

**ST BARTHOLOMEW'S SCHOOL
MEETING OF THE TRUST BOARD
THURSDAY 12TH JULY, 2018 AT 7PM IN R1**

MINUTES

PRESENT:	Ian Peddie (IP)	Chair of Trustees
	Julia Mortimore (JAM)	Headteacher
	Keith Astill (KA)	Trustee
	Catie Colston (CC)	Trustee
	Kate Lefever (KL)	Trustee
	Karen Sadler (KS)	Trustee
	Campbell Smith (CS)	Trustee
	Jonathan Taylor (JT)	Trustee
IN ATTENDANCE:	Patricia Ray (PR)	Governor
	Bruce Steiner (BS)	Governor
	Helen Sutherland (HLS)	Clerk to the Governors
1. APOLOGIES:	Richard Deal (RD)	Trustee

2. DECLARATION OF AOB

Nothing further was added to the agenda.

IP noted that members of the School Governing Body have been invited to this meeting to take part in the discussion for Item 9: Governance Proposals.

3. DECLARATION OF BUSINESS INTERESTS

There were no declarations.

Trustees were reminded to check their entries on the Register and ensure that all employments, directorships, governorships and trusteeships are declared.

4. MINUTES OF THE MEETING HELD ON 22ND MARCH, 2018

The minutes were agreed.

ACTION: IP to sign

5. MATTERS ARISING

There were no Matters Arising.

6. HEADTEACHER'S REPORT

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

JAM highlighted the following:

- Scorecard Dashboard: it is expected that all targets will be met or very close to being met;
- Students have managed the new linear exams very well, with a lot of hard work from staff to support them;
- Progress has been made towards addressing feedback regarding staff workload;
- The low rate of annual turnover of staff is encouraging, however, recruitment is still very difficult so retention allowances have been utilised and agencies employed to assist in this area;
- There will be a slight surplus at the end of the year;
- Neil Cook is stepping down from the Leadership Team after 16 years but will continue to teach at St Bart's.
- Ofsted - planning has started to prepare for the next inspection, with areas for further improvement included in the 2018/19 draft SDP;
- The school has been awarded the Artsmark Gold Award;
- The extension to the Sixth Form is underway;
- Progress is being made with the Brown's Meadow project;
- The restructured Facilities Team is having a positive impact around the school;
 - The Lettings & Health & Safety Administrator has resigned;
 - There has been difficulty in appointing to the Grounds Apprentice role.

KA welcomed the way the strategic priorities and metrics had been laid out in the report.

CC noted that the School Governing Body (SGB) had also discussed the Headteacher's (HT) Report. CC has discussed the SDP with JPS. It was acknowledged that the Quality of Teaching graphic will always show a relatively straight line to demonstrate good teaching so the accompanying text will provide the context.

JAM added that it had been agreed that KS3 data would be included from next year.

CC reported that there had been a discussion at the SGB about the level of detail concerning staff that is included in the HT Report. KS replied that, from a GDPR perspective, there had been too much information in the past and that anything considered potentially sensitive should not be included.

KS asked about the strategic priority for disadvantaged student attendance and if the target includes the Sixth Form. JAM replied that the target is for Years 7 – 11. KS asked if there is any data that Governors can consider for disadvantaged students in the Sixth Form. JAM responded that data would need to be treated differently but that it could be done, however, there is a need to be mindful about the amount of work that this could create.

7. DRAFT SDP

The draft SDP was circulated in advance of the meeting and was also discussed by the SGB.

JAM highlighted:

- The SDP had been developed following the SDP Strategy Session held in April;
- Stakeholder feedback from the Kirkland Rowell surveys, the outcome of the Ofsted Inspection, the national agenda and further feedback from staff via staff meetings have all been considered;
- The aims have been rationalised with what has been published on the website;
- The KPIs will be confirmed following the exam results;
- JAM has liaised with CC and CC has added in governance actions;
- Houses and faculties are now drafting their team development plans based on the draft SDP;
- It will be reviewed, amended and finalised following the exam results.

Approval for the draft SDP was:

Proposed by: KS

Seconded: JT

Vote: unanimous.

8. DRAFT BUDGET

CS reported that:

- A joint meeting was held between the Finance & Risk (F&R) and the Resources committees;
- JAM and Helen Strutt presented a draft budget for 2018/19;
- The three year forecast submission for the ESFA was also considered;
- The Resources Committee recommended approval to the F&R Committee;
- The F&R Committee met just before this meeting to consider the recommendation;
- The forecast deficit for next year is £346,000;
- For 2019/20 the deficit is forecast to be £176,000 and for 2020/21 £187,000;
- A number of actions have been taken to increase revenue and to reduce costs including asking parents to pay for transport to sports fixtures outside school hours from September 2018;
- This level of deficits will mean that the reserves will disappear very quickly.

BS recorded that, based on meetings of the Schools' Forum, St Bart's is better placed than most to deal with funding shortfalls.

JAM added that an announcement regarding a pay award for teachers is awaited. The budget currently allows for a 1% increase and a mid-range ERS increase, both of which would be unfunded.

The F&R Committee agreed to accept the recommendation of the Resources Committee to propose that the Trust Board approve the draft budget:

Proposed: CS

Seconded: KS

Vote: unanimous.

Curriculum Benchmarking

The Curriculum Benchmarking Report from the Bursars' Group was circulated in advance of the meeting.

JAM explained that:

- Helen Strutt had worked on this with local schools;
- The report shows that St Bart's is not out of sync with other schools;
- It is not clear if each school is comparing like with like;
- It is hoped that the next report could be more consistent.

CS noted that the report demonstrates that St Bart's has a very high contact ratio.

9. GOVERNANCE PROPOSALS

Papers were circulated in advance for this item.

IP outlined:

- At the last meeting it was agreed that, due to the delay in the MAT application, St Bart's Articles of Association need to be revisited, along with the Governance structure, as part of the Governance Review planned for the summer term.
- The Governance Steering Group have been looking at these areas.

KS continued:

- The chart included in the pack shows two tiers of governance: Members and Trustees;
- The Members will ultimately consist of five independent individuals, with the Chair of Trustees attending their meetings (currently four, including the Chair of Trustees);
- Everyone else will be a trustee – aiming for a maximum of 12 over time;
- There will be no SGB level;
- The chart also shows two strands to the committee structure: Education and Business;
- The proposal includes a "Student Impact Committee" on the Education side of the structure which puts "students" at the centre;
- This would replace the functions of the old Learning & Achievement and Teaching & Learning committees and the current Standards & Inclusion and Curriculum & Enrichment committees;
- The previous and current committees were not "joined up" enough from a governance perspective;
- The Leadership Team have had input at a high level into the draft work plan for this proposed new committee which would meet twice a term;
- There are no significant changes on the "Business" side of the structure;
- The proposal also shows the suggested number of trustees for each committee and it is recognised that Governors may need to sit on more than one committee;
- This will enhance understanding across the governing body;

- Chairs and vice-chairs will be needed for each committee;
- It is anticipated that link governor roles (to include statutory, faculty and key areas of focus) will be more substantial and that each governor will have at least a faculty link and a key area of focus;
- KA and KL will be looking to populate the structure, contacting people over the summer, and putting proposals to the People Committee before bring them back to a full meeting of governors in September;
- Key areas of focus may not need visits or time in school but may involve taking the lead in understanding a particular area or background.

IP added that:

- The key will be to operate strategically, to be streamlined and to have focus;
- There is a need to be careful not to overload governors;
- Link roles have been difficult to motivate in the past so they may need to be re-interpreted.

KS:

- The Steering Group has spoken with JAM about having dialogue with the Leadership Team before committee meetings – this will be extremely valuable and beneficial to be able to focus meetings and to shape what happens in those meetings.

PR welcomed the fact that all governors will be working together again.

KA asked if there is any information on what other schools do. CC replied that it is difficult to benchmark as there are no longer any local standalone academies with which to compare. CC noted that some schools operate with very few committees that meet frequently and others have a lot of committees which meet less often. The Steering Group have looked to reduce the number of committees and to have a structure that meets often in order to be nimble enough to respond to challenges.

Those present noted that the proposed Student Impact Committee would have a huge remit but understood that it will be effectively two committees in one.

KA asked about the priorities for populating the structure. It was agreed that this would be allocating governors to committees and then statutory governance roles. Further link governor roles can be assigned once these are agreed.

Trustees confirmed the need for governance to focus on high-level, strategic areas. CC felt that, in order to understand the school as a governor, some detail behind the headlines is needed.

PR asked if governors can attend meetings other than for their own committees. It was confirmed that all trustees will be able to attend any trustee meeting, apart from the People Committee.

It was agreed to further develop the proposed structure with the following actions:

ACTIONS:

- 1. KA and KL to populate the committee structure;**
- 2. KA and KL to assign statutory link roles;**
- 3. KS and CC to prioritise other link roles according to need to allow allocation of governors.**

IP and KA thanked everyone for their work on this project.

PR and BS left the meeting at 8.40 pm.

10. REPORTS FROM COMMITTEES

Standards & Inclusion – KS

- A joint meeting was held with the Curriculum & Enrichment Committee;
- There was a report on the Sixth Form:
 - There was recognition that there has been inconsistency across subjects in terms of outcomes;
 - Because of good rates of progress at KS4, it is difficult to maintain the same level of progress at KS5;
 - More students than usual have dropped out during Year 12.
- Reports on Safeguarding and the Single Central Records Check were received;
- Pupil Premium reporting is to be enhanced;
- St Bart's supported West Berkshire during their SEND inspection;
- Link Governor reports were received for BCS and Data & Boys' Achievement;
- Exclusions continue to fall;
- Session dates were agreed.

People Committee - JT

- The Staffing Report is in the HT Report;
- JAM was congratulated on the outcome of the Ofsted Inspection;
- The Teaching School proposal has been revisited;
- The Committee thanked KS for her work on GDPR for the school.

Finance & Risk Committee – CS

- The draft budget was discussed (see Item 8);
- The management accounts were presented;
- CS undertook an internal controls review and there were no areas of concern to report.

Joint Consultative Committee – IP

- A very positive meeting was held;
- Union representatives reported that the main issue is workload, although this isn't specific to St Bart's;
- The main issue from the Staff Forum concerned car parking.

School Governing Body - CC

- The Headteacher's Report was discussed;
- The draft SDP was considered;
- Staff/Governor link –it was noted that staff value a link to governors;
- Feedback from the Kirkland Rowell Parent Survey is awaited;
- Health & Safety – a tree survey will be carried out over the summer;
- The Complaints Report was received.

MAT - JT

- A letter has been sent to local schools who had previously expressed an interest in working closely with St Bart's to update them on the status of the school's MAT application;
- A school which may be interested in joining St Bart's in a MAT will be coming to a meeting next week.

Ofsted – CC

- The inspection took place shortly after the last Trust Board meeting;
- A Steering Group will be re-established in September to focus on preparation for the next inspection and to maintain momentum;
- Areas that Ofsted highlighted have been included in the draft SDP.

Buildings – JAM

Sixth Form

- The construction of the extension is underway:
 - The work is a few days behind but it is anticipated that the time will be caught up;
 - Further value engineering is still needed in order to reduce costs.

Brown's Meadow

- Positive meetings have been held with Newbury Athletic Club (NAC);
- Jonathan Gratton has been appointed to draw up plans and we now have a design that both St Bart's and NAC are happy with;
- The draft Heads of Terms for a Hirer's Agreement have been agreed;
- Greenham Common Trust (GCT) have agreed to transfer the grant to the school;
- The level of funding from GCT is uncertain at this stage;
- Sport England require a letter to confirm that St Bart's is happy to take on their grant for the project;
- The F&R Committee have agreed that Jonathan Gratton can proceed to the planning stage: this is a risk as other work needs to be done in advance of or at the same time as the planning application progresses – i.e. funds need to be spent before planning permission is received;
- It is anticipated that the project will be completed in March;
- CS added that funding is still short but other options are being explored.

IP thanked Governors who had been part of the previous Brown's Meadow Working Party over the last few years for their contribution and hard work on the project.

11. GDPR

KS provided the following update:

- The School now has a data processing register;
- The Data Protection Policy has been updated in line with GDPR requirements;
- Notices have been prepared for key stakeholders;
- An Information Security Policy has been formulated;
- Operational policies have been updated;
- Karen Pollard and Alan Wooldridge are pushing this project forward in school;
- Overall responsibility will be within the Business Manager's remit;
- Most staff have received training and a rolling programme will be needed;
- Data Impact Assessments are required for CCTV, Trips and Biometrics;
- KS will spend time with the new Business Manager to bring her up to date in this area;
- Governors need to have GDPR training and this will be arranged for as early as possible next term;
- Governors will have their own email addresses;
- HLS is looking at how sensitive data for panels etc. is booked in and out. **ACTION: HLS**

IP thanked KS for the huge amount of work that she has undertaken for the school.

12. DESIGNATED DIRECTOR OF SAFEGUARDING'S REPORT

CC's report was circulated in advance.

In addition, CC reported:

- CC will be attending a safeguarding conference in September with Maureen Sims and the new Designated Safeguarding Lead;
- CC undertook a walk around and it was useful to see what she had been told put into action.

JAM added that Keeping Children Safe in Education has been overhauled so policies are being reviewed and will be brought to Governors for approval as soon as possible.

ACTION: Maureen Sims

13. HEALTH & SAFETY UPDATE

Steve Foyle's report was circulated in advance of the meeting.

CS highlighted the following:

- A tree plan is needed and a survey will be undertaken over the summer;
- There are problems with some CCTV cameras;
- The Sixth Form Car Park needs some work in order to prevent cars parking on the sports pitches;
- Markings in the main car park need refreshing.

14. APPOINTMENTS & RESIGNATIONS

HLS reported the following:

- As agreed at December's FGB meeting, the following were "resigned" as directors (trustees) as of 31st December, 2017 as it was intended that they would be governors only in the new structure:
 - Alexandra Barlow
 - Derek Brown
 - Jeanette Clifford
 - Marc Edens
 - Steve Foyle
 - James Maunders
 - Nicola Ostinelli
 - Patricia Ray
 - Gareth Scourfield
 - Bruce Steiner
 - Stephen Uden.
- Marc Edens' director termination form has been returned by Companies House, although it is unclear why, and resubmitted;
- Marc Edens resigned completely as a governor on 3rd February, 2018;
- Alexandra Barlow resigned as a governor on 10th July, 2018.

15. POLICIES

The following policies were approved:

- Data Protection
- Equality
- Freedom of Information
- Grievance
- Investment
- Pay for Support Staff
- Reserves
- Whistleblowing

ACTION: IP to sign

16. MEETINGS CALENDAR FOR 2018/19

This will be circulated as soon as it has been finalised.

ACTION: HLS

17. AOB

Nothing further was discussed.

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

SignedDate

Chair of Trustees