

**ST BARTHOLOMEW'S SCHOOL**  
**MEETING OF THE FULL GOVERNING BODY**  
**WEDNESDAY 16<sup>TH</sup> SEPTEMBER, 2020 AT 6.30 PM VIA MS TEAMS**

**MINUTES**

<b>PRESENT:</b>	Catie Colston (CC)	Co-Chair of Governors, Chair of Meeting
	Karen Sadler (KS)	Co-Chair of Governors
	Julia Mortimore (JAM)	Headteacher
	Umar Butt (UB)	Co-opted Governor
	David Fitter (DWF)	Deputy Headteacher
	Steve Foyle (SF)	Appointed Governor
	Greg Humphreys (GH)	Co-opted Governor
	Daisy Hutchinson (DH)	Appointed Governor
	Kate Lefever (KL)	Appointed Governor
	Shaun Letchford (SL)	Appointed Governor
	Gary Norman (GN)	Parent Governor
	Ian Peddie (IP)	Appointed Governor
	Marcus Randall (MAR)	Co-opted Governor
	Adam Robbins (AER)	Deputy Headteacher
	Jeremy Sharpe (JPS)	Deputy Headteacher
	Campbell Smith (CS)	Appointed Governor
	Bruce Steiner (BS)	Co-opted Governor (joined by phone)
	Will Thomas (WT)	Appointed Governor
	Charlie Warner (CW)	Co-opted Governor
 <b>IN ATTENDANCE:</b>	 Helen Sutherland (HLS)	 Clerk to the Governors

**1. WELCOME**

CC welcomed those present to the meeting.

**2. APOLOGIES**

There were no apologies.

**3. DECLARATION OF AOB**

Nothing further was added to the agenda.

The agenda was re-ordered to allow staff to leave the meeting after their items.

**4. DECLARATION OF CONFLICTS OF INTERESTS**

There were no declarations.

**5. ELECTION OF CHAIR & VICE CHAIR OF GOVERNORS**

Election for the Chair of Governors

CC and KS agreed to stand again as Co-Chair of Governors again. CC and KS left the meeting whilst the vote took place.

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

Proposed: KL

Seconded: CC

Vote: Unanimous

CC and KS were duly re-elected as Co-Chairs of Governors for St Bartholomew's School.

CC and KS returned to the meeting.

#### Election for the Vice-chair of Governors

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

Proposed: GN

Seconded: SF

Vote: Unanimous

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

CS returned to the meeting.

## **6. MINUTES OF PREVIOUS MEETINGS**

The minutes from the meetings held on 9<sup>th</sup> and 14<sup>th</sup> July, 2020 were approved.

## **7. MATTERS ARISING**

### Single Central Record Check

DH confirmed that a check had been carried out last term; the report is being finalised and will be circulated via the Education Committee.

### Browns Meadow Working Party Terms of /Reference

This will be considered by the Browns Meadow Working Party.

### Health & Safety Schedule

This is on hold until the return to school has stabilised but will be actioned as soon as practicably possible.

### EGM: Planning Permission

**ACTION: DWF to check if sides to the canopy were included in the planning permission application.**

## **8. HEADTEACHER'S UPDATE**

JAM:

- The reopening and return to school has gone very well;
- Student attendance is approximately 95/96%;
- Operational processes are also functioning well;
- The risk assessment is subject to continual review;
- The movement of students around the school is being reviewed;
- Verbal feedback from staff and students has been very positive;
- Students seem to be very pleased to be back in school;
- The main issue, at the moment, seems to be that students are obeying social distancing outside school;
- Split lunchtimes are working well, as well as the staggered end to the day;
- As safe an environment as possible has been created;
- An increasing number of students are absent due to displaying possible COVID symptoms and they are finding it difficult to access tests;
- Even when tests are taken, the results are delayed meaning that individuals are self-isolating for longer periods;
- There are six staff absent from school currently due to either they or family members displaying COVID symptoms;
- Plan B to detail arrangements for provision depending on different tiers/scenarios needs to be in place by the end of September.

AER:

- Staff have been made aware that the school may face some sort of lockdown again;
- The Leadership Team have set out expectations to staff regarding remote learning should it be needed;
- The plans, which take into account the different stages of lockdown, has been considered by the Academic Board;
- Staff have been surveyed to identify any pressing training needs;
- An urgent training plan will be drawn up, with the possibility of that training being carried out remotely or using videos etc.;
- Students have been surveyed to understand any issues or barriers that they faced last term when trying to access remote learning;
- Year 7 students have presented a pressing issue because they were not at St Bart's last term and may have had very different experiences at their primary schools; this also affected new Year 12 students to some extent;
- Both groups have been spoken to and the school has committed to further contact with parents to ensure that they are happy with the routes to learning.

DWF:

- The plan is to ensure that lessons carry on as normal which is not always the case in other schools;
- Many students are focussing well and this feeds into the catch-up strategy

- Several strands to this: attendance and getting students back into school – overall very successful so far but still some are not attending for various reasons – and in- class intervention. There will be more on this at the Education Committee.
- Additional facilities: planning permission has been granted and it is hoped that the canopy can be installed at the beginning of October and the kiosks have arrived and will be operating shortly. Thanks to Julie Shepherd who has done a huge amount of work to provide the additional facilities and to get the school ready for re-opening;
- N checked the planning permission and confirmed that it had been granted as an open-sided structure. DWF stated that it is believed that sides will not be needed.

WT asked AER for clarification regarding remote and online learning. AER confirmed that:

- Live lessons are provided via Microsoft Teams. This is the preferred platform and others will not usually be used;
- Remote learning is where students complete work set via Show My Homework;
- There is a commitment to deliver a certain number of live lessons.

WT also asked about training needs. AER responded that he is confident that most staff can deliver online lessons but there are a number of new staff and needs will continue to be identified as time goes on.

UB asked about plans for increasing numbers of staff and students self-isolating, particularly as the winter flu season approaches. JPS explained that this has already happened to a certain extent as around 12 students have had to quarantine as they had returned home from abroad. Separate Show My Homework links have been set up for them so that work can be set and they can work independently. If this scenario moves towards significant numbers, the plans described by AER will take effect. This may also affect staff.

GH asked what would happen if large numbers of staff need to self-isolate. JAM replied that this would largely depend on why they are not in school, for example if they are isolating but not ill, they will be able to set work, possibly take the lesson remotely or Assistant Teachers may be able to. JPS added that adverts for Assistant Teachers have been placed and interviews are planned.

## **9. RESULTS INFORMATION/UPDATE**

JPS:

What happened:

- End March - school closure and DfE/Ofqual announcement of cancellation of public exams and outline of process to call for Centre Assessed Grades
- 20 April to 11 May - Subject teams used wide range of data to make judgments on nearly 2,500 GCSE and over 650 A level & EPQ grades and the rank order of students for each qualification.
- 12 May to 21 May - JAM, JPS, DWF & AER carry out final moderation of teacher judgments using student and subject level prior performance data.

- 22 May - Process explained to representatives from the Governors' Education Committee.
- 29 May - Final sign off of grades by JAM prior to submission to awarding bodies
- 4 August - Scottish exam results published based on SQA algorithm
- 11 August - Scottish government announces U-turn which awards students the Centre Assessed Grades submitted by schools.
- 12 August - SoS announces 'Triple Lock' for students for all GCSE and A levels (algorithmically calculated result or 'mock' exam grade if better or re-sit in autumn). This is the same day that we receive the A level results in school.
- 13 August - A level results issued to students. At St Bart's 270 (40%) of these grades are lower than the CAGs we submitted.
- 15 August - Ofqual publish guidance on appeals using 'mock' exam evidence, which is withdrawn again before the end of the day
- 17 August - SoS/Ofqual announce U-turn which awards students CAG submitted by schools or the original calculated grade awarded, whichever is higher.
- 12 August - JPS/DWF/AER spent the day analysing the results received, checking comparison with CAGs and comparing results with the practice exam results, ready for appeals based on triple lock.
- 13-17 August - AER and sixth form team hold multiple meetings with students and parents at exam clinic appointments. Lots of frustration, anger and emotion apparent in all meetings.
- 13-17 August - JPS liaising with HoFs and HoDs to start to prepare evidence for appeals based on practice exam results.
- 17 August - SoS/Ofqual announcement renders all the above work redundant
- 20 August - GCSE results issued to students.
- 20-24 August - GCSE clinics very quiet compared with a normal year
- DWF to take us through some basic analysis shortly
- Whilst we were almost exactly on the national average for A level grades lowered under the algorithm, this figure was inflated due to large cohorts
- We will never know how many of our GCSE CAGs would have been lowered by the algorithm, but we do know that 147 grades were higher than our CAGs, three of them by two grades.
- These statistics confirm us in the opinion that our rigorous and professional approach to grading this year has resulted in our students receiving the grades they deserved.

CS asked if students were given their Centre Assessed Grades were provided to A-level students. JPS replied that it would probably not be helpful to do this as a matter of course. AER added that there was a process for students to request them and when they did, the grades were supplied.

CS asked if there will be a refund on exam fees. JPS reported that around 20% is expected but the school will need to pay for Autumn entries, whether students still on roll or not, and only allowed to claim any costs over and above the refund amount. AER noted that eight students are sitting some A-levels in October.

KS noted that Governors should be so proud of the way that staff handled this process – the school did a magnificent job.

DWF reported on the headlines from the KS4 and KS5 results:

- Due to school's professional approach, ended up with very realistic results;
- 38% of all GCSE grades were 7 or above;
- Students received results that they deserved;
- BTEC results have just been released.

Three year averages:

- Year on year, St Bart's achieves fantastic results and they are very consistent;
- P8 is the headline measure and shows the progress made from the end of KS2 to the end of KS4;
- 0.62 is the three year average for St Bart's which is well above average and statistically significant.
- A very high percentage – 91% getting at least a 4 in English and 88% in Maths;
- Compared to the national average, very positive results;
- Detailed analysis has been carried out so staff are well aware of students who need support.

Destinations

AER:

- Universities were encouraged to be flexible but this was not always the case;
- Most students gained their first choice or insurance choice, although some had to go through Clearing;
- 177 students secured places at 62 different institutions. The most popular are:
  - 9 - Winchester
  - 8 - Bournemouth, Exeter, Southampton
  - 7 - Cardiff, Swansea
  - 6 - Bristol, Cambridge, Loughborough, Nottingham
  - 5 - Birmingham, Oxford Brookes, UWE, Warwick
- 15 deferred places; 16 places secured through Clearing
- figures include 10 Y14s and 33 ex-students
- There is an increasing commitment to students once they leave St Bart's as some choose to apply for university once they have left school;

New Year 12:

- 200 students from our own Y11 (78%)
- 107 students from other (20) schools
  - 20 from Kennet
  - 18 from John O'Gaunt
  - 16 from The Downs
  - 15 from Trinity
  - 10 from Park House
  - 4 International

- 2 were previously home-schooled.

KS asked how many students didn't gain entry to the Sixth Form or took up the Newbury College route. AER explained that a handful of students didn't receive offers as it is felt that St Bart's is not the right place for them. The Newbury College course has started well, particularly in light of current challenges.

JPS noted that sometimes students have a bad day when they take their exams which may explain why some grades are higher than in previous years.

JPS and AER left the meeting at 7.47 pm.

## **10. GOVERNANCE PLAN**

The draft plan was circulated in advance of the meeting.

CC:

- Links with the SDP;
- The first objective is a three to five year strategic plan;
- Second: further develop monitoring of school improvement;
- Third: support the health and well-being of the whole school community;
- Develop links with stakeholders and partners;
- Ensure the long-term sustainability of the school;
- The plan is to monitor progress through the Chairs' Group and then committees.

KS noted that, due to the current circumstances, the priorities might be more fluid than would normally be expected.

The plan was agreed.

## **11. LINK GOVERNANCE**

CC:

- Role descriptions are being drafted for key link governor roles;
- They will be considered by committees and then go to the FGB for approval;
- They are being considered alongside the Governor Visits Policy.

## **12. SKILLS AUDIT**

KL's paper was circulated in advance of the meeting:

- Each governor will be asked to provide to complete the audit over the next couple of weeks;
- A summary will be pulled together and considered by the People Committee;
- They will form the basis of further recruitment and training.

## **13. GOVERNORS' CALENDAR**

This was circulated in advance of the meeting, included deadlines for papers and noted.

#### **14. TERMS OF REFERENCE FOR ALL COMMITTEES**

The drafts were circulated in advance of the meeting and agreed.

#### **15. ANNUAL WORK PLANS**

The drafts were circulated in advance of the meeting and agreed.

#### **16. GOVERNANCE**

##### Protocols

CC:

- It is important to read documents circulated for committee meetings in good time;
- All were asked to provide documents in good time;
- Emails – whilst it is recognised that everyone works differently, governors are asked to check their emails regularly;
- Let HLS know if there are any problems accessing emails or documents;
- Please send in apologies in a timely manner.

##### Appointments

HLS reported that the Members had approved DWF's appointment as a Governor from 1<sup>st</sup> September, 2020.

In addition the Members have also approved the reappointment of KL and CS from 1<sup>st</sup> October, 2020.

##### Code of Conduct, Business Interests, KCSiE

Governors were reminded to reply to HLS' email about these compliance matters.

#### **17. SAFEGUARDING**

JAM confirmed that there was nothing to report at this stage.

HLS reminded Governors that there will be training carried out via MS Teams on 29<sup>th</sup> September.

#### **18. ESFA LETTERS**

Two letters from the ESFA to the Accounting Officer were circulated in advance of the meeting. The contents were noted and CS confirmed that he has asked pertinent questions of the school and received appropriate responses.

**19. POLICIES**

The following policies were approved:

Safeguarding Policy – pending scrutiny by the Education Committee

Leave of Absence Policy

**20. AOB**

Nothing further was discussed.

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

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

Chair of Governors