

St Bartholomew's Church of England First School

Governing Body

Minutes of GB3 held at the school on Thursday 23rd January 2020 at 9.15am

Present: Cheryl Govier, Gemma Coward, Steve Briggs, Rachael Howe, Lucy Ramwell,

Absent: Emma Harwood

Also Present: Sonia Yorke (Clerk)

CG opened the meeting with a prayer and a quote on Compassion

Agenda Number	Detail	Action
1.	Apologies for Absence. Apologies received and accepted from EH due to work commitment.	
2	Declaration of Interests. None declared	
3.	<p>Minutes of last meeting held 05/12/19 Minutes were agreed as true record. Action - Chair to sign.</p> <p>Matters Arising Art Work for signage Draft sketches received from Rachel Price as a starting point for the design of new external school signs. After consideration the Board agreed the circular design, incorporating the tree and <i>Roots to Grow Wings to Fly</i>.</p> <p>In addition it was agreed to have the school name for the badge, not the logo, as the school may change its vision statement in the future.</p> <p>Board thanked Rachel Price for her support and time.</p> <p>Website</p> <ul style="list-style-type: none"> • Governor check on website now complete, results emailed prior to meeting. • Clerk informed at briefing that there is no statutory requirement to publish minutes on school web site. It was agreed by the board that it is best practice to be open and transparent, SY to request written evidence of this information, the website is front line of school information for external organisation and we need to ensure that our website is correct. Action: SY contact GS • SEND link from school working but the link back from SCC is not, this is a statutory requirement. Action: SEND governor to query with school SENDCo at next meeting. <p>New Website School has been contacted by Julie Snook, from IT development department at LA. As school currently uses the SLP website to host school website we are entitled to a new site at no cost to the school using WORD PRESS. This is a popular and easy to use package. The current system is difficult to use, the WORD PRESS system would allow all trained staff to access the site for uploading documents which would free up the time of DW who currently has 1 hour per a week to manage the whole site, this is not a cost effective use of his time. The upgrade to new website has been authorised by school and we are in the queue, no timescales have been offered.</p>	SY RH
4	<p>Finance Month 9 Report – circulated prior to meeting</p> <ul style="list-style-type: none"> • Month 9 report shows anticipated expenditure forecast to end of financial year. • A001 balance due to appointment of NQT mid-year and Teachers Pay and Pension grants being more than anticipated at budget setting, as notified at Month 6. Some additional morning TA hours have been allocated in EYFS on a fixed term contract to support High needs pupil. The 'need' was identified during monitoring visits in the Autumn term, support had been suggested and the additional grant funding has made this possible. Already the impact of this provision is evident during the morning but the afternoon sessions are still challenging. • Catering division has again generated a balance to support the revenue budget next 	

year. This provision continues to offer a nutritional meal. Catering team have scrutinized the ordering process, which has led to reduced wastage and saved money. As part of Healthy Schools award we have also stopped serving second portions. A vulnerable child exercise was carried out by the school to ensure pupils at risk receive an appropriate amount of lunch.

- SLT continue to monitor the budget carefully. It is challenging to provide all resources that are required with the current funding allocation, this can only get more complex if grant funding does not increase and our C/f reduces each year.
- The school must also be prepared to invest in redecoration and catering equipment in the near future as we are now 6 years in with UIFSM – all things to consider with next budget.
- All staff are fully aware of financial constraints and are fully on board with supporting financial decisions and constantly seek best value.
- SEND provision continues to impact significantly on the budget. The school continues to support pupils who have high need but are not in receipt of any funding. For example, there are currently two children that are currently going through statutory assessment, who do not have funding in place and Somerset County Council are exceeding the 20 week process date. The month 9 report highlights the impact this provision and need is having on various cost centres, for example MDSA. The one to one support is pulling a strain on revenue, but we have to ensure all children are safe particularly during unstructured times as this is when our high needs pupils are most vulnerable. The school has introduced a nurture group and ensures that one to one support is available. However, it is not always easy to recruit trained staff, which are additional costs to ensure there is the specialised support pupils require. The MDSA cost Centre is now in a deficit to demonstrate this impact. Further more if a child receives an EHCP and subsequent funding this is not back dated. This is a huge area of concern, particularly moving forward with the impact of unidentified SEND need prior to school entry. This concern also becomes a safeguarding situation as children show challenging and aggressive behaviour towards staff and peer to peer danger, we have to ensure everyone in school is safe. The SENDCo works with preschools to identify need prior to pupils starting in EYFS.
- G codes – photocopying – underestimated the cost- BUT the school is having to produce huge amounts of resources to meet the ‘high needs’ demands and this has impacted on this area of the budget. Staff are aware of costs and have been asked to be mindful with copying in colour. However, if a resource is required in colour that cannot be avoided, may need to increase allowance in the budget area next year.
- E codes – breakfast club continues to generate income. The Out of School club is still in its youth and is proving more popular however, numbers are not as high as the breakfast club provision.
- S codes - PP and PE grants continue to be monitored closely. PP and PE reports updated and shared with the Board termly. Expenditure is as each individual plan and updated subject to need

Issues to consider for 2020/21 Budget

- Impact on all staff and pupils if 20/21 funding allocation does not meet cost to continue 7 class structure
- Financial impact of current unfunded high needs pupils(some under exceptional circumstances) whilst being transferred on the LA EHCP timeline
- Impact of unidentified SEND need prior to entry to school
- Increased stress levels of all staff due to financial constraints

Questions

What is the impact if we cannot fund the additional support for EYFS child not in receipt of high needs funding?

- Staff wellbeing – we will have staff off on stress, everyone is working at full capacity
- Good that we have SDP focus on staff wellbeing
- Some of the Ed Psych additional hours have been used for the supervision for staff with safeguarding and SEND issues. Other hours have been used to solution circle, look at EHC evidence for applications.
- It will be hard to make decision on continuing the support on finance alone and as a board we have to consider wellbeing and provision of education.

As a board can we afford to allow our C/F figure to reduce by £20,000?

- The carry forward is there to meet rising staffing costs, to maintain the current staff structure. Last year’s budget required £45,000 to balance; this will increase this year as staff move up the pay scale. Without a carry forward the LA would not support our 7

	<p>class structure. A percentage of the C/F is to cover staffing costs of a summer term to ensure that no academic year is disrupted.</p> <p>Board agreed it is a very difficult and challenging time juggling wellbeing, educational provision and the budget.</p> <p>A Sanders (AS), LA Finance officer, will meet with GC/SY to look at staffing budget for next financial year. AS will also deliver the governor finance training to the whole board which will be tailored to our actual school situation.</p> <p>Correspondence GC read an email she had received from a past parent. The email was extremely complimentary of our school highlighting how all our staff live by our values. This was in particular relation to SEND and care of post LAC.</p> <p>Governors were pleased by the email, makes everyone stop and think why we are all here and do what we do. Congratulations to all staff.</p> <p>SFVS Question set circulated at meeting. Finance guidance recommends Boards consider a few questions at each meeting to ensure the SFVS is well monitored. This system will also make completion for approval and submission in March easier. The school presents a 3 year budget forecast as part of the budget setting process. The budget plan is agreed by the Board and submitted to LA for their approval. Any questions from the LA would require investigation. The school purchases finance support for the staffing budget section as this is the main expenditure area for the school and it is essential to plan and cost accurately with consideration to NI, superannuation, pay awards and government grants.</p> <p>However, the Area Review has produced some questions regarding the validity of the 3 year plan.</p> <p>Consideration and answer of 4 Questions: Q8 - The school has an appropriate business continuity plan adopted on an annual basis. The asset register is managed by school administration team. The school purchases insurance via the LA, and therefore has adequate public liability and premises insurance . Q13 –As mentioned above the C/F is to support the 7 class structure to ensure that summer term costs can be met so there is no class disruption during a academic year and support unfunded 1 to 1 needs of pupils. Q14 – The staffing structure is considered as part of the budget process. Various scenarios are presented if appropriate. The staffing structure is agreed with the budget. Difficult at present to make longer term plans due to area review. Q15 - PM process is robust. Appraising policy adopted. UPS 2 year policy agreed by pay committee. Birth rate, falling numbers and school structure discussed, these factors are considered during the budget setting process.</p> <p>Action - SVFS meeting with SB and SBM to be booked.</p>	SB/SY
5	<p>Review Autumn Term Data</p> <p>EYFS Data grid for EYFS Autumn Term showing percentage of pupils working at Below, On or Above Age Related Expectations (ELG) across the 5 main areas of the EYFS circulated prior to meeting. The data identifies that 'writing' is an area to improve with this year group. GC explained that progress has been made. Crucial to note that from the starting point in September the progress with this cohort is very good. There has been a lot of effort and hard work from the EYFS team to ensure the progress is at this point.</p> <p>Challenges:</p> <ul style="list-style-type: none"> • It has proved challenging engaging some parent support, a few parents engage with conflict conversations and not pupil development and progress • Difficult for staff to engage and form the necessary relationships to help children flourish • Some parents object to the support of outside professional help • Teachers feel they are being questioned about their ability and choices <p>Governor discussions:</p> <ul style="list-style-type: none"> • Suggested that staff hold parent information meeting, invite all parents and explain the 	

	<p>different levels of interventions, how children develop at different stages and how parents play a crucial role in supporting all our pupils. This would enable parents to support and recognise the needs of all our pupils and also show transparency with what our school does every day to support all pupils, at all levels. This idea was welcomed if we could ensure it would attract all parents to attend .</p> <ul style="list-style-type: none"> • GC will add details of interventions to newsletters to inform parents and carers what goes on behind the scenes. <p>Yr 1 to 4 – Data grids circulated prior to meeting.</p> <p>Questions</p> <p>Yr 1 – Writing target is 84% currently the cohort is at 78% what is being done in school to raise this percentage?</p> <ul style="list-style-type: none"> • Focus on hand writing – small groups – interventions for phonics screen, • Teachers work together and closely monitor progress of the year group regularly • English is led by 'boy' friendly topics <p>GC added that the SDP allocated half day per half term for leads to monitor work, this has proved extremely valuable. Leads have the opportunity to scrutinise books and look at next steps to support every pupils progress, this would include interventions being set up if required. This is good practice and evidence for Ofsted 'Deep Dives'.</p> <p>Challenges and Successes Across all Data</p> <ul style="list-style-type: none"> • Celebration of Yr 4 maths • Excellent progress for SEND pupils (some making equivalent to a year's progress in a term). KS1 are maintaining age related predictions and increasing above age related progress • PP and FSM is the next focus for Yr 1 • Pupil was admitted following an appeal process with no previous school experience • Writing continues to be challenge across the whole school. The SDP includes funds for staff CPD, specific resources and a focus on effective teaching of writing, vocabulary and spelling. As a result of SDP priorities there is evidence of more consistency across year groups in English • SDP priority - Author now been booked to work in school to engage with boys, this is an outstanding action from the SDP due to financial insecurities last term. <p>Questions</p> <p>Governor enquired if the SEND outcomes were due to parent engagement? The results demonstrate that hard work from staff and support from outside agencies is impacting on SEND pupil progress.</p>	
6.	<p>Progress of Staff Appraisals</p> <ul style="list-style-type: none"> • TA staff appraisals all completed • Admin, Catering and Caretaking staff all completed • MDSA booked for this week <p>Governor enquired if input/ideas from staff are considered following these review meetings? Yes definitely – as part of review process there is an appraisal questionnaires to complete prior to review. The review process looks at successes from previous year, any concerns and challenges within the role are discussed and an agreement of personal targets for coming year. In addition all staff have the opportunity to complete a staff questionnaire during the summer term. These are all taken into consideration when working on the day to day operation of the school and planning the SDP.</p>	
7.	<p>Safeguarding including Online Safety</p> <p>Governor Safeguarding Visit - Safeguarding Audit</p> <ul style="list-style-type: none"> • Audit now complete with a score of 96% which demonstrates good safeguarding procedures in school. • Policies are clear and accessible to staff and parents. Lock down policy still requires completion but is on hold until new phone system is operation. This is being action now. • Induction process ensures that all safeguarding requirements are met. • Identifying between DBS and Non DBS checked visitors monitored via different coloured lanyards to visitor badges • School can evidence that we do all we can to support mental health in young people <p>Additional feedback from visit:</p>	

	<ul style="list-style-type: none"> There is evidence of the school supporting families with various concerns across the school. <p>SCR -Update from governor inspection of school SCR</p> <ul style="list-style-type: none"> Ensure all safeguarding training records up to date for governors – Action: SY to check records are recorded on sims Disqualification by association check- amended form introduced and signed by new staff. Evidence of induction of new staff member and how information feeds through to SCR A check of the SCR will be carried out by safeguarding governors prior to GB4 <p>Questions on Safeguarding governor visit report: Are staff questioned about safeguarding procedures without prior warning as part of Governor Safeguarding visit? This is being introduced by safeguarding governor from next visit.</p> <p>Chair recently attended safeguarding training and was provided with useful question set. Action – SY to send these questions to all governors.</p>	SY
8.	<p>Area School Provision</p> <p>Meeting scheduled for 19/03/2020 for Chairs, Head teachers, RSC, Diocese and Local Authority to discuss outcomes of last meeting and how this will work in practice.</p> <ul style="list-style-type: none"> The board have no actions at present. The board have no further information for staff or parents. 	
9.	<p>Fundraising Opportunities</p> <p>School has been approached by the RBL with ideas to joint fundraise for both the school and the legion. The intent of support and love in this offer is amazing. The board discussed setting up a fund raising committee where the school has ownership of decision making but can invite the RBL to take part in future fundraising events.</p> <p>Action – SY to seek advice form GS on setting up this committee with regard to membership, terms of reference etc</p>	SY
10.	<p>Christian Ethos SIAMS</p> <ul style="list-style-type: none"> SIAMS SEF being completed by GC and JC Good evidence available and action plan drawn up Spirituality PDM booked for late January 2020 RE book scrutiny - clear outcomes GC Collective Worships have looked at the school vision – really positive Wider staff need to be able to articulate our vision Diocese advisor being invited into school <p>SIAMS due 02/11/2020</p> <p>GC reported that the evidence indicates the school is ‘Good’ with good argument to support excellence in some areas.</p> <p>Feedback on CW governor visit by RH who attended the school affiliation service with the RBL</p> <ul style="list-style-type: none"> Very positive service, children were amazing Art work is very good, and the children can articulate the values well RBL representatives enjoyed the service Artist said he was privileged to be invited back into school to take part in the service Family member of the school staff donated glass protection for the artwork free of charge and Harwoods donated the frame, school very grateful to both. <p>CG booked day in school to look at RE, Christian Distinctiveness observations etc with JC</p> <p>School Worships</p> <p>Rev Huntley will be back in school to deliver weekly collective worship after half term. Rev Huntley not been in school for 8 months, JC has worked hard to ensure other representatives have been invited into school during this period to carry out collective worship in his absence.</p>	
11.	<p>Health & Safety</p> <ul style="list-style-type: none"> Issue reported to SY at the meeting regarding EYFS play area – SY to investigate 	

	<ul style="list-style-type: none"> • New grounds maintenance team are brilliant, worked hard to tidy the grounds since September and have now caught up with the outstanding work left by previous contractors • Security fence is still working well • H & S visit booked for 17/03/2020 	
12.	<p>Policies Draft policies circulated prior to meeting</p> <p>Attendance Policy - School attendance officer to check absence percentage with schools in the CISP partnership to ensure consistency. Once confirmation received agreement of policy can be actioned via email. Policy agreed in all other areas.</p> <p>H & S – Policy agreed</p> <p>Governor Allowance – Policy agreed</p> <p>Medical Needs – New sections highlighted in yellow, input from SEND and first aid lead – Policy agreed</p> <p>Staff Absence – Useful policy to have in school, all procedures clear. – Policy agreed</p> <p>Children Looked After – Policy agreed</p> <p>Sex & Relationships – final draft policy to be presented at GB4 to allow for 6 week consultation period. PSHE lead attending 4 day course, this was statutory and has not been a good use of her time, school have given feedback to the course provider. New scheme of work is running well.</p>	
13.	<p>Visits SDP Link Governor Visits Confirmation sought that dates for Spring term SDP link governor visits had been allocated.</p> <p>Link Governor visits completed Autumn term: EYFS – completed 13/12/19 KS1 – completed 18/12/19 KS2 – To be completed PSHE – completed 18/11/19</p> <p>Requested that all outstanding visit reports are returned to either GC or LR before 06/02/2020 for evidence of Governor support/challenge at SIP visit.</p> <p>Spring KS visits with focus on SDP 3 to be booked for W/C 23/03/20 Spring SEND visit – WC 23/03/20</p> <p>H & S visit booked 17/03/2020</p> <p>LR left the meeting at 11.30am</p>	ALL
14.	<p>Clerks Briefing Update Briefing included a CPD session on governor meeting agendas and minutes, points to note:</p> <ul style="list-style-type: none"> • Agenda – Good practice to clarify purpose of papers circulated with the agenda for governors to be aware of actions required ie: Agree, discuss etc • Check as a board the agenda items are addressing the 2 priorities – (1) Staff wellbeing (2) Outcomes of pupils • Minute outcomes of challenges – this can include overlap from previous board meetings • Action table to ensure actions are completed on time • There is no statutory requirement to publish minutes on school website (see matters arising above) • New policy review document – some are advisory documents not statutory policies <p>Action – SY to circulate briefing notes</p>	SY
15.	<p>Training</p> <ul style="list-style-type: none"> • Whole board finance training booked for 30/01/2020 • Safer recruitment training booked for GC/SY March 2020 • Safer recruitment module on SSE package for governors • CG completed safer recruitment 30/05/18 	

	Action – SY to check SSE system for confirmation of governor safeguarding training already completed.	SY
16.	Feedback from this meeting <ul style="list-style-type: none"> • Good to spend time on the finances and SFVS questions. • Visit reports send to subject lead first then GC/LR 	
17.	Date Time and Venue of Next Meeting Thursday 05/12/2019 – 9.15am	
18.	Next Meeting Focus As planner	

Meeting Closed: 11.45

Signed as a true record:

Date: