

**ST BARTHOLOMEW'S SCHOOL**  
**MEETING OF THE FULL GOVERNING BODY**  
**THURSDAY 6<sup>TH</sup> DECEMBER, 2018 AT 6.30 PM IN THE WORMESTALL MEETING ROOM**

**MINUTES**

<b>PRESENT:</b>	Karen Sadler (KS)	Vice-chair of Governors
	Julia Mortimore (JAM)	Headteacher
	Catie Colston (CC)	Co-opted Governor
	Richard Deal (RD)	Appointed Governor
	David Fitter (DWF)	Deputy Headteacher
	Steve Foyle (SF)	Appointed Governor
	Kate Lefever (KL)	Appointed Governor
	Patricia Ray (PR)	Co-opted Governor
	Gareth Scourfield (GS)	Parent Governor
	Maureen Sims (MSS)	Deputy Headteacher
	Campbell Smith (CS)	Appointed Governor
	Bruce Steiner (BS)	Co-opted Governor
	Jonathan Taylor (JT)	Appointed Governor

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

**1. APOLOGIES:** Ian Peddie (IP) Chair of Governors  
Jeremy Sharpe (JPS) Deputy Headteacher

**2. DECLARATION OF AOB**

PR asked that the School Play be added to the agenda.

**3. DECLARATION OF BUSINESS INTERESTS**

There were no declarations.

HLS explained that the Register of Business Interests would be circulated by email and Governors will be asked to confirm that their entries are correct and/or provide updates.

**ACTION: HLS**

**4. MINUTES OF THE MEETINGS HELD ON 13<sup>TH</sup> SEPTEMBER AND 19<sup>TH</sup> SEPTEMBER, 2018:**

Both sets of minutes were agreed.

**ACTION: IP to sign**

**5. MATTERS ARISING**

There were no matters arising.

## 6. ELECTION OF CHAIR AND VICE-CHAIR OF GOVERNORS

### Election for the Chair of Governors

IP agreed to stand as Chair of Governors again. In his absence, KL read the following:

“As I believe most of you are aware, Ian’s expectation is to stand down from the position of Chair at some point next year.

We therefore would like to prepare for a managed succession to the chair role within an agreed timeframe and we will be agreeing this timeframe shortly. In the meantime, I would like to conduct some preparatory work around succession planning.

As you may recall, Keith and I spoke to you previously on an individual basis to gain a feel for how you were getting on in your current role within the governing team, what your expectations were with regards to your term and also picking up on any interest for roles in the future.

I would therefore like to conduct similar discussions with you all in the next month or so with the expectation that I can then report back to the People Committee (27 February) with a summary of the outcome of these discussions.

I would be grateful if you could give me dates and times of when you might be free for this conversation so that I can plan accordingly. As you know I do work full time but I can arrange to take these calls during the day as long as I can plan these in advance or we can arrange to speak in the evening if you would prefer. I will send an email to you all following our meeting today to encourage you all to book a convenient time as soon as possible - I hope this is all okay.”

**ACTION: KL**

### Election

No other candidate expressed a wish to be considered and there were no other nominations.

Proposed: JT

Seconded: BS

Vote: Unanimous

IP was duly re-elected as Chair of Governors for St Bartholomew’s School.

### Election for the Vice-chair of Governors

KS agreed to stand again as Vice-chair of Governors. KS left the room whilst the election took place. No other candidate expressed a wish to be considered and there were no other nominations.

Proposed: CS

Seconded: CC

Vote: Unanimous

KS was duly re-elected as Vice-chair of Governors for St Bartholomew’s School.

KS returned to the meeting.

## 7. HEADTEACHER'S REPORT

JAM's report was circulated in advance of the meeting and the following were highlighted:

- The latest unvalidated Department for Education performance tables for 2018 places St Bart's in the top 2-3% of all state mixed non-selective, non-faith schools;
- An external review has been carried out for the English Faculty; JPS will be reviewing the report. Strong practice was observed, although it was noted that English Literature appears to be stronger than English Language;
- The School's SEF has been updated and is included in the Report;
- Sue Clare has been appointed a Specialist Leader of Education;
- St Bart's is a new partner with St Helen's and St Katherine's in the National Modern Languages (NML) SCITT Hub based in Abingdon to train MFL teachers;
- St Bart's will start working next term with primary school partners as part of an LA project to work collaboratively to reduce exclusions;
- Julie Shepherd (JES) has settled into the Business Manager role, focussing on Facilities initially; further information is in her report;
- St Bart's has again received an unqualified Audit Report, a significant achievement;
- The new extension has been handed over to the school and is already being used extensively for exams;
- Next summer's Progress 8 scores are not expected to be as high as those for 2018;
- Progress against strategic priorities are included in the Report, in particular:
  - Attendance: DWF explained that when a student's attendance reaches 93%, support strategies are put in place to avoid dropping to the 90% threshold. These strategies include a series of letters and actions which the Houses co-ordinate.  
JT asked how Year 7 attendance compares with previous years. DWF replied that the figures are skewed by three students. Excluding these three from the figures would show 97% attendance. MSS added that one student had complex medical needs affecting attendance and one had demonstrated a similar pattern in primary school.
- St Bart's is very sad to be saying goodbye to MSS after 19 years at the School. She will be missed.

RD asked about the number of Sixth Form applications as at 30<sup>th</sup> November. JAM reported that they are significantly up on last year at the same point, by approximately 50. There are a lot more external applications. Applications are still being processed so it isn't possible to give an exact number at the moment.

CC asked about the KS3 Achievement from Summer 2 2018 reports on P22. DWF explained that it shows that good progress is being made and that this is as expected.

## 8. FINALISE SCHOOL AND TEAM DEVELOPMENT PLANS

The SDP has been finalised and RAG rated and is included in the Headteacher's Report. The TDPs have been considered by the Education Committee.

CC asked about the Governance Objectives in the SDP and how they can be rated. It was agreed that Governors should RAG rate their objectives.

**ACTION: HLS to liaise with HRF regarding deadlines for the SDP/HT Report.**

The SDP and the TDPs were approved.

## 9. REPORTS FROM COMMITTEES

### Resources Committee – SF

- The Buildings Steering Group:
  - The Sixth Form Extension was finished on budget but the deadline slipped;
  - Planning permission has now been submitted for the Brown's Meadow pavilion and the outcome is expected in the new year;
- IT solutions for GDPR have been implemented;
- Facilities is working well with new staff in place.

### Health & Safety Governor's Report - SF

SF's report was circulated in advance of the meeting with the following highlighted:

- Three walkarounds were completed over the summer;
- The tree in the Heritage Garden had seven tonnes removed from it in order to try to save it;
- There has been an increase in the number of minor incidents – the usual sports injuries, burns on ovens and a small number of students fainted at the Remembrance Service.

### Education Committee – CC

- The TDPs were reviewed and it was clear that they are derived from the SDP;
- The Curriculum Update was presented and is in the Headteacher's Report;
- CPD is on-going with new initiatives to spread knowledge;
- Rachel Mairs gave an update on KS3 at the second meeting;
- Updates on Priority Groups were also received;
- Data logs and policies were also reviewed.

### Safeguarding Governor's Report - CC

CC's report was circulated in advance of the meeting.

- CC has held meetings with MSS and Rachel Mairs;
- The transition is going well.

KS asked for feedback on the new Education Committee as having one large committee could be considered a "big ask". Some Governors noted that it may be too early to say, although it does seem to have gone well, whilst others felt that there is a lot for one committee to cover and it is a challenge.

KS asked if the new committee is manageable for the Leadership Team. JAM and DWF responded that it seems to have worked this term and that there is a work plan for the year which is clear.

#### JCC – KL

- The JCC meeting was short;
- There had been a low turnout to the Staff Forum meeting;
- The unions reported that workload continues to be a theme but there was nothing else of significance to report;
- The unions reported that there had been positive feedback regarding pay awards.

#### People Committee – JT

- There were two meetings this term;
- The Committee agreed salary progression recommendations and the TLR structure;
- Post-exam intervention plans were reviewed;
- The Teaching School proposals haven't been taken any further at this time;
- There is training for governors on health and safety in January and exclusions in May. A GDPR session is also being planned;
- Governor objectives and contribution agreements were also discussed.

#### Finance & Risk Committee – CS

- James Cowper Kreston presented the annual accounts;
  - There were no adjustments and the accounts were unqualified again;
  - Consideration needs to be given to addressing the forecast deficits for future years.
- SF recorded the incredible record that Helen Strutt holds for another unqualified report.

### **10. TRUSTEES' REPORT, COMPLETION LETTER AND ANNUAL ACCOUNTS**

The reports were circulated in advance of the F&R Committee meeting.

CS reported that the F&R Committee had reviewed the reports and accounts and recommended that the accounts be signed off by IP and JAM.

Proposed: CS

Seconded: JT

Vote: unanimous.

As this was the third statutory audit that James Cowper Kreston had carried out, it was agreed that a desktop exercise should be carried out to ensure best practice and value for money:

Proposed: SF

Seconded: JT

Vote: unanimous.

**ACTION: CS**

## 11. GOVERNOR APPOINTMENT & RESIGNATIONS

HLS reported the following for the past academic year and to date:

- As agreed at the meeting on 13 September:
  - Patricia Ray reverted to co-opted Trustee status on 13 September 2018 with her term of office ending on 22 May 2020;
  - Bruce Steiner's previous term of office expired on 31 August 2018 and he was co-opted as a Trustee for a further term on 13 September 2018 with his term of office ending on 12 September 2022;
  - Steve Foyle was reappointed by the Members as an Appointed Governor on 24 September with his term of office to end on 31 December 2021;
  - Gareth Scourfield has been reappointed as a Trustee (Parent Governor) with his term of office ending on 22 May 2020.
- Marc Edens resigned on 5 February 2018;
- Alexandra Barlow resigned on 10 July 2018;
- Nicola Ostinelli and James Maunders resigned on 31 August 2018;
- Keith Astill resigned on 13 September 2018;
- Derek Brown's term of office ended 11 October 2018;
- Peter Norman's term of office as a Parent Governor ended on 18 November, 2017;
- Karen Sadler's term of office as a Parent Governor came to an end on 18 November, the Members then appointed KS as an Appointed Governor as from 19 November, 2018.

## 12. GOVERNANCE

### Articles of Association

HLS provided the following update:

- The ESFA have approved the changes proposed at the FGB meeting on 13 September, 2018.
- The Members will be asked to adopt the new Articles at their meeting on 11 December.

### Report from the Chairs' Meeting

KS reported that the Chairs' meeting covered the role of vice-chairs of committees and contribution agreements (CAs).

### Contribution Agreements

It was agreed at the Chairs' meeting that there is a role for CAs. IP, KS and HLS have met to look at updating the template. KS and HLS will be meeting to look at IP's CA which can then be cascaded down to Chairs of Committee and beyond.

### Committee Membership

KL provided the following background:

"In preparation for a new Chair and following the restructuring changes that have recently occurred we are mindful that the Vice-chair of Governors role needs to be somewhat re-established and in order to do this we propose to reinstate the role of the Vice-chair on to two of our committees namely the Joint Consultative Committee and the People Committee. Both of

these committees have agreed to this change. As you are aware the Vice-chair role needs to be provided with a broad enough spectrum on all aspects of the school and by becoming reinstated with these two committees it will enable the role to be better equipped to step into the Chair role as and when the need arises.”

This was agreed.

#### Link Governance

The following roles are currently assigned:

Safeguarding – CC

Health & Safety – SF

Off-site Activities – JT

Careers – KL

Health & Well-being – PR

Priority Groups including SEND & Disadvantaged Students: KS & BS

Finance – CS

Data Protection – KS

First Aid Governor – GS

There are outstanding vacancies for Faculties and Sixth Form link roles. Governors were asked to contact HLS if they would like to undertake one of these roles.

#### **ACTION: Governors**

CC has recently undertaken some link governance training and offered to cascade it to others if it is felt that it is needed, whether on an individual or group basis.

It was noted that the training and the current guidance need to be aligned.

It was agreed that “Governor Visits” will be the term used.

#### Emails

KS, in her role as Data Protection Governor, confirmed the following:

- Governor email addresses must be used for all governor business;
- If a Data Subject Request were to be received, it would mean that personal and business email boxes would need to be searched, even if they aren't St Bart's addresses, so it is essential that all communication is kept within the school's environment where it is protected and managed;
- There is a need to ensure that data is not kept for longer than is necessary and this can be managed with school IT protocols;
- Security on other systems may not be as robust as St Bart's systems in terms of keeping data secure;
- HLS is available to help if needed.

### Meetings Calendar

This was circulated in advance of the meeting.

Attention was drawn to the training sessions on 21<sup>st</sup> January for Health & Safety and 15<sup>th</sup> May for Exclusions. All Governors should attend these sessions.

### **13. OFSTED**

JAM provided the following update:

- The Leadership Team continues to focus on this area;
- JAM has attended a conference on Ofsted;
- There will be a new inspection framework from September 2019, with a draft issued for consultation in January.

KS added:

- The Ofsted Steering Group (OSG) has met;
- CC is creating a narrative with a detailed Q&A to ensure that Governors are aligned with the school;
- It is vital to show a triangulation of how information is ratified and the impact and evidence of data and strategies;
- Governor visits, attendance at House Heads Conferences etc. and link governance is very important;
- The workload and knowledge needs to be spread amongst governors so information will need to be shared through the FGB and communication.

**ACTION: the OSG to share the narrative with JAM at an appropriate time.**

### **14. STAKEHOLDER/PARENTAL ENGAGEMENT**

KS provided the following background:

- JAM is welcoming Governors to raise their presence at School, and not just through awards evenings and events;
- This is an opportunity to learn and triangulate what Governors are told and to engage students, parents and staff;
- A lot is already happening such as Safeguarding, Health & Safety;
- Communication can be made through the Wednesday 8.30 am staff meeting, BartholoNews (eg monthly or to encourage the filling in of questionnaires), the Staff Bulletin;
- Communication with the Staff body is important.

CC added that she felt that Governors should clearly communicate what they do to other members of the school community.

SF, PR, RD and BS felt that it was important to be clear that Governors do not get involved in day to day issues and that anything raised with them should be referred into school. They felt that

Governors should be a discreet body and they urged caution, but that the relationship with staff should be strengthened.

CC asked who the school considered their stakeholders to be. JAM replied that it could be a very long list but includes parents, students, staff, external providers etc. Previous experience at other schools is that attempts by the governing body to engage with parents have largely been received with indifference and that a lot of governing bodies struggle with this area. A message regarding the Kirkland Rowell survey would be useful.

BS reiterated, in response to an earlier comment, that it is the School's job to keep the school solvent and for Governors to oversee that process.

It was agreed that small messages, such as Happy Christmas to the staff and regarding Kirkland Rowell could provide the starting point.

HLS added that there will be communication from the Governing Body next term as a parent governor election will be held so quite a lot of information will be distributed regarding what Governors do.

It was also agreed that there should be a structure to communication with stakeholders and that co-ordination should be handled by HLS.

## **15. EQUALITY DATA REVIEW**

MSS' document was circulated in advance of the meeting.

A query was raised about some of the information in the Consultation table.

**ACTION: MSS to review and HLS to amend**

## **16. POLICIES**

The following policies were agreed:

- Anti-bullying
- Appraisal Policy for Staff
- Safeguarding & Child Protection
- Concerns & Complaints
- Curriculum Statement
- Exclusion – with a review in the summer term following training
- First Aid
- Maternity/Adoption Leave & Pay Policy
- Medical Conditions
- Parent Governor Election Rules & Procedure
- Physical Intervention Policy
- Radicalisation & Extremism

- Teaching & Learning
- Unreasonable, Persistent and/or Harassing Complainants
- Wellbeing for Staff Policy.

**ACTION: IP to sign.**

The Admission Policy was agreed pending an update to the wording on Sixth Form numbers.

**ACTION: JT and JAM, then HLS to finalise**

The following were deferred until next term:

- Careers Guidance
- Lettings
- Redundancy.

**17. ANY OTHER BUSINESS**

School Play

PR congratulated the School on another excellent play.

Maureen Sims

KS thanked MSS for her incredible efforts and support for the school. MSS will be sorely missed.

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

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

Chair of Governors