

St Bartholomew's Church of England First School

Governing Body

Minutes of GB1 held at the school on Thursday 3rd October 2019 at 4.55pm

Present: Cheryl Govier, Gemma Coward, Steve Briggs, Emma Harwood, Rachael Howe

Absent: Lucy Ramwell

Also Present: Sonia Yorke (Clerk)

CG welcomed all to the meeting.

CG opened the meeting with a prayer and then read a quote on Aspiration.

Agenda Number	Detail	Action
1.	<p>Election of Chair and Vice Chair Nominations received prior to the meeting for CG to stand as Chair and for SB to stand as vice chair.</p> <p>CG left the meeting – All members present voted unanimously for CG to stand as Chair of Governors. CG re-joined the meeting and thanked everyone for their support.</p> <p>SB left the meeting - All members present voted unanimously for SB to stand as Vice Chair of Governors. SB re-joined the meeting and thanked everyone for their support.</p> <p>Action- SY to update Governor Services on Board appointments</p>	SY
2	<p>Apologies for Absence. Apologies received and accepted from LR due to prior personal engagement.</p>	
3.	<p>Declaration of Interests No declarations of interest declared for this meeting.</p> <p>Governors asked to update Business Interest forms for Business Register. Action – SY to ensure Governors not present today sign at GB2 New governors to sign during induction – on going. Governors to update during the year if circumstances change.</p>	All SY All
4	<p>Minutes of last meeting held 18/07/19 Minutes were agreed as true record. Action - Chair to sign.</p> <p>Confidential minutes from the meeting held on 18/07/19 were circulated and signed as a true record by all present at that meeting.</p> <p>Matters Arising Values cup – EH will talk to her company and also approach Harwood's Builders, but will need to confirm costs etc. 7 cups in total – agree to move forward with project. Each cup engraved with a value. Do we add hope and make 7 values? It was agreed to add HOPE as a 7th value, particularly as this has significant links with the Royal British Legion. Documents/policies to be updated when reviewed.</p> <p>Roots to grow signs - require 2 signs for the school site – need to agree budget for these.</p>	CG EH
5	<p>Agree Dates of Meetings for Academic Year 2019/2020 Proposed dates to fit inside finance and data deadlines were circulated prior to the meeting. After discussion the proposed GB meetings dates were agreed as follows for academic year 2019/2020:</p> <p>GB2 – 05/12/19 9.15am (Thursday) GB3 – 23/01/20 5.00pm to 7.00pm (Thursday) GB4 – 03/04/20 9.15am (Friday) GB5 – 07/05/20 5.00pm to 7.00pm GB6- 09/07/20 9.15am GB7 - Additional GB as/if required TBC</p>	

6.	<p>Vision and Values 2019/20 Academic Year Aims for the Board of Governors – circulated at meeting by CG As a Governing Body, we seek to embrace our school vision of 'Roots to Grow and Wings to Fly', helping all members of our school community to have strong roots, that enable them to fly. Throughout this academic year, we aim to achieve this through setting the following three aims:</p> <p>1. To continue being 'visual' to our whole school community, allowing everyone to fully understand who the governing body are, our roles and how we monitor, challenge and support the school.</p> <p>2. To build on our link governor roles. This includes our key stage links, as well as the additional areas of individual responsibility we have, such as safeguarding, health and safety and Christian Distinctiveness. Through this, governors seek to have a deeper understanding of the data and what standards look like across the curriculum.</p> <p>3. To be mindful of staff well-being and how we truly become the best school we can be for our children, families and staff in an energising, positive way without overburdening staff and losing their amazing dedication and enthusiasm.</p> <p>CG informed members that Wider curriculum is key Ofsted area, boards are being asked to evidence how these additional subjects are monitored-</p> <ul style="list-style-type: none"> • Every subject lead to submit report to the board at least once per year – CG/GC have devised template. • Board to evidence staff have qualification to effectively lead the subject. <p>Ofsted also monitoring staff work load and well-being -</p> <ul style="list-style-type: none"> • Well-being training booked for Autumn term inset. • GC informed board that this is the second year subject leader time supply cover is budgeted for, not aware of other schools doing this <p>Additional Questions for Board to consider -</p> <ul style="list-style-type: none"> • Are staff receiving adequate support? • Are staff having too big a work load? • How does the Board manage and support this area? <p>The board are confident they support staff well. GC said feedback from HR is that this school looks after staff. GC added that we still need to do more, all roles in school are challenging, no teacher will say their work life balance is good. GC does not know how to make the job less stressful.</p> <p>GC fed back that the additional half day off for teachers was hugely appreciated – could this be offered again this academic year – Yes.</p> <p>Action A4 wellbeing check list to be drawn up Add new vision to Governor newsletter</p>	GC CG
7.	<p>2019/20 SDP The 2019/20 SDP priorities were agreed at GB6 last year. Copies of the SDP were circulated prior to this meeting</p> <p>Priority 1 - ACHIEVEMENT To raise the achievement of all pupils as an outcome of high quality teaching and effective intervention, including attendance at school.</p> <p>Priority 2 – TEACHING AND ASSESMENT To improve the motivation of all children and in particular boys. To read, write and spell accurately by making all learning more exciting linked to children's interests. The improved engagement will ensure the consistent good teaching in the school increases to outstanding teaching. Staff will continue to have high expectations and there will be consistence of practice across the school, particularly in reading, writing and spelling.</p> <p>Priority 3 – THE WIDER CURRICULUM</p>	

	<p>To increase the capacity of the school to move from 'Good' to 'Outstanding' by enhancing the curriculum further both within and beyond school with clear systems to demonstrate the impact on children's attainment, personal development, behaviour and attitudes and ability to flourish as global citizens. To further enhance capacity through distributive leadership and development of staff and governors.</p> <p>All members liked the revised format. SDP to be rag rated termly.</p> <p>Governor Visits Timetable linked to SDP</p> <ul style="list-style-type: none"> • Timetable will include timescale of a week for the visit to be arranged in • Key areas will be included <p>Action - Visit timetable to be circulated by LR/CG</p> <p>New Governor Visits Form – Ofsted are looking for evidence of intent, implementation and impact – important for governors to follow up on impact.</p> <p>Action – CG to circulate template – look at questions.</p> <p>Board thanked LR for her hard work completing timetable and form.</p> <p>Additional Governor roles: PSHE visit – personal social and citizenship (link with SEND) – RH Christian Distinctiveness - CG Global Links visit – look at charities we are supporting in first newsletter - EH</p> <p>Example of Global links - JC/LR have organised a Toilet twinning day on 17th Oct 2019. All asked to come to school dressed in blue for a donation. Build on this each year.</p>	LR
8.	<p>Finance SFVS The SFVS has been updated for 2019/20 – checklist circulated at meeting. Boards are being advised to start on the new standard during the Autumn term. SB is link governor. The Chair states that from her training it was made clear the SFVS must be completed by govs then shared with SBM who can add anything additional. Completion of this is not the SBM role.</p> <p>Training Following completion of individual skills audits, a whole board finance training sessions has been booked for 05/11/19 at 6.00pm. The training will be led by Ali Saunders, schools senior finance officer. She has requested areas to be discussed at the session – Governors suggestions include SFVS. Please inform SY of any other ideas Action – SY to liaise with AS on required training content.</p> <p>CPD Training Programme The school has purchased the SSE E Learning package. This gives staff and governors access to online learning modules covering HR, H&S, Safeguarding, IT etc. All staff/governors have been set up with access passwords. Action SY to circulate details to board members. Please access any modules and keep us informed of any training. Unfortunately we are unable to pay for governors time.</p> <p>FSA Update - The FSA are holding an extraordinary meeting on Monday 7th October if they do not appoint a chairperson at this meeting the association will fold. The FSA's support to the school is invaluable and there will be a huge impact on the curriculum the school is able to offer. The FSA currently support Heritage site, school trips, pantomime, reading challenge, enrichment days and the purchase of resources across all year groups. The previous chair has also applied for funding from the Crewkerne Town Council to support our ICT infrastructure. The school would welcome any support the governors can give to this organisation. If it folds huge loss</p> <p>It was suggested that if the chair was not a parent, would they be in a better position to take on a role, difficult for parents to juggle the work load? GC reiterated that the FSA is very successful, however, this year it has been suggested to only focus on 3 events to reduce the work load. AGM was advertised on face book and social media. No one can force people into a demanding role. We do have committed parents. Could they look at shared role? Current chair put in a lot of work on current procedures and processes which are now in place and ready to be taken over.</p>	

	<p>SB asked do we ever arrange to meet with the FSA? No, but RH is very active FSA member and is our link. The FSA is regularly thanked in school and governor newsletters and we recognise, thank and celebrate finance successes.</p>	
<p>9.</p>	<p>Safeguarding and On line Safety Safeguarding How is staff well-being being supported when dealing with safeguarding issues? School previously used Ed Psych hours. We have allocated some money for this again. It is necessary in particularly stressful circumstances</p> <p>Update of Training:</p> <ul style="list-style-type: none"> • Inset day safeguarding training attended by all but one staff member. This has been followed up by GC and training has been delivered. Not all staff have ticked confirmation of reading policies on 'My Concern' reminders have been sent out. • Governors have all received safeguarding training power point and verbal confirmation received today that all have read the safeguarding information. • Staff received prevent training update during Inset session • WRAP training required for some staff members – GC to organise • Online safety training - half day visit booked with consultant for next term • GC attended September DSL update and circulated to staff and shared at briefing • Twilight de-escalation training attended by teachers and support staff - Despite childcare being offered, plus payment and 3 months' notice, very few MDSAs attended <p>Safeguarding Governor visit reports</p> <p>Report from Safeguarding visit circulated prior to meeting. Points highlighted:</p> <ul style="list-style-type: none"> • Records are transferred securely • Reports on My Concern have been uploaded and ticked <p>Additional Note Safeguarding is taking an abundance of time from the HT and SLT , difficult to find solution to manage the workload. Headteacher support says it is the job and all schools in same boat. The situation is difficult to discuss with colleagues from other schools due to the confidential restraints and therefore difficult to know if our workload is normal or abnormal compared with what other schools are dealing with.</p> <p>Keeping Children Safe in Education – 2019 guidance Link to updated document circulated to members prior to meeting. Acknowledge that all members have read the updated version - YES</p> <p>Questions</p> <ol style="list-style-type: none"> 1) Are staff working to this hand book? Yes – all read as part of Inset training 2) Do all governors and staff understand their roles and responsibilities? Deputy Safeguarding Leads have job descriptions, put in place by GC last year. DSL requires job description. 3) Do staff and governors know the date of the new guidance - Yes - discussed at September Inset training <p>In addition EH/GC will be doing some drop in sessions to ask staff questions to support the communication in the folder</p> <p>SCR EH carried out inspection of the SCR and submitted visit report. Actions:</p> <ul style="list-style-type: none"> • Completion of section 128 checks on board members SY to action • On-going - Update training details 	
<p>10.</p>	<p>Policy Approval</p> <p>Pay Policy – Agreed by all present subject to following updates : 14.1.3 item 1 agreed as before but add sentence in italics to the statement: Discretionary additional payments are not awarded to the Headteacher in the school – <i>This year however this will be reviewed when appropriate</i></p> <p>14.2.2 item 1 agreed as before - add sentence in italics to the statement - <i>This year however this will be reviewed when appropriate</i></p>	

19.1 item 2 agreed - The Pay Committee will pay for CPD – within the term time as part of working day

Child Protection and Safeguarding – Policy agreed

Teacher Appraisal - Policy agreed subject to action below

- Relevant Professional Standards – agree additional statement
- Other Evidence – Remove pupil voice
- Other Classroom visits – Option 1 agreed – Visits will be carried out by The headteacher or phase leader ADD subject leaders.

Action – GC to arrange consultation with staff – if anyone objects to drop ins by subject leaders, if yes policy to be reviewed at GB2. If no objection policy agreed

FOI and Data Protection - Policy agreed

Teachers Experiencing Difficulties (TED) Policy – Policy agreed

Whistleblowing – Policy Agreed

Relationships and Behaviour – Policy Agreed

The school values are threaded through this policy. Very important policy needs to be thorough and positive.

Anti-Bullying – Policy agreed

Governor Biographies for Website – Action LR to complete

Staff Grievance and Disciplinary Procedures Policy - Policy agreed.

Staff Code of Conduct – Policy agreed (including LA code of conduct – appendix 1)

Very good policy to have in school. Governor queried that there is a section on acceptable use of telephone but not wearable watches ‘smart watches’. GC confirmed this is covered by individual AUP and Online Safety Policy.

Safeguarding leaflet for staff, visitors and contractors -agreed

Business Continuity Plan - Agreed

Critical Incident - LA recommended version is 2018/2019 – board agreed this version at GB4 last year. Wait for new version to be uploaded to SSE for adaption and approval by board as existing policy still current. Move to GB2

Gifts and hospitality- Policy Agreed – supports code of conduct

Instrument of Government – For information

Safer Food Better Business (SFBB) – Policy recommended by the EVH circulated to board members for information, all members confirmed approval of procedures

Brexit action plan – plan completed by GC and distributed to staff to action

Action – Agreed policies to be uploaded to School Website

11.

H & S

- Actions from H & S summer term site walk around mostly completed
- Safety /security fencing erected around the school site. GC received confirmation from Michelle Martin that the perimeter fence has been checked to ensure no gaps around the site. A complaint was lodged and school received a visit from the RSPCA regarding the badgers. This was handed to the LA as they managed the project. School received further call from Badger Society at the start of Autumn term regarding activity involving a disturbance to the sets in the public car park, SY liaised with Badger society to explain school had not instigated any disturbance to the badger sets around the school and were always mindful of the sets when agreeing maintenance and safety work on the site.

	<p>Soil spill on car park now come back, badger society cleared for us. SY has asked Badger society to call in to offer further advice.</p> <ul style="list-style-type: none"> • Security Camera Upgrade – following communication with the board earlier this term, SY has applied for DFCG funding for this project, agreement received in principle therefore as urgent the upgrade work has been agreed and is booked for 10/10/19 with Coomber Security. The upgrade will include a key fob entry system for key holders and the recognition of ‘confirmed’ and ‘unconfirmed’ alarm calls within the timescale required by the Somerset and Avon police. Coomber have notified the police of the upgrade and the suspension of police support should be lifted on completion. • Monitoring zero tolerance and dignity at work policy and swearing on the school site. • Environmental Health Visit – Summer Term 2019 – School kitchen decorated during the summer holiday and evidence forwarded to the EHO at the start of term. • Parking in the public car park – School has received numerous complaints regarding parent/carer parking in the public car park. Staff have approached parents and carers regarding this matter but are not in a position to deal with this situation. School has worked with the PCSO who have visited the site in the past to have a visual presence and to talk to parent and carers about the safety concerns with parking on the double yellow lines and zig zags. This approach has not resolved the issue. On advice from the PCSO the school has now contacted the SCC enforcement parking team. No staff to approach parents, safeguarding children on the site is priority. Highways issue. Add section to next governor newsletter . • PEPs – Personal evacuation plans have been updated to ensure safe evacuation from the school site. • Fire alarm was set off in school today. Pupils and staff responded well to the alarm following correct fire evacuation procedures. Actions required fed back to relevant staff. • Installation of turn thumb mechanisms on internal doors completed in KS1 department. • Following external audits of PE equipment and Stage lighting all work has been completed. • The school is now over 20 years old and is showing significant signs of wear and tear; following the recent 3 emergency lightning test - 12 emergency lights require replacement. The summer electrical works cannot be completed/signed off as the covers for some lights in classrooms are obsolete. SY is working with Mark Jacob from the LA and Bowsher’s Electrics to resolve this issue. This pattern of failures will impact on the revenue budget but we have to ensure the site is safe. • Tree in car park – Governor raised a concern as the tree appears to have unstable root system due to badger interference. GC confirmed that the school followed LA advise, tree has been topped concern now that this has made it unsafe. Action - SY to query with LA. Governor to provide second opinion report. GB to act on second opinion 	SY/SB
12.	<p>Clerks Briefing – points from Autumn term 2019 briefing session:</p> <ul style="list-style-type: none"> • Privacy notices have been updated and will be posted on the school website for staff, pupils and governors. • Key for Governors – school has purchased this package and access set up for all members – SY to chase up access for some governors RH EH SB not got • Teaching online safety in school – Guidance circulated with the clerks briefing notes. Boards to ensure that online safety is embedded within the curriculum. Boards to enquire how the school ensure’ s that our pupils understand being safe online. This must be evidenced in board minutes. • Ofsted – new framework in place from 02/09/19 – Intent, implementation and impact. • Ofsted Parent View – Governors should monitor this – if school receives 10 comments it becomes live and governors should address any concerns • GIAS – Get Information about Schools – site updated manually with governor information. 	
13.	<p>School Review Update Confidential Item</p>	
14.	<p>Christian Distinctiveness SIAMS – CG, GC and JC to visit ‘excellent’ school inspected under new framework. Training at beginning of term PDM after the visit to follow up with staff. This year about getting systems and challenges in place. GC informed that board that there is high level of daily challenges in EYFS therefore additional SIAMS time subsumed into management time of EYFS lead. Important to prioritise as the standards are good in EYFS. Being embedded all the time worship is much better.</p>	

15.	<p>SEND</p> <p>Summer term update circulated prior to meeting. Board commented on excellent data on the SEND report GC informed the board that this was huge help with PP report. SEND co getting on panels to shape the future even though this impacts on her work. Redacted version following GDPR.</p> <p>Board thanked LH for her excellent SEND work in school.</p>	
16.	<p>Feedback from this meeting</p> <p>Better when certain policies are read by link governors who can take ownership.</p> <p>Mindful school review will take up more time</p>	
17.	<p>Date Time and Venue of Next Meeting</p> <p>Thursday 05/12/2019 – 9.15am</p>	
18.	<p>Next Meeting Focus</p> <p>As planner</p>	

Meeting Closed: 7.35

Signed as a true record:

Date: