

**St Bartholomew's Church of England First School  
Governing Body**

**Minutes of GB1 held via zoom on Thursday 15<sup>th</sup> October 2020 at 9.15am**

Present: Cheryl Govier, Gemma Coward, Steve Briggs, Emma Harwood, Rachael Howe, Lucy Ramwell, Tsonka Hristova

Absent:

Also Present: Sonia Yorke (Clerk)

CG opened meeting with a Quote for courage and a Prayer

Agenda Number	Detail	Action
1.	<p><b>Election of Chair and Vice Chair</b> Nominations received prior to the meeting for CG to stand as Chair and for SB to stand as vice chair.</p> <p><b>CG vacated the Teams meeting</b> – All members present voted unanimously for CG to stand as Chair of Governors. CG re-joined the meeting..</p> <p><b>SB vacated the Teams meeting</b> - All members present voted unanimously for SB to stand as Vice Chair of Governors. SB re-joined the meeting.</p> <p><b>Action-</b> SY to update Governor Services on Board appointments</p>	SY
2.	<p><b>Apologies for Absence.</b> None received</p>	
8.	<p><b>Declarations of interest</b> None declared Governors asked to update Business Interest forms electronically for Business Register. Action – SY to email forms.</p> <p>Celebration of 'courage' - CG has a new seconded, 1 day a week, role within the National Church of England Education Office – all members offered their congratulations on this fantastic news and wished CG well.</p>	SY
9.	<p><b>Minutes of last meeting and matters arising</b></p> <p><b>Minutes of GB5</b> – 09/07/2020 were agreed as a true record -</p> <p>Action - chair to sign</p> <p><b>Matters arising not on agenda</b></p> <ul style="list-style-type: none"> <li>- Skill audits returned – all completed</li> <li>- CG Emailed governor services with thanks for their support last year. Reply of thanks received from AA</li> </ul>	CG
10.	<p><b>Agree Dates of Meetings for Academic Year</b> Proposed dates to fit inside finance and data deadlines circulated prior to the meeting.</p> <p>Dates were agreed as follows for academic year 202021:</p>	

	<p>GB2 – 03/12/20 1700 to 1900          GB3 – 21/01/2021 09.15 to 11.15          GB4 – 30/03/2021 1700 to 1900          GB5 – 06/05/2021 09.15 to 11.15          GB6- 08/07/2021 1700 to 1900          GB7 - Additional GB as/if required TBC</p> <p>All members agreed the above dates</p>	
11.	<p><b>2020/21 Academic Year Aims for the Board of Governors</b></p> <p>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> <ol style="list-style-type: none"> <li>1. To continue being ‘visual’, communicating to our whole school community appropriately within the restrictions brought about by the Corona Virus pandemic. We aim for everyone to know who the governing body are, our roles and how we monitor, challenge and support the school.</li> <li>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.</li> <li>3. To be mindful of staff well-being, particularly in light of the additional pressures brought about by the Corona Virus pandemic and area review. We commit to helping 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.</li> </ol> <p>Discussion on communication to ensure our parents/carers community are aware of who board members are and their roles and responsibilities etc.          Agreed first Governor newsletter to contain photos and details of each member.</p> <p>This year will be a challenge as governors will not be visual on school site, need to work hard at communication as one of Ofsted priorities.</p> <p>The 3 Aims for the Board were agreed by all present.</p>	
12.	<p><b>School Development Plan</b>          Plans circulated prior to meeting.</p> <p>GC explained that the school recovery plan is embedded within the SDP. The SDP is very similar to last year to enable incomplete projects to continue and reach fruition.</p> <p>Exact target figures TBC following SEP visit but looking at :  <b>From Baseline Assessment – after 2 weeks return Sept 2020</b></p> <ul style="list-style-type: none"> <li>- 85% make expected progress</li> <li>- Note a considerable number of KS 1 pupils have slipped back from Spring term data, KS2 remain more consistent .</li> </ul> <p>Therefore KS1 main focus for recovery intervention.</p>	

### **Phonics Screening**

- 82% achieve the phonics screen to be taken by current yr 2 pupils during second half of autumn term 2020
- 84% achieve the phonics screen for current year 1 when taken in June 2021

### **Feedback from Early Reading and Phonics Audit – October 2020**

Feedback from the day included :

- Our school was described as a united, solution-focussed school who look to develop and improve for the best outcomes for our children
- That SEND provision is excellent and all practice shows a thorough understanding of the needs of all children

The outcomes of the audit support and underpin the SDP priorities on phonics, reading and writing.

Development points have been shared with staff, and include:

- The bottom 20% are the group to focus on and, linked with our recovery plan, precision teaching intervention was endorsed and highly recommended.
- Ensure that children are having sufficient opportunities for independent writing each week, even the bottom 20%

The audit also highlighted the lack of books, the auditor will strongly support our claim for match funding to purchase the resources needed.

Head of Teaching School has contacted GC to ask to use our audit as model.

Very successful audit

### **Governor visits during Autumn Term 2020**

Visit 1 –Governors to obtain KS base line data (there has been much accelerated progress made, but to appreciate this progress must ensure Board members aware of baseline assessment data). Meeting no longer that 30 minutes

Visit 2 – CG/LR have devised list of questions for governors to ask during visits. Good for all to have same questions to compare each KS and to provide a clearer picture of what happening in school. Meeting no longer that one hour.

The aim is to ensure visits as efficient as possible under current circumstance. All visits carried out on Teams.

Timetable and questions will be emailed to KS link governors. Governors to liaise with KS leader to arrange time

Agreed that the questions can be sent to KS leads prior to meeting to enable a more efficient process.

13. **Finance**  
Month 6 Report- Circulated prior to meeting

To operate current 2020/21 staffing structure there was in year deficit of £66463  
Month 6 report estimates C/F for 2021/22 of £68583 this is a concern and will be monitored and considered while focusing on 2021/22 structure.

#### COVID

Impact on expenditure include

- School funded cost of FSM food hampers during summer term
- Energy expenditure unknown as we move into colder months/ and provide required ventilation
- Additional cleaning hours allocated – estimated at 2 hours per week
- Additional administration hours while school open at Easter, additional workload with setting up online communication
- Honorarium payments made to staff with non-contracted positions who provide wrap around care provision
- Purchase of additional cleaning products and PPE

Impact on income which traditionally supports our C/F

- No income from wrap around care provision from summer term
- Limited income Autumn term due to covid guidance on bubble sizes
- No Yr 3 / 4 meal income summer term and limited sales moving forward
- No opportunity to offer after school clubs

COVID financial government support

- £904 Claim for Easter and Half term FSM provision and cleaning items this will be received on BUF 2
- Additional claim to be made during Autumn 2020- waiting instruction
- Autumn claim will include FSM hamper costs if authorised for summer term.
- 'Catch Up Funding' grant £80 per pupil from Sept to Aug 2021 - Expenditure plan drawn up for this

Feedback from the Board on Moving forward:

- ensure we claim all that we are entitled too. Expect claims to be in the thousands
- Monitor expenditure and income
- Finance is critical

GC informed board that the HT association is raising the profile of the pressures covid has had on schools finance, while given catch up funding, £80 per child will not meet all costs .

GC said that the situation impacting on SBM and admin hrs, this if further compounded by area review, strain on a 4 day role.

Cleaning and caretaking hours have been increased but not to cover caretaker admin duties and impossible to extend further, these duties being picked up by SBM- Revisit at next GB

Month 6 report Agreed by all present.

Action - SY to send to LA

SY

	<p><b>SFVS</b></p> <p>Copy of questions 1 to 5, with answers from last year, circulated prior to meeting. It was agreed that the answers remain the same.</p> <p>Do we have a separate finance committee – agreed as a small Board not appropriate to have separate committees. Our structure means we are more efficient with time which sits with our Boards vision.</p> <p>Good practice to review several SFVS questions per meeting.</p>	
14.	<p><b>Safeguarding and Online Safety</b></p> <p>GC Attended DSL Autumn term local briefing session with EYFS deputy DSL. Each Safeguarding team member will attend a session throughout the year. Information from briefing disseminated to team. All staff have read KCSiE 2020 . KCSiE and safeguarding questions are asked during Friday staff briefing. Revisited process to Team around Family – family first focus – understanding of what this looks like Safeguarding taking a lot of time again – TAC meetings take a significant amount of time. Disclosures rising – increased hardship within families. School is providing food parcels for some families not entitled to the provision– no funding until FSM application accepted and processed by LA.</p> <p>Board discussed, and are all in agreement, that it is right to care for our families but we should be mindful that we ensure we maintain an incentive for families to complete appropriate paperwork to guarantee we receive funds to be able to continue with our approach. Families are informed of the support available via various channels. During lock down we did have families apply, which demonstrates more awareness– but maybe still a stigma attached. Difficult situation we want to look after families but school needs the financial support.</p> <p>DSL team must attend ‘working together’ update every 2 yrs- JC summer term 2020, DW booked Autumn term 2020 – all up to date on training. DSL team also attend specific in-depth training – Barnardo’s session around sexual abuse – shared DSL team and disseminated to team - key issue to raise awareness of domestic abuse. School continue to receive DANs notification even though we are open again – lots of pressure within our family community – look for signs so we can support our families</p> <p>School asked to be part of review process – details confidential</p> <p>All governors confirmed they have read KCSiE 2020</p> <p><b>Safeguarding Governor Verbal Report</b></p> <ul style="list-style-type: none"> <li>- Have all members completed safeguarding training - Action SY to check</li> <li>- All policies updated to reflect COVID situation</li> <li>- Children / families are checked in on by DSL if absent due to COVID</li> </ul>	SY

	<p>issue</p> <ul style="list-style-type: none"> <li>- Visitor information updated – visitor receive policy in advance of appointment</li> <li>- School has appropriate PPE</li> <li>- SCR is up to date</li> <li>- Relationship and behaviour policy updated and reported to parents in first newsletter back September 2020</li> </ul> <p>Board acknowledged that Safeguarding is taking lots of GC / DSL team time – good to have deputy support, difficult to find a solution to this issue.</p>	
	<p><b>Attendance</b></p> <p>Attendance is higher than our policy expectation at present – however, week 2 lots of illness with colds which caused much confusion for parents. School sent out lots of information on cold and coronavirus symptoms and advice on who should and should not be in school. Parents have been very supportive.</p> <p>One child not in school, we are having weekly meeting with family and now agreed PT timetable after half term – other agencies involved to offer support</p> <p>Attendance is Ofsted outcome - Very positive</p> <p><b>Questions and discussions</b></p> <p>How is the drop off and collection times working with parents at gate – this is working well. There have been a few concerns regarding SD – in response school has altered staggered start times to make this more effective, no complaints since. Parents leaving premises quickly.</p> <p>On safeguarding note – there have been some people who are in the vicinity of school that have been causing some unrest and discomfort to our school community. All agencies have been liaised with – clear message if concern contact the police</p> <p>Parent governor said that at picking up time there have been concerns raised directly to them regarding parents standing across the wooden outside gate, making it difficult to maintain a SD when leaving – covid is circulating in this area, most people are vigilant – we cannot make people wear masks, but we can keep reminding parents and school will look at ways to support the gate situation.</p> <p>GC said it has been difficult to keep up with Guidance but now on SSE website – therefore easy to monitor from home and school on actions required.</p> <p>Feedback from outside agencies is that our drop of and collection systems are good.</p> <p>Moving forward after COVID – some systems have worked well, and school may keep in place when we return to ‘normal’ - for example not having parents on school site at drop off time enables pupils to settle better, and there have been no situations where questions have arisen around who is supervising children while on the school site – school or parents, there is very clear division of this responsibility.</p>	

15.	<p><b>Policy Approval</b></p> <p><b>Pay policy</b> - Model LA Pay Policy Need to approve one option:</p> <ol style="list-style-type: none"> <li>1. Increase the minimum and maximum points only, as per the statutory award. If your school decides on this option Governors MUST consult with regional Union reps.</li> <li>2. (AS EXPECTED BY THE UNIONS) increase all points. If your school decides on this option they need only consult at a local level with staff.</li> <li>3. Something else – schools MUST consult with regional Union reps.</li> </ol> <p>The board agreed option 2. - Action SY to inform HR</p> <p>The board discussed and agreed the additional decisions within the policy and the policy agreed by all present.</p> <p><b>Child Protection and Safeguarding Policy – Approved</b></p> <p><b>Teacher Appraisal Policy</b>– GC confirmed consultation with teachers who agree for 1 hour observation each term and subject lead to drop in. Do not take pupils voice agreed last year. Policy approved.</p> <p>Several model LA policies are not available for approval as they have not been updated in their timescale. As model policies, Board were asked that they be adopted as soon as they become available as essential to have in place - agreed by all members for the following policies:</p> <ul style="list-style-type: none"> <li>- Whistleblowing</li> <li>- Staff Discipline Conduct and Grievance</li> <li>- Critical Incident</li> <li>- Business Continuity</li> <li>-</li> </ul> <p><b>FOI Policy</b> – agreed. GC informed the Board that Amy Britton, LA data protection officer is superb and the support she has given school on complex situations has been excellent, we would struggle with out this support package – GC thanked her at end summer term.</p> <p><b>Relationships and Behaviour Policy</b> – Policy agreed subject to typo’s which RH will highlight and return to school to action. – This policy was updated collaboratively with teaching staff on September inset.</p> <p><b>Anti-Bullying Policy</b> - agreed GB4 2019/20 therefore still in date</p> <p><b>Disciplinary Procedure</b> – model policy HR package- agreed</p> <p><b>Staff Code of Conduct</b> – first year of significant change to the LA policy. Policy now contains gifts and hospitality. Board agreed LA and local school staff code of conduct (CG will check for typo’s and return to school). Board also agreed to remove separate gifts and hospitality policy.</p> <p><b>Safeguarding leaflet for staff visitors and contractors</b> – agreed</p> <p><b>SEMH Policy</b> –focus to settle children back into school – finish opening</p>	<p>SY</p> <p>RH</p> <p>CG</p>

paragraph – policy approved

**COVID Contingency Plan** - now changed to 3 tiers not 4 – will be updated accordingly.

**Google Classroom**

Teachers received training and ready to go live after half term if pupil or bubble is off school – regular updates for subject leads and we now have links for RE and CW.

Discussed that this is very different to how we were sending work before – will trial before a situation where a bubble is off school. SLT have drafted a letter for parents so parents can log on in advance and familiarise themselves with the system.

It was noted that lots of households do not have the appropriate technology for home learning – for example some use old android phones so there will continue to be a need for paper learning resources

It was discussed that teachers could integrate google classroom into day to day teaching to familiarise pupils and then they will be more willing to use –GC confirmed that yes this is planned

Lockdown contingency plan discussed to include:

- Google classroom
- Continue provision of paper learning resources as required
- Communication with parents will be email text facebook etc.

We are ready as a school with technology

16.

**H&S**

- COVID updates are constantly evolving with budget implications as discussed above
- Covid cleaning systems remain in place
- Caretaker continues to steri 7 whole site 'touch points' 3 times per week , approved LA and Educating safely
- SLT review processes regularly
- Response to rising R number – Staff now offered visors when meeting parents at gate and lunch staff offered visors and masks as working closely with pupils and other staff members where it is impossible to keep a distance
- Movement within teams and revisiting RA's to meet staff needs within what is possible
- PPE stocks checked weekly
- Due to ventilation requirements a service of the window's has been requested
- Cleaning audit scheduled for 20/10/20 – communication with staff is very clear that cleanliness of school is everyone's responsibility however this audit does impact greatly on caretaker and cleaner who are extremely conscientious and professional. Governor enquired that this seems tough in the circumstances and was it a specific covid related audit – no these audits are carried out termly, good to ensure what we are doing is correct.
- School continues to juggle paper/paperless communication with parents and carers with consideration to H&S. Using SDP money to develop website to improve communication but slow process lots of barriers, thanks for EH for all her hardwork on driving this project forward.
- Boiler work finished



	<ul style="list-style-type: none"> <li>• Climbing frame – quote for deep clean requested and then timetable of use will be introduced meeting covid guidelines</li> </ul> <p><b>Wellbeing of staff</b> - School SENDCo and HT attending role out training – we are already doing much in school.</p> <p><b>02/11/2020 Inset</b> - teaching staff have already completed additional phonics training which we owe time back for. Proposal is for 1 hour wellbeing input around mindfulness and food, the day then for staff to use for themselves, proposal agreed by chair and vice chair in advance and, and agreed by all today.</p> <p>SB people coming into ST Barts will be taking ideas from us – gives peace of mind</p> <p>TH – RA were sent on 16/07/2020 due to be revisited 19/10/20 will this be carried out –GC confirmed main RA already updated – on-going process ie visors etc. all updates are communicated to staff.</p>	
17.	<p><b>Clerks Briefing</b></p> <p>Notes circulated prior to meeting, governors asked to read and action their areas of responsibility – briefing included:</p> <ul style="list-style-type: none"> <li>• KCSiE 2020</li> <li>• What school's must publish on website</li> <li>• Work life balance staff wellbeing</li> <li>• Management of covid</li> </ul>	
	<p><b>SEND</b></p> <p>Send Report to Governors 2019-20 circulated prior to meeting  Summer term data is the same as for spring due to Covid – 19 closure.  Report identifies the support put in place to support pupils and families during COVID-19 closure.</p> <p>September 2020 - How have our pupils settled back to school?</p> <ul style="list-style-type: none"> <li>• 25 children on SEND register</li> <li>• 3 medical care plans</li> <li>• 2 children have applications for EHCP - accepted in draft waiting for confirmation</li> <li>• 14% on send register</li> <li>• 2 additional EHCP applications in progress</li> </ul> <p>Majority of children did request learning during covid -19 closure but some pupils inevitably have gone back a few steps and require accelerated progress. School continues to welcome support and visits from outside agencies. Children have settled in well- but still have high proportion in KS1 with needs that are affecting their class.  EHCP's continue to be challenge, waiting for results there is a lot of potential funding.  Additional hours purchased for the Education Psychologist are being used for staff supervision who are managing our KS1 high needs pupils.</p> <p>GC – Our Maternity cover SENDCo has absolutely hit the ground running. She has been a superb support which is having a huge impact on staff and classroom environments. The Maternity SENDCo liaises with external agencies to get support in place quickly. Her role was to maintain the good practice put in</p>	

	<p>place by the school SENDCo but already paperwork and systems are in place to move forward our current practice to further support wellbeing of staff and pupils – this is far more than the expectation of the maternity cover role – this commitment to the SEND role also hugely impacts on the SENDCo as she is able to enjoy her maternity leave without being concerned for school.</p> <p>Our school SENDCo passed the research part of SEND award – this is a fantastic achievement, both SEND Governor and HT were able to read the research and it was an inspiring piece of work, congratulations to LH.</p> <p>Governor thanked LR for her incredible hard work and dedication to the role and for her support of staff and pupils in school. The Board also congratulated LH on her achievement.</p> <p>GC added additional thanks for the support offered from the GB to challenge decision by LA not to award an EHCP to a pupil in our school. This pupil really needs this additional support that can be offered with the additional funds. The outcome proves sometimes a challenge is worthwhile and importantly the child receives the support required to give them the best opportunities.</p>	
	<p><b>Christian Distinctiveness</b></p> <p>CG - School was due SIAMS after half term – all inspections on hold, will not restart until Ofsted restart  CG, RE and CW Leader and GC have a meeting with Karen Sancto so will help us prepare and know where we are as a school and support us prepare for the inspection in due course.</p> <p>Heads and Chairs briefing delivered by the Diocese –attended by GC/CG the training confirmed that the school has completed much of the criteria.</p> <p>GC confirmed that the SIAMS SEF updated in September inset – by all staff - updated further by RE and CW lead  CW continues across the school at different times due to pressures on timetables, but the school meets once a week for celebration worship.</p> <p>The school has 2 projects:  Sponsor a child - Compassion UK  British Legion -working in their gardens as part of our affiliation.</p> <p>KS2 bubble will attend remembrance service at Severals Park.</p> <p>The Diocese has developed training videos around all areas – CG will send links 15 min long and have received good feedback</p> <p>GC – thanks to super member of staff working on website – we are a Church School , this will be celebrated with photos of children with signs on website.</p> <p>Governors thanked EH for the revamped Newsletter, looks very professional.</p>	CG
	<p><b>Staffing - confidential</b>  GC received a request for flexible working from support staff member. Advice</p>	

sought from HR and appropriate process followed. HLTA PE contract terminated as request to finish work after lunch (PE delivered in the afternoon). School already looking to change how PE delivered across the school with teachers teaching PE therefore HLTA hours for this purpose no longer required. In light of situation, and to honour this request as soon as possible the school has appointed agency staff to cover the afternoon TA hours – but if wish to continue we will need to advertise this role after Christmas.

Agency staff also cover the shortage on MDSA hours as additional staff required to manage bubbles during the current situation, this will be reviewed at Christmas.

Governors enquired on the Wellbeing of staff – how is everyone – challenging time?

GC reported that at the beginning of term the first week great – then came a time of change and high stress – as children settled systems in place, stress come down, but there continues to be issues impacting staff members and families – there is on-going support offered when needed and GC continues to encourage staff to leave premises in a timely manner and look after personal wellbeing.

Wellbeing discussed at teacher PM meetings.

Support staff PM will be difficult for KS Leads to conduct this year, due to management of bubbles etc., therefore GC will carry out a streamlined PM session with each support member of staff which will enable her to check in. Staff around school are undergoing various pressures, these include KS1 team , SBM, Administrators and our caretaker/cleaners

GC received a request for term time leave in May from Support staff. The request is linked to need within their family with support provided from external provider to enable a family break, due to COVID this now falls in term time – HT agreed at her discretion, would not normally approve term time leave. Governors gave approval for this leave.

Staff governors raised that GC is doing fantastic job driving the wellbeing of staff forward but no one knows or acknowledges what she does to support everyone. GC works tirelessly to ensure everyone is thanked and offered support when needed. Her care for everyone in this school, pupils, staff and families is amazing. We need to ensure that her wellbeing is also being considered.

CG recognises the work that GC is doing – GC discussed with SEP and will start working from home and ST will work on projects out of class 1 day per fortnight. This will support GC and also raise the profile and support CPD of our senior teacher.

**Somerset Fair access protocol**

Details circulated prior to meeting

Comments/discussion points:

- Fair access, agreed as a board that we have to agree with this process – however, the process is a concern as school could end up overstretched.
- The process we believe is led by the LA with representation from various

	<p>bodies</p> <ul style="list-style-type: none"> <li>• Established process</li> <li>• Settings still have option to appeal – schools have to detail why unable to manage to manage a need of a pupil</li> </ul> <p>Board agreed CG GC to sign and send off</p>	CG/ GC/S Y
	<p><b>Area Review Update</b></p> <p>GC confirmed discussions continue, proposal goes to cabinet on 21<sup>st</sup>. Circulation of proposed dates for future meetings has heightened some HT's feelings. Assume meetings dates set to be prepared if agreement goes through.</p> <p>GC/CG have received email from Priory trust – the trust is meeting with secondary school and 2 village schools in November and extended invitation to us to join. Does CG/GC attend and listen to discussions, do we engage and explore academy or do we go to listen but be clear on our intent but hear proposal? Board agreed that if GC/CG have time available it would be useful exercise. It would be interesting to have an understanding of different ideas, and what the academy route could offer us and our pupils and what our reasoning would be to follow the academisation route. However, appropriate and correct to be open that becoming part of an academy is not the route we are following at present. Agreed to set out clear position before meeting. Action GC to respond to email.</p> <p>Governors enquired if the query on pupil numbers being removed from consultation process had been responded to – no response from AW yet – meeting next week 4pm Thursday, may receive an answer then.</p> <p>GC/CG will keep board as updated on any developments as they can.</p>	GC
	<p><b>Feedback</b></p> <p>2 hours meeting approx., good Good policy process but suggest initial on agenda to be clear for board members who to action each policy LA model policies that are to be approved – could these be in a separate block on the agenda and then all check and understand. Difficult to manage various emails with attachments, could these come from one email account, with the same heading. Action EH to investigate drop box system for reports and attachments.</p>	EH
	<p><b>Date</b> 03/12/2020 1700</p>	
	<p><b>Next meeting focus</b> HT report, finance report, pay committee meeting, PM , unofficial fund, data, policies, safeguarding</p>	

Meeting Closed: 11.28

Signed as a true record:

Date: