

ST BARTHOLOMEW'S SCHOOL
MEETING OF THE FULL GOVERNING BODY
THURSDAY 4TH JULY, 2019 AT 6.30 PM IN THE WORMESTALL MEETING ROOM

DRAFT 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
	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
	Will Thomas (WT)	Appointed Governor

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

1. APOLOGIES: David Fitter (DWF) Deputy Headteacher

2. WELCOME

IP welcomed WT to his first Full Governing Body meeting.

3. DECLARATION OF AOB

- PR: Code of Conduct to be taken under Item 18

The agenda was reordered to take the Health & Safety Governor's Report early to allow SF to leave.

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, as well as to re-sign the Code of Conduct.

5. MINUTES OF THE MEETING HELD ON 21ST MARCH, 2019

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 School has received a letter from Nick Gibb, Minister of State for School Standards, congratulating the school on the outstanding progress St Bart's students made at GCSE in 2018. The school is in the top 8% of state schools based on progress students make between KS2 and KS4 and in the top 13% for the high number of students entered for language GCSEs in 2018;
- A larger number of students than before did not sit all of their exams for varying reasons;
GN joined the meeting at 6.37 pm.
- Post-examination intervention meetings have continued and predicted outcomes for those areas are in the report;
- The Teaching & Learning Festival takes place on 9th July;
- Recruitment for September has been difficult and, for the first time, posts have been declined after they have been offered, and in some cases, accepted;
- There will be a higher than usual number of NQTs – ten – in September. Some will be on fixed term contracts and some are home-grown, having undertaken their training at St Bart's;
- Sixth Form recruitment has been successful, with a potential 550 students in the Sixth Form in September.

CC asked about the new Pupil Premium Grant requirements where schools are encouraged to have a longer-term strategy, for example for three years, with interim, annual reviews. JAM responded that the new guidance has just been published and that DWF will be considering it.

CC noted that persistent absence is significantly down this year. JAM explained that there are fewer outliers, a new attendance system with an additional trigger for intervention meaning that there is a lot more intervention and scrutiny of those at risk of dropping below the threshold and that this combination had resulted in the improvement.

GS asked about specialist resourcing – are there more or less lessons being taught by non-specialist teachers? JPS replied that no lessons are scheduled to be taught by non-specialist teachers.

RD asked if the increase in Sixth Form numbers could be attributed to the new facilities. JAM explained that this is likely to be one factor amongst others such as the breadth of the curriculum, word of mouth etc. The larger number of students can now be accommodated which would have been difficult in the past.

8. DRAFT SDP

The Draft SDP was included in the Headteacher's Report; the SDP will be finalised following the exam results and Governors will be asked to approve the SDP at the December FGB meeting.

JAM explained:

- The draft SDP has taken the SDP Strategy Session in May into account;
- There is a continued focus on Priority Groups;
- It reflects the curriculum three "I"s – Impact, Implementation and Impact;
- Well-being has a higher profile.

KS asked that any queries for clarification should be fed to HLS within the next week so that they can be considered by the Chairs' Group. JAM noted that Team Development Plans are now being drawn up so there should be no re-writes at this stage.

ACTION: all Governors

CC asked how Governors should monitor progress against the SDP. JAM replied that the termly scorecard provides a summary of progress and that repetition in scrutiny should be avoided. IP added that Governor visits on key areas should be planned with the SDP taken into account and the visit report should reflect that. In addition, the Chairs' Group will also be considering this point.

9. DRAFT BUDGET

The draft budget was included in the Headteacher's Report. It was discussed at the Finance & Risk Committee meeting.

JAM highlighted:

- There are increased savings which have reduced this year's deficit and next year's budget forecasts a surplus;
- The outcome of the spending review is awaited as Government funding decisions regarding pay and pension contribution increases have yet to be made and they may have a significant impact on the budget;
- Good work is done at St Bart's to track budgets but this is increasingly done without full information and based on assumptions.

Governors were asked to approve the draft budget with a £10,000 allowance whilst remaining figures are finalised:

Proposed: CS

Seconded: CC

Vote: unanimous

10. REPORTS FROM COMMITTEES AND STEERING GROUPS

Resources Committee – SF

- Reports were taken from the ICT Network Manager and the Business Manager;
- A new cleaning contract is in place;
- Catering income has increased;
- Snagging is ongoing for the Wormestall extension;
- A pane of glass shattered on the new extension and, as a result, there are queries as to whether the glass has been installed correctly.

Buildings Steering Group – SF

- All construction costs have now been received for the new pavilion at Browns Meadow;
- A report for Governors is being drafted to consider all of the options;
- There will be an additional FGB meeting called to decide on the way forward.

Education Committee - CC

- Safeguarding: work is ongoing to further develop systems and to involve other staff such as Jon Lawes and Adam Robbins;
- Reporting is being reviewed and any changes considered;
- There was a useful session on exclusions from Jon Lawes, with some changes already implemented;
- There was an update on Careers from JPS, particularly in light of Dave McGall's departure and the new Gatsby Benchmarks;
- Faculty Reporting – a way needs to be found to have the correct focus and to gain information when needed.

JCC – IP

- The Staff Forum report reflected staff views on discipline and behaviour. It seems to be following the usual pattern and relatively low-level but it is bothering staff. It was also raised through the Kirkland Rowell survey which demonstrated a polarisation of views on the subject.

GS noted that improving discipline can be done at low cost. IP replied that trends and strategies do not indicate that there is anything new and there does not appear to be anything to pick up from a governance perspective at the moment. JAM added that behaviour and discipline is always a focus and that the Leadership Team are always keeping an eye on this area and listening.

People Committee – KS

- Jonathan Taylor has resigned;
- KS has become Chair of the People Committee;
- The Staffing Report was considered;
- A new post, "Inclusion Officer" has been created;

- Information on the Faculty Structure Review was received;
- Post-examination Intervention Plans were submitted – the strategies and progress can be seen;
- There is a meeting next week to plan for the Chair of Governors’ succession and recruitment for those with Education, HR, H&S, Finance etc. experience;
- Governors were asked to let KL know if their plans have changed since the conversations at the beginning of the year.

Finance & Risk Committee – CS

- The budget has already been covered;
- Management accounts to the end of May were considered;
- There is a forecast deficit this year of £235,000, improved from £346,000;
- Utilities costs are up;
- Internal Control Checks have been undertaken by CS.

11. HEALTH AND SAFETY

Strategic Overview

HLS explained that following Ray West’s (RW) training for Governors in January, the following had been implemented:

- A reporting strategy to allow the whole of the premises to be inspected over the course of a year in order to build an annual report;
- This has been based on RW’s forms and lists of areas to be inspected;
- A reporting timetable was trialled this term so that visits were scheduled to take place in order that they could be reported to relevant timely meetings. This was successful so a timetable will be drawn up for future terms and for other link areas also;
- RD and GN accompanied SF on his walkaround and GN has undertaken the monitoring checks for Health & Safety and Fire Safety.

IP added that all Governors need to understand the strategy outlined above.

Health & Safety Governor’s Report

SF’s report was circulated in advance of the meeting and taken as read:

- A walkaround took place on 5th April with RD and GN and the outcome reported to the Health & Safety and Resources committees.
- A number of observations are included in SF’s report, along with updates on actions previously identified;
- The School remains a safe place.

12. SAFEGUARDING GOVERNOR’S REPORT

Termly Report

CC:

- There is no termly report this time;

- A visit is planned with Rachel Mairs (RRM) for next term to involve Student Voice.

Single Central Record Check

CC's report was circulated in advance and taken as read:

- The check was carried out with RRM;
- The records are very robust and up to date.

13. GOVERNANCE

Appointments/Resignations

HLS reported that:

- Will Thomas, was appointed by the Members on 25th April, 2019;
- Jonathan Taylor has resigned as a trustee as of 13th June.

IP added that he was very sorry to see Jonathan Taylor stand down and thanked him for everything that he has done for St Bart's Governing Body.

Report from the Chairs' Group

IP reported that the Chairs' Group has considered:

- Exclusions Reporting;
- SDP reporting and scrutiny;
- Stakeholder Engagement;
- Meetings Protocols.

Committee Membership

This item was deferred; it will be considered by the People Committee and there will be an update to the September FGB.

Link Governance

This item was also deferred; it will be considered by the People Committee and there will be an update to the September FGB.

Meetings Calendar

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

ACTION: HLS

14. TERMS OF REFERENCE FOR ALL COMMITTEES

These were agreed and signed.

15. ANNUAL WORK PLANS FOR ALL COMMITTEES

These were agreed and signed.

16. POLICIES

The following policies were agreed and signed:

- Careers Education & Guidance
- Data Protection
- Equality
- Fundraising
- Investment
- Pay Policy for Support Staff
- Relationship & Sex Education
- Reserves
- Shared Parental Leave & Pay
- Social Media
- Staff Code of Conduct
- Well-being.

The Disciplinary Procedure was deferred and will be circulated by email for approval.

ACTION: HLS

JAM and JPS left the meeting at 7.55 pm.

17. GOVERNANCE PROTOCOLS

Governors were reminded of protocols including registering apologies, conflicts of interest and following the visits framework. There will be a new reporting framework issued before the end of term.

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

SignedDate

Chair of Governors