

St Bartholomew's Church of England First School
Governing Body
Minutes of GB4 Meeting held via Teams on 31/03/2022 at 9.15AM

Present: Cheryl Govier, Gemma Coward, Judith Morris, Rachael Howe, Tammy Court
 Absent: Steve Briggs
 Also Present: Sonia Yorke (Clerk)

Chair thanked all for attending this virtual meeting today. Meeting opened with a Prayer
 Chair thanked all for understanding with moving meetings around due to current situation in school.
 Some items moved to GB5 but no business omitted.

Agenda Item	Detail
1	<p>Apologies for Absence and acceptance or non-acceptance Apologies were received, and accepted from SB.</p>
2.	<p>Declarations of interest No new declarations declared</p>
3.	<p>Minutes of meeting held 21/01/2022 including Matters Arising</p> <p>Minutes agreed as a true record - Action chair to sign</p> <p>Matters Arising EYFS - answers to the questions raised at GB3 – EYFS lead unable to provide at time due to absence: You identify the 4 double-disadvantaged children in EYFS, how is their progress and what is in place to enable them to flourish and reach their potential? Boy 1 not on track for: has 1:1 support to enable him to access the provision safely. Now writing most of his name but did not engage with activities like this at the beginning of the year. 1;1 support apart from lunch, talk boost, time to talk, Team around the family meetings, PFSA referral made, regular check ins with parents in place.</p> <p>Boy 2: L & C needs. Often non communicative to staff and needs support to regulate. Has made good progress in his number recognition and counting. Team around the family meetings, PFSA involvement, Time to talk, social group, extra phonics.</p> <p>Girl 1: Yeovil 4 families referral has been made to get parent extra support. Focusing on reading and writing simple words and then will be GLD hopefully. Child receiving time to talk, talk boost and extra phonics.</p> <p>Girl 2: Focusing on reading and writing simple words and then will be GLD hopefully. Child has become a reader which is fabulous. Child receiving time to talk, extra phonics, social group, physiotherapy.</p> <p>You identify that listening, attention and understanding and Literacy are the weakest areas - what is in place to address this? Literacy Guided reading planned twice a week. Additional phonics sessions in provision for lowest 20% daily. Differentiated homework. Daily story time for all. Word of the day for all. Progressive reading text for all.</p>

Signed by Chair of Governors _____

Cheryl Govier

Date 05/05/2022

	<p>Listening attention and understanding Talk boost. small group. Time to Talk. Small group.</p> <ul style="list-style-type: none"> 38% of girls are on track for GLD, unusually, this is lower than the boys - how are you addressing this? <p>This year (for the first in many years) we have more girls than boys so the percentage of each child is very different! Last year we only had 9 girls out of 36! This year we have 21 girls and 14 boys. We will continue to ensure our curriculum is progressive and respond to all our learners needs as appropriate. .</p> <p>Could you explain what the word wall is and is this something that is, or could be used across the school?</p> <p>We have a wicked word wall in our classroom. Everyday before lunch we introduce or recap on a word with the children. This word could be linked to the theme we are doing or a book we have read or just a stand alone word. Once we have learnt it we write it on a shiny piece of paper and add it to the wall. We will refer to the words regularly and use them in our sentences and discussions (adult modelling) with the hope that children use and understand them independently. Here is an example of one of the videos we use to help make word learning exciting for the children. The children adore shoni! https://www.youtube.com/watch?v=CJiVX82xY70</p> <p>Fundraising: Tea towel project – RH reported that this is too time consuming at present Colouring competition - thanks to RH for organising this. Nice to have RH in school to hand out prizes. Parent Pay facility for independent fundraising income – Parent pay have been approached about this facility and if possible will be set up. 100 club - JM suggestion at GB2– Action CG will hold separate conversation with JM about process for setting this up.</p> <p>Actions from GB3 all completed – see chart on mins</p>
4.	<p>Finance SFVS Completed return circulated prior to meeting. Q 10 – noted there is now no separate budget meeting this year due to circumstance in school – The separate meeting was agreed and is on the yearly planner, purely last minute circumstances unable to do it but will continue with this process next year. Agreed no amendment required. Q 19 – Yes GC – Good process that Board has SFVS as regular agenda item to answer questions throughout the year as this is a governor driven document. Need to acknowledge the impact that producing the final report is this having on SBM as governor not able to have visit this year or last. Action</p> <ul style="list-style-type: none"> factor in SFVS governor visit with SBM to complete jointly next year- March 2023. Complete question 19 <p>All agreed SFVS return Action – Chair to sign and SY to submit to LA</p> <p>Finance Update 2121/2022 Updated financial report circulated prior to the meeting.</p>

Questions:

We appear to have a better carry over than originally anticipated. What are the key factors that have contributed to this?

C/F estimated After Month 9:

B01 C/F was predicted at £16938

B02 C/F predicted at £41910

C/F estimation after mth 11 reconciliation and used for C/F on 2022/23 Budget presentation:

B01 C/F predicted at £36,300

B02 C/F predicted at £49,600 –

Main factors for higher C/F figures:

B02: (Can be used to support revenue budget)

- the estimated figures after month 11 rec are more accurate
- Training & Development (A012), grounds (D102) and commitment to new phone line (G204) were committed at month 9 but will not be spent this year.
- School has received some sickness reimbursement for SENDCo which was covered by HT

B01: Ringfenced

- School has recoded repair works and safeguarding works from D101 to F315 (SEN) to provide a true indication of costs to SEN budget – the SEN budget has then been added to B01 to ringfence the SEN funds for next year
- PP allocation was almost fully committed at month 9 but due to high covid absence some of this TA supply has not taken place Spring term 2022
- B01 at year end includes Kilve income from parents and income from fundraising events
- B01 includes BUF 3 allocation for Easter holiday FSM vouchers

What has been the impact of significant staff sickness and supply cover on the 2021/22 budget? How much sickness cover is covered by insurance?

Teaching staff are covered from day 3, support staff from day 5, the claims are being actioned each month and have been approved by the SMF claims department. Once all income and supply claims have been processed (this is ongoing process at present) the school should not be in debt over the high level of teacher/support staff absences for the Spring 2022 term. It is evident this year that purchasing the SSE SMF package has considerably supported the school budget. The budget would have been significantly impacted on without this staff insurance.

We sought to be creative in employing an intervention teacher rather than have 7 classes, has this been a positive and cost-efficient decision?

This was a very cost-effective decision. Without the intervention teacher this term to cover the high level of absence we would likely have to have sent some year groups home. Supply teachers are extremely hard to access at the moment and the intervention teacher has been extremely generous with her time doing supply in the mornings in addition to the afternoon cover. Very little intervention has been able to take place this term. The intervention teacher has also been supporting SEND carrying out in classroom work one morning a week. This has been essential support.

Are there likely to be any previously unforeseen additional costs in the last quarter that may impact on the budget?

School have tried to anticipate all expenditure due in month 12 to ensure the predicted C/F is as accurate as possible.

We are not having a Schools Direct student as promised during the Summer term. The Headteacher has spoken to SCILL and there will be 5 weeks where we need an additional TA to support the current cohort. School will have two final year students in Owl and Wren classes from 12th May to the 6th July. The Headteacher has identified potential supply.

Will we be able to retain and benefit from any carry forward to 22 / 23 ?

The revenue C/F for 22/23 is estimated to be at £49,600 - £8955 is required to balance the 2022/23 budget. We have not been told that we are not able to keep this. We would like to propose that some of the surplus is placed into a contingency to redecorate and replace worn carpets and flooring throughout the school. This is constantly highlighted in the termly cleaning audits and can be seen as we walk around the school.

Budget 2022/2023 Presentation

Draft budget circulated prior to meeting and questions submitted and answered below.

GC thanked the board for the range and depth of questions which clearly demonstrates a good understanding and knowledge for the financial situation in school.

The budget process has been drawn out this year as funding figures were not available as early as anticipated. School still waiting for 2023/24 and 2024/25 funding allocations to enable these sections to be completed – this is due imminently and therefore the final budget for these years will be revisited in the summer term, this is as advised by the LA.

Grants – huge change this year in how this funding is worked out for schools. SY has completed the calculations using the information provided. Do not know how accurate this will be as not experienced this process before. Should there be significant changes to the grant allocations there are buffers within the budget to protect our finances.

ie:

- Additional TA – this is what the school really needs next year but if grant allocations are less this would have to be reconsidered –
- Maternity Cover Intervention teacher to continue during the summer term once maternity leave complete– this would support with staff wellbeing and also ensure that teaching staff/subject leads are covered to finalise the preparation of the curriculum in readiness for September 2022 – no staff should be working during the summer holidays. We have a buffer as this could be paid on supply rather than contractual.

GC explained that over the last 2 weeks school has pulled back on many areas of work including EYFS, SIAMS and curriculum planning due to high level of staff absence, this work will transfer over to summer term – got to provide this subject lead supply cover as already playing catch up. Also until we finish the planning and know exactly what is required for UKS2 we do not know the exact costs involved.

The technical audit has been completed and this highlighted that the KS2 laptops have tiny memory – these were fit for purpose for LKS2 but these will not be sufficient for UKS2. We have requested a quote for 20 new laptops to enable us to provide this resource. GC has been in contact with the LA for additional funds to support resourcing as we move to primary, in response to this Marie Palmer from the LA will be visiting school this Friday to look at our Wi Fi, Ict hardware and furniture facilities.

Board thanked SY they appreciate how conscientiously the budget is planned, school takes appropriate risk but with considered management.

Contingency plan – Propose that contingency funds are allocated to new flooring, carpets and paint work in EYFS area in first instance. Then proceed to decorate throughout the remainder of school with washable paint. The decoration and flooring continues to be an issue and work has been delayed for several years now but some areas are visually displeasing and school now constantly receives negative feedback on the cleaning audit and needs to be addressed. It was agreed that this was a sensible approach for several reasons:

- it will ensure the school is appealing to new parents looking at our EYFS department
- it will demonstrate to MAT's that we are keen to keep our school in good condition even during financially challenging times and therefore it is hoped that they will see favourably on this approach and help with future projects.

Questions

The budget moving forward looks to be more encouraging than we had anticipated? What has enabled this?

Funding is based on 197 pupils from April 2022 – this is to support the 0.465 teacher summer term 2022 and the FT HLTA from Sept 2022 as agreed with the LA

There is a new School Support Grant introduced this year

PP allocation has increased significantly this year due to more families applying for FSM

UIFSM allocation based on NOR Oct 21, school will see impact of reduced numbers in EYFS from next year

Have we identified any significant needs for potential EYFS children joining us in September and is this likely to impact the proposed budget?

One child is coming with EY funding will be in place for 4 terms, but this is not a lot. An EHCP will need to be applied for during the Reception year. The child needs 1:1 interaction to be successful and the funding will not cover this. The SENDco has already started to work with the nursery on this. The EYFS lead is aware. Another child has SaLT needs but no funding.

Is our move to primary being adequately resourced? Is the transition having an impact on the budget or giving any cause for concern?

The Headteacher is in talks with Julia Ridge from the LA re support for the wireless connection update which is £5394 and around furniture and signage. The Headteacher has also negotiated some funding for curriculum adviser support and some SEND advice during the time of no SENDco in post.

Do we know of any key building works that are likely to be necessary in the coming year that may impact on the proposed budget?

The Headteacher has also raised with Julia Ridge about adaptations necessary to doorways for a child who will be staying with us through to Year 6 and needs doorways widened.

Do you feel that the class structure is manageable? And that we have the necessary support staff in place to meet the needs of all our children?

Within the budget, we have looked to appoint an additional TA. We are also considering if the maternity cover intervention teacher could continue to do some hours to support curriculum transition when the substantive teacher returns.

Do you feel confident that this budget will enable us to deliver the same high standards we have come to expect in our first year as a primary school?

If we can have stable staffing next term and do all the curriculum ground work in the Summer Term, I feel confident that standards should continue and improve further.

Each year we seek to have a budget that keeps children and staff at the centre of all we do. Do we feel this has been met in the proposed budget?

Yes, by ensuring the ground work for the curriculum is completed in the summer, this will support well-being and ensure staff can have a proper rest over the summer. The Headteacher has deep concern over the mental health and wellbeing of staff over another unprecedented year of on-going pressure and strain due to the pandemic. The level of absence that we are seeing demonstrates the impact of this strain. The needs of the children continue to be central to all decisions made.

It is great that, at last, we can start to look at improving the environment e.g. floorings moving forward.

Is our budget realistic (cautiously pessimistic?) in relation to possible on-going costs relating to future COVID spikes?

It all depends on what the guidance (due out on 1st April) states regarding staffing and isolation periods. It is essential that we continue with the supply mutual and, if possible, keep the maternity intervention teacher during the second half of the summer term to support SEND and curriculum.

Do we need to allow for more cost relating to supply provision in view of the above?

Answered above

Are we properly allowing for increased costs in terms of materials, books, and other associated costs as we now include an additional year group?

Following a technical review (meeting on 29.03.22 between Computeam, The Headteacher and SBM) we will be requesting another quote for laptops for KS2. Until we have finished planning the curriculum, it is difficult to properly anticipate costs. We have built in extra sporting support into the PE grant.

Is there any ongoing impact as a result of a loss in funding from a PTA?

Yes, but this is mostly on staff wellbeing as it is another task to perform to do fundraising. The Headteacher has paid an HLTA to research what would need to be done to set up a PTA under some control of the school. We have managed to pay for some enrichment, including the sponsorship of our Compassion UK child and the drumming workshop next term.

There is a large increase forecast for gas and electricity bills; are there any ways we could use some of the carry over to improve the energy efficiency of the school? Can more be done to improve the children's understanding and contribution to making savings?

School could investigate purchasing motion sensors and energy monitors for each classroom as raised in the energy audit report – there was discussion at GB3 that these costs could also be met from DFCCG

Are the out of hours provisions, including the optional after school clubs as cost effective as they could be? Do the charges need to be raised in line with increasing costs?

The breakfast club and after school clubs are good value for money. We have slightly increased costs for some after school clubs to £2 this term to allow for price increases on resources. SBM also raised the question at last SBM regarding wrap around care costs at other schools, St Barts is average. The prices may need to rise in September 2022. This will be looked into next term

Are the fees and annual charge for Parent Pay proving a cost effective alternative to cash?

Yes. Parent Pay has reduced admin hours on cash handling significantly this is both in the office and in the classroom. It has also reduced the risk of payments going missing and the need for staff to visit bank/post office.

What is the uptake of school meals for KS2 children? Can more be done to encourage children to use this provision?

The menu was changed to encourage more children to take up this provision. We had plans to include children in the menu making but due to the pandemic it has been impossible to put these plan in place due to capacity.

	<p>£1200 has been allocated to a Dance Teacher. Has this taken place yet and what impact/benefit has/will it have?</p> <p>No, it hasn't as the PE lead is currently absent. This should make the curriculum more exciting and increase the skill and knowledge of the teachers in this area. The key is the children's skill in this area should improve. The yoga teacher has been a huge success and we have increased this provision.</p> <p>The 2022/2023 budget was agreed by all present. Action – CG to sign and SY to follow LA actions</p> <p>Staff Structure</p> <p>The staff structure is as detailed in the budget presentation and was agreed by all present. GC added that the Interview for .6 class teacher from September is taking place in school tomorrow.</p> <p>Bench Marking</p> <p>Bench marking documents shared prior to meeting. School is middle of the range in most areas. Low on income allocated. No concerns as we are not high or low on any particular area. This will be more challenging to monitor as we move to primary next year.</p> <p>Fraud Audit 2021/22</p> <p>The fraud audit was circulated prior to the meeting. The audit was agreed by all present but is was noted to ensure the SFVS governor visit is booked for Spring term 2023 with the SBM. It was also clarified that the P card is the purchase card used by school for ordering online etc.</p>
5.	<p>Any Urgent Head Teacher Updates</p> <p>GC explained that she would only include items not detailed in recent emails to Board members.</p> <p>GC met with Julia Ridge, Strategic Manager under Amelia Walker– Julia is now leading on the area review – very helpful and listened to our concerns and taking actions to help us, Points raised at this meeting:</p> <p>PAN for September 2023 – any objection with school adjudicator required by end of May 2022. The LA due to meet later in summer term which would be too late for us to raise objection – GC requested that PAN discussion take place within Crewkerne and Ilminster meeting next week. St Bartholomew's is still a PAN of 10 from Sept 2023. Action - Board to consider response – GC/ CG will feed back on discussion after next week meeting.</p> <p>Technical Audit – The audit has been completed and quote for wireless upgrade is £5394 this is to support UKS2 ICT provision. School has also requested quote for the additional UKS2 laptops and GC requested financial support for both projects. There is 12 week lead time so we have to get moving quickly. Marie will visit school to look at these requests and UKS2 furniture and sinage around school etc</p> <p>SEND - no outcome for pupil who had early annual review in November – further incidents and now class teacher absent – situation continues to escalate, despite all emails to social care etc</p>

no movement – Julia has contacted head Rob hart, head of SEND yesterday on our behalf so feel this will move forward.

Head Teachers and SENDCo Roles – as detailed in Governor Briefing Notes Head teachers should not carryout this role in school. The school has no SENDCo from 30/04/2022 until 27/06/2022 – GC made Julia Ridge fully aware. Support has been offered from a qualified SENDCo who has 2 days per week to offer Crewkerne Primaries (not just our school), GC explained that this is not sufficient as still no one in school. The substantive SENDCo has 4 kit days left to do work – Board to be aware that this is significant issue for Summer term.

Head teachers and the Safeguarding Role - CG informed members that at the Chairs meeting it was also raised that HT should also not be safeguarding leads. At the briefing CG voiced a concern and asked how, without the funds or the staffing support can Boards change this within our schools.

Senior Mental Health lead – GC attended day 3 yesterday – programme included sections on suicide, self-harm, depression all very distressing. Again, where is the supervision/support for staff when they are actually dealing with these issues or discussing at training events? Events/discussions can retrigger experiences that each school may have dealt with historically – there needs to be support.

Action - CG asked for agreement from members to email her colleagues in diocese regarding this as there is a role the diocese could play to support this government objective to have senior mental health lead in school. Yes all agreed for CG to raise this.

4 year rolling curriculum – staff have worked so hard, difficult task and now need to clarify the order of delivery as school will be challenged by Ofsted on our decisions. School require expert input and guidance. Julia Ridge sourcing funding to support with us buying the support we require. This will be during summer term. GC would like all curriculum prepared by the end of summer term in readiness for September 2022. We have budgeted release time for staff to prepare this.

Julia has been so helpful and GC very grateful.

Action - CG will email Julia Ridge to thank her for support on behalf of Board.

Curriculum

- English lead and KS2 lead both attended and completed 4 part reading conference CPD to complete the focus on improvement of reading at KS2
- English lead – attended so many conferences to find the right body for us to join as phonics scheme 'letters and sounds' no longer recognised– our lead did not want to dismiss all our resources or training to date. Joining 'unlocking phonics' and our English Lead has successfully sourced resources and whole staff training for our second inset in September 2022. Example of outstanding work
- 360 online update work completed – TC emailed this evidence out to governors earlier this term – safeguarding upto date
- SLT – scrutiny of all English books in school completed. Strength – all pupils who need something different ie a personalised curriculum – the delivery is clear through their

books and their progress – 2 pupils made so much progress now working with whole class in maths – Evidence across school that pupils working at BARE closing in on ARE. Even with the long-term teacher absence in one class the consistency is still evident.

Staff Absence - class teacher will now be absent until 16/05/2022. Return to work to be agreed. School is hugely thankful to supply teacher who will continue with us next term ensuring this class continues to be well managed and has consistency.

Schools Direct student/s – School let down by SCITT in Spring term which had financial implications (cost of TA contract). Our Autumn term School Direct student will not return in the Summer term as previously agreed, this is due to successful appointment at a school who have requested this student is placed with them during the summer term. As a school, we fully support this decision but, again, this will affect our budget– SCITT have allocated us 2 final placement students for part of summer term from 12/05/22 to 06/07/22 - a supply TA has been booked for the missing weeks. This will affect our budget as we were expecting a full terms cover at no financial cost to the school.

SPAG trial year for 2 SATs taking place on 29/4/22 – TC is organising this.

Staff Wellbeing - Concern for staff wellbeing is at an all-time high – the high level of sickness and absence shows the impact the last 2 years have had. The guidance around covid and isolation does not make sense. Infectious before going off then feel well and are at home unable to come into school. We are approaching fatigue into burn out and some individuals are struggling with long-term impacts. We are not in a position to individually make a difference to effect change but cannot see absence will get better unless there are changes in the guidance. Because we have the staff that we have, who all carry on working doing and covering all roles, we have been able to stay fully operational, GC continues to be in total awe of everyone for their support to keep this school going. We would also not be able to keep going if we did not have the support of our Chair and our governors, the constant support and conversations with the chair are invaluable. Thank you governors again for the kind gift yesterday – so kind and it makes such a difference in school.

CG – there is no easy fix and no one knows how to change this. We cannot effect change important to encourage and support each other. The Board appreciates that everyone in school constantly strive to move forward but at some point we have to just keep going. Friday activities for Lent were amazing and the Yr 4 had a wonderful residential – the school should be proud of what they are still able to offer during this challenging period.

We hold values and vision at the centre and we can be proud that we have not compromised on these.

No further questions or points raised

6.

Christian Ethos
SIAMS Update

- Amazing SIAMS evidence with A day of lent - amazing preparation and organisation by our worship and RE Lead JC. .

Signed by Chair of Governors _____

Cheryl Govier

Date 05/05/2022

	<ul style="list-style-type: none"> • Good to have Reverend CJ in school for Collective Worship • School will visit Church next Thursday – service will be shorter as half our pupils have not attended Church before • SIAMS prep day is delayed • SIAMS inspections – not easy to predict date, maybe not as close as should be. • Good that we have the link with Church back as that has been missing • CG held Christian distinctiveness visit via teams with JC/GC. Visits moved to GB5 but report available in SharePoint to read <p>No questions raised</p>
7.	<p>H & S including Safeguarding and Online Safety</p> <p>H& S site update –</p> <ul style="list-style-type: none"> • Safeguarding report sent to Safeguarding Governor • SCR updated • 3 accidents reported on EEC – one significant accident, school carried out full investigation and as outcome additional training delivered, additional check-in's on play ground zones introduced, extra staff tabards ordered and new equipment purchased for lunch times. • SLT meeting scrutinised accident and behaviour books – as part of scrutiny look for pupils having frequent accidents and incidents then minute the actions we are going to take ie TAF in place and if additional support required. In terms of accidents there is no particular place or pupil with issues – do this process half termly to ensure we look for patterns • Online safety -Lead has supported a Family with issues around You Tube access and continues to post regular updates from school on face book • One child talking to strangers on line – supported parents with guidance on for example how to check and remove people from friend list and adults being present while on line etc • 360 up to date school in good place – meeting next term to finalise. Need to action online safety group to meet – delayed due to covid • Fire and lock down drills scheduled for this term • Site visit for builders carried out school requested all workmen are DBS checked, also shielding will be placed around the middle toilets <p>JM – anxious not completed training which is essential to carry out the role – Action - CG to check training opportunities and send some information from the Diocese. Action JM to arrange support meeting with GC</p> <p>Building Work Easter and Summer Holidays</p> <p>Building works for the new disabled toilet facility will start during the Easter holidays 2022. The area will then be made safe for the start of the summer term with work recommencing on 11th July – this is during term time but is the only way to complete the 12 week project for September 2022.</p> <p>Feedback from Educating Safely Visit February 2022</p>

	<p>Bolts on final exit doors – Final Exit doors are those that lead out to fresh air and provide occupants of your building with a means of escape. To comply with the Regulatory (Fire Safety) Reform Order 2005, school must ensure that final exit doors can be quickly and easily opened without the need for a key, a passcode etc. It was discussed that some time ago, a decision was taken to fit bolts and coach hooks to several final exit doors in classrooms to increase security. Educating Safely have confirmed that this is not compliant with the law and they must be removed. As we have pupils who run from the classroom we can provide panic furniture. i.e. push bar, push pad or turn thumb locks. Matt explained that it is quite common for safeguarding needs to oppose fire regulations. However, the fire regulations sit at the top of the tree and are very rarely trumped by anything else.</p> <p>Electrical Safety – During the inspection we found one instance of daisy chaining - extension leads being joined together to provide additional sockets. Advised to provide additional plug sockets where required.</p> <p>Advised that all electrical items brought into school by staff are checked to ensure that they are suitable and in good condition. If they are to remain in school, they should be PAT tested at the next opportunity.</p> <p>Displays or decorations in classrooms that are suspended from the ceiling should be fire retardant or treated with an appropriate substance. They should not be attached to or be in contact with other sources of ignition such as lights or projectors etc. LED lights are cold so the risk is reduced but where cables are damaged a spark could still be produced.</p> <p>Control of Substances Hazardous to Health (COSHH) – school to ensure that any hazardous chemicals that are in classrooms or class stores are COSHH assessed. Ideally, any substances brought into school by staff should be checked to ensure that they are suitable and an assessment is completed where required. Personal items should be stored in staff members personal belongings and not left on a shelf in the class cupboard.</p> <p>Matt reported that other than the above matters the inspection was very good and to the usual standard that he has come to expect from our school.</p> <p>All items raised from this visit will be followed up and rectified in the summer term</p>
8.	<p>Policies</p> <p>Anti-Bullying policy Governor asked if there is an example of this policy being put into action and has it worked? Yes, and this is what GC considered when reviewing the policy and why some points were highlighted in yellow to change. The policy is used all the time and is followed by all staff to establish if bullying or friendship issue. GC confirmed she also considered the Compliments, Concerns and Complaints Policy in the same way while reviewing. Parent approached teacher and said they had read policy – asked teacher to define repeated and length of time between events. Therefore agreed to re word to ‘frequently repeated’ Good to have conversation to check policy works in practice and are fit for purpose Moving forward is it practical to get feed back from staff on policy practice - sometimes. Good that we have acknowledged some parent feedback who has read the policy Policy updated during meeting and agreed by all present.</p> <p>Online Safety policy Draft circulated but not yet ready to sign off at this meeting. New policy from ELIM the items in yellow need to be checked. On line safety Boost is new, need to investigate. Revisit GB5</p> <p>Recruitment and Selection policy – SCC policy Agreed</p>

	<p>Grievance policy – SCC Policy Agreed</p> <p>Zero Tolerance and Dignity at work Discussed that the end point sits with HT, should some of the work be taken by Board? Yes. Policy updated during meeting with -Behaviour- in the event of any further grievance this will be referred to our Board of Governors Policy agreed</p> <p>Lock Down policy Agreed – lock down drill booked for this term – we can feed back after the practice and update if necessary</p> <p>Technical Security Policy (new) GC confirmed the yellow paragraph discussed and clarified with Senior Teacher and all roles established– interesting language in the policy – LA policy – very technical – this policy will go to our ICT technician. Agreed</p> <p>Compliments Concerns and Complaints Policy - Discussed above and Agreed Action – policies to be updated on website SY/GC</p>
9.	<p>Area Restructure and MAT</p> <p>GC/CG Visits</p> <p>Bath Wells Multi Academy Trust BW MAT – very positive visit to school in this MAT. CEO also visited St Barts, she felt our school had lots to offer and talked how they would support us to get better – they have systems and strategies to help us. Issues around SEND provision will not disappear when we join a Trust but they will support and help. Very impressed</p> <p>Quantock Education Trust - QET - CEO retiring, met deputy online – First visit was to a primary school where they met the HT – unclear if trust or achievement money was making the difference at this site. 2nd visit was to secondary school -it was the most wonderful visit and both GC and CG felt totally inspired and came away totally reenergised and felt they wanted to work with people like these. However, talking with HT and CEO the only way this MAT can do more is if they grow with more schools joining, so are they big enough to drive us through the next few challenging year?</p> <p>R Huish MAT - Visited 3 schools – all very different – CEO very open conversation – while schools able to take own agenda, you're the HT get on with it attitude, not clear what support we would get and RSC will not support us joining this Trust at present</p> <p>Additional notes</p> <ul style="list-style-type: none"> • White paper is out and schools are contacting MATS so we need to get on with our plans • Meeting next week with our group of schools • Attended BW Trust with HT from other school in group and they liked what they saw so that school may explore further. • GC has encouraged all schools to visit as we need to make decisions • There will be a change of leadership as Wadham – but we should have decided which MAT we are going to pursue before current HT leaves. The wheels are in motion for replacement as would make sense that this person is involved.

	<ul style="list-style-type: none"> • Each visit has taken place during such a challenging time for our school. But each visit was inspiring and good questions asked of all. • RSC – South Devon Trusts – thankfully no one keen to follow up on this and not a good use of our time. Content with the 3 trusts we are looking at. • CG/GC would like other board members to visit schools further down the line next term. Please ask questions at any time. School will have to join a MAT and we will be an attractive prospect for a trust if we go with our group of schools but we need to progress. <p>Question raised regarding timeline – will HT recruitment for at Wadham impact on timescale? No, as Wadham governors make decision -they will not stop the rest of us moving forward – and if some do not want to move forward we go alone</p> <p>Time line – not Sept 2022 but maybe Sept 2023 –</p> <p>We have spent a lot of time on this – we need to make a decision – all feel need to move forward as soon as possible</p> <p>Agreed QET and BW Mat front runners at present</p>
10.	<p>Governing Body Procedures <i>Variation to Instrument of Government</i></p> <p>Board have been contacted by Governor Services about our Instrument of Government for St Bartholomew's C of E First School, which will need to be varied to reflect the change from First School to Primary School from 1 September 2022.</p> <p>The change was agreed by all present</p> <p>Action – SY to confirm change then GS will liaise with the Bath and Wells Diocese who will need to approve any changes before the Instrument is sent to the SCC legal department for signing and sealing.</p> <p><i>Discuss training requirement and feedback from training received this term</i></p> <p>JM – safeguarding CG – Ofsted following RH doing this course last term Training opportunities are detailed in clerks briefing update Let SY know and we will book. RH – safer recruitment was full – on waiting list</p> <p>Interview update – staff governor on maternity leave is coming in and current staff governor will be observing teaching so we are covered for this recruitment process.</p> <p><i>Governor vacancies</i></p> <p>Not had response from LA applicant- Action - SY will ask again There is a News document today regarding school Governors and how boards lack diversity. All listen out for anyone who shows any interest.</p> <p>Clerk resignation - CG informed members that SY has offered resignation as clerk from 31/08/2022. The board fully understood that this was due to work life balance. Board thanked SY for her work and support for the board whilst clerking for many years.</p>

	Action – CG explored options with LA and will put wheels in motion for advert etc Chair expressed sincere thanks to the clerk for her many years of service and commitment to the role. The board acknowledged her vast experience and deep gratitude for all she has done in enabling our board to move forward.
11.	Chair and Clerks briefing updates SY unable to attend Spring term briefing due to Kilve Notes from both Chair and Clerks briefing sessions in sharepoint
12.	Feedback from this meeting and additional business Rag rating of SDP GC and TC will do this before the meeting and that will make the meeting more effective Will set up a separate document for gov questions, please ensure they are numbered Emails – LA are in charge of this migration- will update when able Attendance - 63 out of 170 children under 90% attendance – letters have been sent out – trying to remove covid absence out of the equation Feedback from Meeting Budget section very good, excellent questions which helped to focus the discussion Action - Resend Governor visit schedule to all board members – SY/CG
13.	Date, Time and Venue of next meeting 05/05/2022 5.00 to 7.00pm
14.	Next Meeting Focus – see yearly planner

Meeting Closed at 11.40am

Actions

Action detail	Member	Completion date	Completed Y/N
Item 3 – sign minutes	CG	April	
Item 3 – 100 club	CG/ JM	Summer term	
Item 4 SFVS – Update action plan Q 19 Chair to sign and SY to submit to LA	CG/SY	Spring Term	

Signed by Chair of Governors _____

Cheryl Govier

Date 05/05/2022

Item 4 Sign budget Forward to LA	CG/GC/SY	Summer Term	
Item 5 CG/GC to feed back from meeting to consider PAN response	ALL	April	
Item 5 Email Diocese re Senior Mental Health support and thankyou to Julia Rudge	CG	April	
Item 7 check training opportunities and send some information from the Diocese. JM to arrange support meeting with GC	CG/JM JM	ASAP ASAP	
Item 8 Policies updated on website	SY/GC	April	
Item 10 Confirm changes to Instrument of Government	SY	Summer Term	
Item 10 Clerk recruitment	CG	Summer term	
Item 12 Resend visit schedule	CG/SY	ASAP	