

ST BARTHOLOMEW'S SCHOOL
MEETING OF THE FULL GOVERNING BODY
THURSDAY 21ST MARCH, 2019 AT 6.30 PM IN THE WORMESTALL MEETING ROOM

MINUTES

PRESENT:	Ian Peddie (IP)	Chair of Governors
	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
	Gary Norman (GN)	Parent Governor
	Patricia Ray (PR)	Co-opted Governor
	Gareth Scourfield (GS)	Parent Governor
	Jeremy Sharpe (JPS)	Deputy Headteacher
	Campbell Smith (CS)	Appointed Governor
	Bruce Steiner (BS)	Co-opted Governor
 IN ATTENDANCE:	 Helen Sutherland (HLS)	 Clerk to the Governors

1. WELCOME

IP welcomed GN to his first Full Governing Body meeting. All present introduced themselves.

2. APOLOGIES

No apologies were received.

3. DECLARATION OF AOB

- Accessibility Plan – to be taken under Item 14.
- People Committee Terms of Reference

4. DECLARATION OF BUSINESS INTERESTS

There were no declarations.

HLS circulated the Register of Business Interests and asked each Governor and member of staff to confirm that their entries are correct and/or provide updates.

5. MINUTES OF THE MEETINGS HELD ON 6TH DECEMBER, 2018:

The minutes were agreed and signed.

6. MATTERS ARISING

There were no matters arising.

7. HEADTEACHER'S REPORT

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

- The latest validated Department for Education data for 2018 gives St Bart's a Progress 8 score of 0.66 and 0.02 for Progress 8 for Disadvantaged Students;
- Overall, outcomes for this summer are looking very strong;
- A record number of students have been offered Oxbridge places – five by Oxford and three by Cambridge. Eight students have received offers for Medicine and Veterinary Medicine;
- Kirkland Rowell surveys are extremely positive overall; the results will inform next year's SDP and feedback will be given to parents and students and has been given to staff already. A full Kirkland Rowell survey will now be conducted every two years, with in-house surveys during the alternate years;
- New contracts for cleaning, electricity and gas are being set up;
- Planning permission has been received for the new pavilion at Browns Meadow, with funding on-going;
- A lower deficit than originally forecast is expected at the end of this year;
- Admission numbers are strong, both for Year 7 and for the Sixth Form.

GS asked if there had been a better return from the Parents' Kirkland Rowell Survey being run online for the first time. JAM and JPS confirmed that there had been a higher level of responses and a better spread of engagement across the years, although this followed an extension to the deadline for completion. The plan, as mentioned earlier, is to run this survey every two years with different/focussed surveys in the intervening years.

Brexit

In response to a query before the meeting, JAM provided the following information:

- The Government has published guidance for schools in the event of a "no-deal Brexit";
- St Bart's does not have any large EU contracts;
- The status of EU nationals working at St Bart's is expected to be unaffected;
- Trips will require the most consideration, in particular a trip taking place at Easter will now require that passports have at least six months left to run, students taking part in the WW1 Battlefields Trip in May are on a group passport and the School has separate medical insurance cover.

RD asked about the percentage figures in the Business Manager's Report and the reference to the compliance contracts list. JAM and HLS explained that the percentage figures referred to the proportion of the allocated budget that had been spent so far this year and that the contracts list had been submitted to the Resources Committee this term.

PR asked if any students had taken part in the recent climate change protests in Newbury. JAM confirmed that some students had taken part and that they had mainly been from the Sixth Form.

CC asked if it would be appropriate for Governors to attend the Monday Faculty meetings. JAM replied that it might be interesting for Governors to attend to see the sharing of good practice. Kathy Hersh has a calendar of meetings and it may be possible to suggest a suitable meeting from that list.

CC asked about the Teaching & Learning Festival. JAM confirmed that Governors would be very welcome to attend this event.

ACTION: DWF to forward the agenda to HLS for circulation to Governors

CC asked about the Teaching Profile on P27 – it shows an even average. DWF responded that St Bart's have very good teachers who are consistent in their practice and this graph demonstrates that. GS queried that as the graph is so uniform, could there be any effect on Progress 8, is there any correlation? DWF replied that the data representation is a blunt instrument. It shows that all faculties have an average of very good teachers, some are excellent and some are good and could be even better. Heads of Faculty and TLR holders work very closely with teachers to ensure that teaching is the best it can be. GS noted that, in that case, the key "take-away" is that there is consistency across the school, that there are no areas of concern, just that some teachers who could develop further. This was confirmed by staff.

CC asked if there is a reason that the overall ratings from the Kirkland Rowell staff survey have improved. JPS replied that the data is benchmarked against other schools. The raw answers show definite improvement in some areas whilst some show that staff are polarised but the balance has changed leading to an improvement in the overall score. Staff are more positive in some areas such as workload and that is being taken to show that St Bart's has made some positive moves where other schools may not have done so.

8. REPORTS FROM COMMITTEES

Resources Committee – SF

- The Committee reviewed the operating budgets;
- The five year IT plan was considered;
- Policies were reviewed;
- The Committee needs a re-focus and re-branding to ensure a higher profile for health and safety and that it considers issues at a strategic level as well as including business continuity;
- SF will liaise with Julie Shepherd;
- Future projects include energy efficiency and LED lighting, CCTV and access control upgrades.

Buildings Steering Group - SF

- The Sixth Form is complete and within budget with snagging underway, final furniture fit-out remains;
- Browns Meadow: planning permission has been granted with conditions which will be appealed, the Invitation to Tender has been issued with the submission date extended.

SF left the meeting at 7.10 pm

Education Committee - CC

- The minutes from the meeting will be circulated to all when they have been finalised;
- Adam Robbins gave a presentation on the Sixth Form: it was very encouraging to hear how it has been expanded with increasing numbers and additional support. CC and KS undertook a learning walk in the Sixth Form.
- The Safeguarding update included the logs;
- The IDSR was considered;
- The initial Kirkland Rowell results were presented by JPS;
- There was a Priority Group update from DWF and KS;
- There was an Ofsted update;
- Governor monitoring visits were reported;
- PAN increase implications were discussed;
- The Off-site Activities Report was received.

JCC – IP

- The meeting was brief;
- The main highlight from the Staff Forum meeting was parking;
- The unions reported that there was a non-binding ballot on whether to take action on school funding which showed that, at the moment, the threshold for considering action has not been reached;
- KS has now joined the Committee.

SF returned to the meeting at 7.17 pm.

People Committee – KL

- The Headteacher's Staffing Report was considered;
- Recruitment is underway for September but is still a challenge;
- The proposed new faculty structure will be partially introduced in September;
- The TLR structure was reviewed;
- Support Staff salary review and awards were considered;
- Post-examination intervention plans showed that a lot of hard work is on-going and that some areas are making better progress than others;
- In terms of Governance, the succession plan for the Chair of Governors was discussed: it is anticipated that there will be an election for the Chair of Governors in September, to allow for a term's hand-over, and that there will be a "Chair Designate" until IP steps down at the end of the year; this plan will be considered further at the People Committee's June meeting;

- Following the one-to-one conversations earlier this year, two potential candidates have put themselves forward so there will be a need to back-fill;
- JT's dual position as a Member and Trustee needs to be resolved;
- Consideration is being given as to when KS, as Vice-chair of Governors, becomes Chair of the People Committee;
- Feedback from the one-to-one sessions included consideration of whether the balance between the Education and Resources committees is right, clarity of roles, engagement with stakeholders, pace, more visits and support for individual roles.
- Now that we have a new parent governor, recruitment for appointments and co-opting is being considered for individuals with experience in education, legal, HR, Finance and Health & Safety;
- Contribution Agreements were discussed.

Finance & Risk Committee – CS

- There have been two meetings this term;
- Forecast deficit for this year is improved from £345,000 to £258,000;
- This is due, in part, to additional government grants, more statemented students in Year 7 (although there is also a cost involved);
- There are additional energy costs due to wholesale price increases but new contracts are being negotiated for September;
- Reserves are down from £2,000,000 to £1,600,000;
- Possible increases to the PAN as part of the financial strategy were discussed and a note circulated to all governors; there will be an additional meeting in November to make a decision on any PAN increases. Committees will discuss the implications for their areas between now and then;
- The three year financial forecast was discussed – reserves will drop substantially to support the deficit.

Ofsted Steering Group – KS

- The Group continues to meet;
- The narrative has been completed;
- A detailed document with questions and answers/messages is being refined;
- As there is a new framework incoming, Governors need to be prepared for both the current and the new;
- There is a meeting on 29th April for all Governors to bring them up to date;
- The dialogue with the school needs to continue so that Governors are ready.

9. IDSR

The IDSR was circulated in advance of the meeting.

DWF highlighted:

- The data included is still provisional, although major changes are not expected;
- The final version is expected this month. **ACTION: DWF/HLS to circulate when available.**

- The data will be used by Ofsted during their inspection;
- P5 – Relative progress for the past three years shows that St Bart’s is largely above average; there has been a big shift for English between 2016 and 2017, Maths has shown good progress;
- P6 - EBacc data shows that Science and Humanities are strong. Languages – a major focus for last year – show improvement from significantly below average to significantly above average, although there is still more work to do;
- P14 – Ebacc entry: the Government wants 75% of students to be entered for the EBacc. St Bart’s is slightly ahead of the national average but Languages are significantly above;
- P28 – English and Maths progress – it is not clear where this data has come from.
- P29 – Destination Data: this is lagged by two years.

KS asked if the data presents any new messages for Ofsted and CC asked if the IDSR showed anything that the School did not know. The answer to both questions was no.

10. SAFEGUARDING GOVERNOR’S REPORT

CC’s reports were circulated in advance of the meeting.

CC highlighted:

- The termly meeting had been held with Rachel Mairs (RRM), as the Designated Safeguarding Lead, for the first time;
- The visit was very positive and the Single Central Record Check was carried out jointly between CC and RRM;
- Ofsted will focus on safeguarding;
- It was useful to hear about the regular meetings between RRM, Jon Lawes as Deputy Designated Safeguarding Lead, and Adam Robbins, Head of Sixth Form;
- CC is confident that processes and procedures are working well;
- The safeguarding capability has been disseminated widely, particularly including House staff, counsellors etc.;
- The threshold for involving outside agencies is getting higher and costing more;
- There was a discussion about when the Safeguarding Governor should be made aware of cases;
- Student Voice will be on the agenda for next term’s visit.

11. HEALTH AND SAFETY

Health & Safety Governor’s Report

SF reported that:

- All staff underwent fire warden training in January;
- The fire risk assessment report is awaited;
- The Health & Safety Committee meeting considered accident reports;
- Following the Health & Safety Training for Governors in January, a framework for visits and reporting is being established and will be implemented by the end of this term.

- SF is reviewing statutory requirements and procedures;
- The School remains a safe place.

Health and Safety Governance

IP reported that:

- JAM, Julie Shepherd, IP and HLS are discussing how to ensure that Governors are carrying out the correct duties and reporting, along-side the management of this area;
- The structure and timings of reporting is being worked through;
- The Resources Committee is to take a closer look and bring Health & Safety more closely into focus.

SF left the meeting at 8 pm.

12. GOVERNANCE

Appointments/Resignations

HLS reported that Gary Norman, as mentioned earlier in the meeting, was elected as a Parent Governor on 12th February, 2019.

IP informed the meeting that the People Committee will be making a recommendation for an appointment to the Members regarding a candidate who has legal experience.

Report from the Chairs' Group

IP reported that the Chairs' Group has considered committee skills and co-ordination this term, as well as contribution agreements and how committees can scrutinise the SDP.

Contribution Agreements/Role of Governors

Contribution Agreements are underway but stalling; they should be focussing on individual and strategic roles.

IP reminded Governors that their role is not as a champion of any particular group, it is strategic and that of a "critical friend". The Code of Conduct governs the way in which Governors should operate. KS added that Governors should act as one body, not as individuals.

Committee Membership

HLS announced that GN will be joining the Resources Committee.

Meetings Calendar

This was circulated in advance of the meeting.

Attention was drawn to the sessions on 15th May for Exclusions (which has registration at 3.45 pm, with training 4 pm – 8 pm) and the GDPR/Ofsted session that has been added for 29 April. All Governors should attend these sessions.

13. ANNUAL WORK PLAN

An updated work plan for the Education Committee was circulated in advance of the meeting. The Plan was approved.

ACTION: IP to sign.

14. POLICIES

The following policies were agreed:

- Accessibility Plan – pending correction of typos.
- Anti-bribery
- First Aid
- Governor Link Visits
- Health & Safety
- Lettings
- Medical Conditions
- Paternity & Adoption
- Pay Policy for Teachers
- Redundancy
- Relocation Statement
- Safeguarding
- SEND

ACTION: IP to sign.

The Careers Guidance was deferred until next term.

15. ANY OTHER BUSINESS

People Committee Terms of Reference

Updated Terms of Reference for the People Committee were circulated in advance of the meeting to address a quoracy overhang from the MAT governance structure in place for part of last year.

The Terms of Reference were agreed.

ACTION: IP to sign.

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

SignedDate

Chair of Governors