started.

##### **Brown’s Meadow**

- There have been helpful meetings with Newbury Athletic Club;
- Sport England have indicated that they would be happy for the grant to be transferred to the School;
- An email has been received from Greenham Common Trust; the contents are being considered and legal advice may be needed.

JAM:

- Newbury Athletic Club and St Bart’s are happy with Jonathan Gratton’s latest design;

- More grants may need to be secured to cover the cost of the project.

#### JCC – CC

- The union representatives reported that the main issue is workload, although this isn't specific to St Bart's;
- The National Education Union is still working on how both strands – the NUT and ATL – work together;
- The unions are grateful for the time that the school gives them to support staff;
- The main issue for the Staff Forum was car parking.

### **10. OFSTED**

JAM reported that Ofsted's comments have been taken on board and filtered into the SDP.

CC asked about lines of enquiry that Ofsted may consider. JAM confirmed that these will be looked at in September once the exams results are in.

CC noted that the Ofsted Steering Group will be reconvened in September once the lines of enquiry have been established. It is important that Governors keep an eye on what is happening and ensure that there is a shared understanding of lines of enquiry.

### **11. LINK GOVERNOR UPDATES**

CC reported that new link governor roles have been established that focus on priority areas:

#### Data and Boys' Achievement – GS

In GS' absence, the link report was deferred.

JAM reported that there will be an update on this area at the Staff Training Day. In addition, JPS reported that there have been Associate Leadership Team and Action Research Group projects analysing boys' achievement. A year has been spent researching the impact of practical ideas.

**ACTION: CC to circulate Department for Education guidance on data for Governors.**

#### Curriculum: MFL – BS

In BS' absence, this link report was deferred.

#### Teaching & Learning: focus on feedback

This item will be revisited in September.

#### Health & Well-being – PR

- There is a lot that can be looked at but it has been held until the new governance structure is in place;
- PR attended the House Heads meeting on 17<sup>th</sup> May:
  - o The House Heads are an amazing and energetic group of people;

- Plans were underway for the Year 6 welcome evenings and the Houses Celebration Day, as well as a Young Carers' Champion.
- PR was unable to attend the House Heads Conference but has received the papers and has seen the new "St Bart's Booklet" which will track everything that students do;
- The school will be registering for a Metal Health and Well-being Award;
- PR will liaise with CC after the Governance Review is complete to agree what is needed to take this focus forward.

## 12. KIRKLAND ROWELL SURVEY – UPDATE ON ACTIONS

### Parent Survey

JPS reported that the feedback to parents will be in next week's Bartholonews.

**ACTION: JPS**

### Safeguarding Questions

This item was deferred until September.

**ACTION: CC**

## 13. HEALTH & SAFETY GOVERNOR'S UPDATE

SF'S report was circulated in advance. The following were highlighted:

- A suite of health & safety policies are now in place;
- Walk arounds took place in January and May with another planned for 13<sup>th</sup> July;
- A tree plan has been developed: there will be some remedial work as well as some trees taken down in the summer holidays;
- New car park signs have been ordered and lines will be painted during the summer holidays;
- Sports related injuries have been reported, especially for Year 7.
- A few injuries have required hospital treatment;
- The Health & Safety Audit will now take place during the Spring Term 2019.

**ACTION: HLS to arrange H&S training for Governors**

## 14. SAFEGUARDING GOVERNOR'S UPDATE

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

JC asked if volunteers are accepted if we don't have any relationship with them. MSS confirmed that they would still need to undergo Safer Recruitment Procedures, including the taking up of references.

JC asked that Karen Pollard be thanked for the mention of "meticulous records" in the recent Ofsted Report.

**ACTION: JAM**

## 15. REPORT ON COMPLAINTS

JAM's report was circulated in advance:

Since the last Governors' Co-ordinating Committee on 30 November 2017, five complaints have been received, all from parents:

- One complaint was addressed by the Headteacher under Stage 1 and was partially upheld.
- Four complaints were addressed by the Headteacher under Stage 2:
  - One was partially upheld;
  - One was not upheld;
  - One was not substantiated by the evidence and not upheld;
  - One had insufficient evidence to reach a conclusion.

## 16. POLICIES FOR APPROVAL

The following policies were agreed:

- Relationship & Sex Education
- Social Media

The Fire Safety Policy will be considered via email.

The following were deferred:

- Waste Management Policy
- First Aid Policy
- Medical Conditions Policy
- Careers Education & Guidance

## 17. AOB

### School Fete

PR asked for volunteers to help with the School Fete/Summer Social being organised by the Parents' Association on 14<sup>th</sup> July, in particular for help with the BBQ.

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

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

Chair of the School Governing Body