

ST BARTHOLOMEW'S SCHOOL
MEETING OF THE GOVERNORS' EDUCATION COMMITTEE
WEDNESDAY 19TH JUNE, 2019 AT 6.30 PM IN THE WORMESTALL MEETING ROOM

DRAFT MINUTES

PRESENT:	Catie Colston (CC)	Co-opted Governor, Chair
	Julia Mortimore (JAM)	Headteacher
	David Fitter (DWF)	Deputy Headteacher
	Kate Lefever (KL)	Appointed Governor
	Patricia Ray (PR)	Co-opted Governor
	Karen Sadler (KS)	Appointed Governor, Vice-chair of Governors
	Jeremy Sharpe (JPS)	Deputy Headteacher
	Campbell Smith (CS)	Appointed Governor
	Bruce Steiner (BS)	Co-opted Governor

IN ATTENDANCE:	Jon Lawes (JDL)	Assistant Headteacher
	Rachel Mairs (RRM)	Assistant Headteacher (from 7 pm)
	Helen Sutherland (HLS)	Clerk to the Governors

1. APOLOGIES ACCEPTED: Gareth Scourfield (GS) Parent Governor

2. DECLARATION OF AOB

The Academic Board and House Heads Conference were added to the agenda.

The order of the agenda was re-ordered to take account of staff availability.

3. DECLARATION OF BUSINESS INTERESTS

There were no declarations.

4. PDP/CAREERS

Papers from Dave McGall were circulated in advance of the meeting. They were taken as read.

JPS gave the following update:

- Careers Education & Guidance provision is linked to the upcoming faculty restructure as Dave McGall (DMG), lead for PDP and Careers, is leaving to take up another post. The combination of roles that DMG currently holds (Head of the General Faculty, PE teacher, PDP and Careers) will be difficult to find in another single individual so the following will apply:
 - o A new PE teacher has been appointed;
 - o A new Teaching & Learning Responsibility (TLR) for the Head of KS4 PE has been created. Nicky Ostinelli (NLO) has been appointed to this post and will continue to be Director of Sport. NLO will be line managed by JPS;
 - o Linda Eastman will take on PDP.

- The school currently has a contract with Adviza who carry out effective 1-2-1 interviews with students. The models used by other schools have been examined and the general direction is moving away from teachers leading careers. St Bart's would like to move in this direction. This would mean ending the contract with Adviza and appointing someone to the role but this may be dependent on who can be appointed. It is possible that an appointment will be made and then the individual will be supported to develop their skills and the role. It is unlikely that the school will be able to offer a salary that is competitive against Adviza's package. As the options are still being considered, the Adviza contract will stay in place for next year, so any new arrangements will apply from September 2020.
- The Gatsby Benchmarks have to be met by September 2020. Strong leadership for Careers is needed with the time and energy to extend an already rich offer.
- It was noted that the data supplied by DMG from the Compass Careers Benchmark Tool has some anomalies, in particular:
 - o Benchmark 3 – Addressing the needs of each pupil against seven assessment areas – 45%;
 - o Benchmark 5 – Encounters with Employers and Employees states that 0% has been met but this activity does happen.

ACTION: JPS to investigate the figures.

CC explained that the visit that she undertook with KS to understand more about the Careers provision demonstrated that a lot is happening in school. Next year is an important transition period in this area for the school whilst meeting the Gatsby requirements. The NGA have published a list of questions for governing bodies to consider and these were circulated in advance of the meeting and are summarised below:

1. Does the governing body have strategic oversight of careers guidance and is the impact regularly evaluated with feedback from stakeholders?
2. Is the Governing Body (GB) fully aware of the careers programme offered, how it is delivered and evaluated? Is careers provision discussed at GB meetings and a written record kept?
3. Is the GB aware of student destinations?
4. Is the GB aware of local and national labour market information and does the school use this to inform decision making?
5. How is the school performing in relation to Gatsby Benchmarks, measured through Compass, and is there an action plan?

There will be a follow-up Governor monitoring visit next year.

5. OFF-SITE VISITS REPORT

JPS' report was circulated in advance of the meeting.

It was noted that there are two major overseas tours that will need Governor approval. Lots of notice is being given for these tours to allow parents time to pay for them.

DWF added that two Disadvantaged Students are being supported for the Toronto trip next month.

6. SCHOOL SESSION SETTING

RRM joined the meeting at 7 pm.

JPS tabled the proposed term dates for 2020-21:

Autumn Term 2020:

Student Term: Thursday 3 September – Friday 18 December

Student Half-term: Friday 23 October – Friday 30 October

Staff Training Days: Tuesday 1 September, Wednesday 2 September and Friday 23 October.

Spring Term 2021:

Monday 4 January – Thursday 1 April

Half-term: Monday 15 – Friday 19 February

Staff Training Day: Thursday 28 January

Summer Term 2021:

Monday 19 April – Tuesday 20 July

Half-term: Monday 31 May – Friday 4 June

Bank Holiday: Monday 3 May

Staff Training Day: Tuesday 29 June

In addition, due to the recent announcement of the change of the early May Bank Holiday next year to coincide with the VE Day anniversary, the school will now be open on Monday 4 May, 2020 and closed on Friday 8 May, 2020.

Approval for the session dates were:

Proposed: PR

Seconded: BS

Vote: unanimous.

JPS left the meeting at 7.05 pm.

7. EXCLUSIONS

JDL showed the presentation that he had given to the LT Conference and the following were highlighted:

- Fewer students have been excluded for a smaller number of days this year but the LT don't want to be complacent;
- FTEs appear to have risen very slightly between 2016/17: 2.41% and 2017/18: 2.44%. the 2016/17 figure takes into account the Sixth Form, whereas the 2017/18 figure does not;
- There have been no permanent exclusions so far this year but the number of FTE days are up: 2017/18: 95, 2018/19: 121.
- Reasons for exclusions in 2018/19 using national categories:
 - o 121 days covering 49 incidents;
 - o The total number of recorded incidents is up;

- The category for physical assault against another pupil has the highest number of incidents, it is significantly higher than last year and most frequent in the Autumn and Spring terms;
- Persistent disruptive behaviour is significantly down on last year;
- There are three new categories this year: sexual misconduct, physical assault against an adult and drug & alcohol related.
- This year, five students (80% of which are in receipt of PP) of the 33 who have received FTEs are repeat offenders;
- 12 (50% are PP) of the 33 received at least one FTE in 2017/18.
- The data has informed the following priorities:
 - To reduce the number of exclusions, particularly amongst priority groups;
 - To reduce the number of repeat exclusions;
 - To consider further how to support PP students;
 - To consider the higher volume of removals for verbal abuse and physical violence.

KS asked about SEND students, in addition to PP. JDL and DWF responded that they don't particularly feature but this will be kept under review.

- The strategy is to continue to develop:
 - The culture of positive behaviour, including:
 - Behaviour management training
 - Review and refresh use of PSPs
 - Continued focus on final warnings and removal data
 - Continued focus on consistency across Houses
 - Review and refresh of 'ABC'
 - Continued use of 'BIG'
 - Review use of assemblies to embed culture
 - Getting KS3/4 rewards right
 - Continued review of PDP curriculum
 - Alternatives to exclusion:
 - What is it?
 - An alternative to excluding a student which could involve:
 - A meeting with parents/carers before school starts with a member of the Leadership Team and a member of the House Team;
 - A day of isolation (preferably supervised by LT and House staff in one meeting room rather than in 6th Form lessons);
 - A longer school day running for an additional hour after school supervised by LT/House/Inclusion Officer.
 - When would could it be used?
 - A sanction is needed for a serious incident that is more severe than an isolation but less severe than an exclusion
 - A severe sanction is needed for a student with SEND and an exclusion is not appropriate
 - A severe sanction is needed for a vulnerable student and an exclusion is not appropriate
 - A severe sanction is needed for a student but an exclusion is not appropriate

- A student has received an isolation for four removals and receives another removal within a half term.

Governors asked about the impact of isolations on LT time. JDL replied that it is not a sanction that is expected to be used very often and that members of the LT would liaise to decide who, when and where. This is also something that the new Inclusion Officer and the Houses could support.

- Post-exclusion support:
 - Review how students are supported post-exclusion
 - Ensure that actions from readmission meeting are followed-up and have an impact – JDL tabled a new form that is used to support this process and to make sure that the transition back into school is supported.
 - The aim is to reduce number of repeat exclusions.

KL asked about who is responsible for filling the form in. JDL explained that it starts in the readmission meeting and then it is picked up by JDL and RRM.

Governors asked about the split between boys and girls. JAM and JDL responded that boys account for approximately two thirds of exclusions but they are very small numbers so can be skewed.

Governors asked about year group splits. DWF reported that exclusions are tracked on a fortnightly basis to look for trends.

It was noted that, following the training by Tanya Callman on 15th May, DWF is the Acting Headteacher and is can take exclusion decisions in JAM's absence. Policies will be updated next term, taking into account the advice given at the training session.

JDL left the meeting.

8. SAFEGUARDING

DSL's Report

RRM's papers were circulated in advance and the following highlighted:

- During the Spring Term, 85 cases of welfare and safeguarding were dealt with;
- Overall, this is more than previously but may be accounted for by the new way in which concerns are recorded;
- Early intervention, prompted by logging welfare concerns, is intended to prevent them escalating to full safeguarding cases.

Governors asked if other schools follow similar models. RRM responded that there is no one set model.

- Peter Bell is helping to create a data set.
- There was a safeguarding data update at the last staff meeting.
- Staff are making disclosures.

Safeguarding Governor's Report including SCR Check

The SCR check report was tabled.

CC reported that there had not been a Safeguarding Governor's visit this term but that a visit to include Student Voice will take place next term.

9. INFORMATION LOGS

Exclusions Reporting

This was covered under Item 8.

Looked After Children

There are no Looked After Children currently at St Bart's.

Racial Incidents Log

Details were circulated in advance and noted.

Bullying Log

The number of reported incidents appears to be low, especially in light of the perceptions reported through the Kirkland Rowell survey so the reporting system is under review and a new one will be in place for September to ensure that the process for reporting is robust and patterns can be identified. It is anticipated that there will be a spike following the change.

Physical Restraint Reporting

Details of an incident were tabled.

KS asked how parents are informed following an incident. RRM explained that the House Office would usually make contact. A member of the LT will follow up if there are sanctions.

RRM left the meeting at 7.55 pm.

10. MINUTES OF THE MEETING HELD 8TH MAY, 2019

The minutes of the meeting were agreed and signed.

11. MATTERS ARISING

Exclusions Reporting

This was dealt with under Item 8.

Careers Link Visit

Agenda Item 13.

12. PRIORITY GROUPS UPDATE

DWF's report was circulated in advance and taken as read.

BS noted the continued difficulty with recruitment of Teaching Assistants (TAs) and asked if anything could be done. JAM explained that the situation is not as bad as last year but there are three current TA vacancies that have arisen – one is a replacement and two are new posts needed due to the increased need from September, particularly for the incoming Year 7. DWF added that five students with EHCPs are expected next term, including into the Sixth Form. There will be 18 students with EHCPs across the school, compared with 4-5 a couple of years ago.

CC asked about funding. JAM replied that the first £6,700 has to be found from school funds, with any additional funding above this received during the year.

KS asked about the destinations of Priority Groups, in particular the proportion who carry on to the Sixth Form, as well as onward destinations.

ACTION: DWF to forward destination data for Year 11 and Year 13 Priority Groups via HLS.

KS asked about the effectiveness of Pupil Premium (PP) interventions – how can they be measured? DWF replied that it is very difficult to do. KS asked what reporting is required regarding PP interventions. JAM explained that reporting on the budget and impact across the whole school is needed, along with evidence that strategies have been evaluated and that any changes are based on those evaluations. JAM added that the next PP report is due in the Autumn.

CC noted that the NGA has published a number of articles regarding PP and recommended that governors use them to keep up to date.

13. GOVERNOR MONITORING VISITS

The following visit reports were circulated in advance of the meeting and taken as read:

- Priority Groups – KS & BS, 19th March, 2019
- Good Practice Session – House Practice – CC, 13th May, 2019
- Good Practice Session – Boys' Achievement – CC & GN, 3rd June, 2019
- Careers – KS & CC, 7th June, 2019.

CC reported that the Monday 3.35 pm Good Practice sessions had been useful to attend.

JAM explained that staff had started to ask why Governors are attending so many meetings and they feel that they are receiving too much scrutiny. There needs to be a balance and for the reasons for attending need to be clear. DWF added that some staff feel intimidated by Governors and that their presence sometimes changes the behaviour of those present, having an impact on the effectiveness of the session.

It was agreed that Governors should no longer attend the Monday 3.35 pm Good Practice sessions and that there should be a planned approach across the year to Governor visits.

ACTION: HLS to co-ordinate

14. PAN INCREASE IMPLICATIONS

JAM is currently looking at the budget and forecasts and has asked staff for feedback. There will be a need to factor in the numbers who actually take up places in September due to the funding being lagged by a year. The national pay review and the increase in pension contributions will also need to be taken into account.

15. FACULTY REPORTING

CC and HLS explained that this item had originally been added to the work plan to allow for reporting on a faculty that may be receiving focus, such as MFL in the past.

It was agreed that it should be decided in September, following the exam results, if there is a faculty that needs to have a governor linked to it.

ACTION: HLS to add to the next agenda

Governors were reminded that if they receive reports on a faculty, an update needs to be given to Committee.

16. POLICY FOR APPROVAL

Relationship & Sex Education Policy

This Policy has received an interim update and will be updated further over the summer to be considered at the September FGB.

ACTION: HLS to prepare for FGB

17. TERMS OF REFERENCE

These were agreed.

ACTION: HLS to prepare for FGB

18. ANNUAL WORK PLAN

This was agreed.

ACTION: HLS to prepare for FGB

19. AOB

Academic Board Conference

JAM invited one governor to attend and it was agreed that this should be CC.

House Heads Conference

It was agreed that Ian Peddie and Karen Sadler would attend.

Teaching & Learning Festival

DWF tabled the programme for the Teaching & Learning Festival on the 9th July. Governors were invited to attend (not for scrutiny) and asked to let HLS know if they would like to do so.

Eco Group

DWF announced that an Eco Group will be set up from September. As many Governors as would like to attend are welcome to do so. Governors were asked to let HLS know if they would like to be part of this initiative. BS volunteered to be involved.

ACTION: Governors to notify HLS

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

SignedDate

Chair of the Education Committee