

St Bartholomew's Church of England Primary School
Governing Body
Minutes of GB6B held on Wednesday 12th July 5.00pm on site

Present: Cheryl Govier (Chair/Foundation Governor), Tammy Court (Staff Governor), Gemma Coward (Headteacher), Stephen Gray (Foundation Governor)

Also Present: Emma Harwood (Clerk)

Agenda Item	Detail
1	Apologies for Absence and acceptance or non-acceptance Melissa Diment (Parent Governor) apologies accepted by the board.
2.	Declarations of interest No new declarations declared
3.	Procedural Matter Minutes from last meeting GB6B – Yet to be read and agreed. Review GB1 Actions from GB6B
3.	Finance GC explains that the LA are really behind and don't have the capacity to complete the Rag's to enable them to do the month 3 report, therefore we do not have a month 3 report at present. This is leave us in quite a difficult position as we no longer have a School Business Manager, GC expresses that she is finding it quite a challenge not knowing what the finances are in making key decisions. GC has agreed with LA that they will provide a month 4, 6 and 9 report. CG asks if this service from the LA is included in our core offer, GC confirms that it is. GC confirms that we have cultivated a good relationship with our finance officer from the LA. QET asked if we could provide a more detailed and up to date budget, and the finance officer was able to assist, and has generally been very helpful. GC updates a meeting on 19 th with other headteachers joining the QET to address questions around due diligence etc. GC confirms the budget looks healthy going forward. SFVS – GC has completed based on last year's data and asks are governors happy? Last finance training for the board took place in 2020. Agreed that some finance training needs to take place, especially given the new recent influx of governors to the board. SB asks if QET are involved in training. GC confirms that they have not addressed training for the board but have mentioned CPD with staff. GC has raised some issues surrounding training, in particular a SEND review, with a specialist, however this is at a cost of £600.00. GC questions how much will the board have to look at finance, or will this be the responsibility trustees of the QET board.

Signed Chair of Governors

Cheryl Govier

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SFVS

Q3 on SFVS – check months are correct, should be 4 6 and 9.

Amendments to the SFVS take out references to the SBM.

Other issues where there is likely to be a financial impact are as follows:

1. Country dancing commence again, we are likely going to need to update kit, due to the older children.
2. If any sporting events are hosted in Ilminster going forward, transport will be a cost.
3. New PE lead is investigating what else we can do with after school clubs, more variation such as Marshall Arts.
4. GC wants to explore with the PP grant can we either entirely eliminate the need for parents to pay for clubs or at least for PP students.
5. We currently have a Dance teacher running club after school. This does not involve the school as payment is direct to teacher.

Some clubs have been providing snacks in order to engage young people, this obviously has a financial implication. GC points out where we used to ask families for a financial donation of £2 and a box of tissues each term and now no longer do so has had a financial impact, it is suggested that we could reinstate this and the no longer ask for payment for clubs. If this is viable, we could either reinstate immediately or leave it until Autumn 2. GC has been tracking this as disadvantaged students are not accessing clubs, and we never get over 37% take up.

SB asks about PTA funding. GC explains that they are particularly funding the forest school, as this links in with all the relationships, behavior and SEMH work, and will enable all children to access this. This will also include purchase sheds etc. GC states that this is the PTA's initial project.

SG asks about the funding plan for next year. The Dance Teacher has increased by £500 and Yoga teacher has decreased by £1000. GC explains that year 6 will be an additional year group partaking in the dance, we will not be doing as much additional Yoga sessions, hence the decrease.

CG confirms PE Grant has reviewed by governors.

Pupil Premium

GC states to governors that the figures in the report is correct but the analysis isn't finished as yet. GC raises personal development for the children and accessing the wider circulation how can encourage children in school for longer in order for them to have better experiences and enjoy experiences they may not have accesses to otherwise. GC wishes to investigate other enriching activities that can be done beyond the school day so that children can have these opportunities without any barriers in place.

However, when you look at the three-year program a lot of the spending is for the staffing ratio, we need to be able to support these children, leaving little to spare. Going forward the PE lead will take on PP lead and GC wants to be able to look at with them where we can access additional funding to enhance and open further opportunities.

GC goes onto explain that you look at our interventions with the data from previous meetings and PP data and you can see that last year even through COVID and PP data was higher than this year. GC goes onto to explain that the intervention that has had the highest impact is the ELSA. All of this relates to personal development. GC states that if we can make children happier and feel more enriches it will have an impact on their academic development.

SG asks about PP data, he notes that of the 28% PP, years 1 and 3 make up 44%. SG asks if such a high proportion of PP in one particular class or year group creates additional pressure for the staff involved with these. GC has discussed with SLT about looking and adapting something she got from a CPD visit from a school in Bristol, in particular for the group of year 3 children that seem to be stuck, a portion of which are

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	<p>PP, and looking at everything from the very the beginning with a TA and experience everything they experience in the first weeks of term, to see what else we need to change for them and their experiences. Live their experience for a week. GC goes onto explain that when you unpick that group and drill into their progress levels and see that we are doing so much by way of a personalized curriculum and still the group still do not meet ARE, what else can be done to improve this.</p> <p>SG asks if there is a COVID recovering fund. GC confirms that there is but it costs the school £5000.00 to do it and next year is a bigger cost to schools and there isn't enough impact to make it worthwhile.</p> <p>SB asks about the capacity of staff to carry out the observations. GC answers that staff already supporting in class will do this. GC explains that last year it was scheduled in SLT staff meeting and then leadership time so that we could work on each of those things. Next year it is intended that we will start earlier with appraisal process, and already tied in who is observing which parts of support staff including midday supervisors, which works back into the PP plan and get started earlier with targets.</p> <p>GC feels confident to achieve this and timetabled to cover staff.</p> <p>TC says we have done a lot more drilling down than in previous years. PP children in year 5 have supportive parents.</p> <p>TC says looking at the children more individually however this takes a lot more time.</p> <p>SG asks if we are Ofsted ready. GC confirms the SEF is up to date, the SDP is ready and the headteachers report states exactly where the school is and feels confident to talk about it when Ofsted call, and confirms a lot of preparation has been done.</p>
4.	<p>SDP</p> <p>CG suggest that governors discuss items with a lower rag rating last year.</p> <p>GC explains that next year will be about imbedding learning, SLT have worked hard with few members of staff who need more works around scaffolding learning. This is more important in mixed key stage classes as there is a massive range of abilities. Therefore, scaffolding is a focus for some staff, writing is part of that and scaffolding is a part of this process but hasn't been imbedded yet so will go into next year</p> <p>GC explains that she has tasked the SENDco as there are 2 different ways that schools look at regulation on is zones of regulation and the other is the 5-point scale. We use the 5-point scale, but it has been done with children who each have their own particular need and have their own handling plan in place, so the 5-point scale is discussed with them. GC feels that the same language is needed across the whole of the school. Therefore, the SENDCo has researched and advised the 5-point scale, therefore the first INSET day the morning will be Safeguarding, and the afternoon we will look and behavior, relationships and SEND, and scripts linked into that are going to be looked at again to ensure consistency. The 5-point scale should be in every classroom and playground. Anyone should be able to walk into our school and see what our approach is to deregulation and similar things being said by every adult, so the children know what to expect with whoever they are with. CG queries GC if this was something that was done in the last academic year, and therefore should the rag rating be higher? GC feels that the scripts have not been 100% embedded, partly due to staffing issues. GC will consider rag rating.</p> <p>We work at 80% rag rating for bullying, and this was reflected in the parent questionnaire.</p>



Signed Chair of Governors

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	<p>CG asks GC if the range of clubs were increased this year and should the rating be increased, however GC was influenced from comments from parents on the questionnaire on rag rating.</p> <p>Global curriculum governors are happy with rating.</p> <p>The flooring is no longer taking place for Wren and Robin classes. GC would like to look at the efficiency grant, as we still money in the DCFG. The paperwork states that if you have money left over from one of your efficiencies you can use it on capital stuff. Therefore the care taker has been asked to get quotes to change to LED lighting. GC says money left over to go towards floor.</p> <p>GC explains new staff coming in and we have fed in professional development based on EF five a day and used this to make our own way of teaching. GC has discussed with CG how we can bring in more research into our appraisals, therefore GC has purchased new books, and have worked already this year on our foundation assessments. GC and CG have been discussing ways to conduct a more inspiring appraisal process.</p> <p>GC explains that aside implementing the new leadership structure, it just a case of continue embedding of everything.</p> <p>Governors agree SDP.</p>
6.	<p>Policies</p> <p>Maternity and Paternity – agreed</p>
7.	<p>Governor Succession Planning and Governor Recruitment</p> <p>CG states that we have been approached from the LA with a candidate interested in becoming a governor on our board. CG has replied back expressing our interest.</p> <p>CG and MD and looking to try and recruit a new parent governor.</p> <p>CG states that she will remain on the board until Christmas but thereafter will need to resign. CG is prepared to Chair until this time also.</p> <p>Governors vote CG to continue as Chair until Christmas.</p> <p>Governors and Clerk have agreed due to the absence of a parent governor, and the possibly recruitment for another LA governor, governor succession planning will remain as an agenda item for GB1 to re-discuss.</p> <p>GC mentions that we need a PP link governor.</p> <p>Governors agreed link roles to be added to GB1 agenda.</p> <p>EH to double check procedural paperwork for GB1. EH to contact governor services to check if Standing order of SSE website will be updated in September, roll onto GB1 agenda.</p> <p>GB date and times</p> <p>EH requests GB to be on site. Governors agreed Monday 9th October 17.00pm for GB1.</p>
8.	<p>Health and Safety</p> <p>GC explain the points of concern on the H&S report.</p>



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	<p>Firstly, we have been given 5k budget for starling room, however the LA want £750 to oversee the project and we have agreed that previously, however the LA want ventilation system but not sent through any quotes as yet. GC thinks she'll need to go to DCFG.</p> <p>Hall windows won't shut and are waiting for a contractor to attend the site for a quote.</p> <p>Guttering was picked up as an issue by QET, and we have a quote coming shortly for this.</p> <p>GC explains the issue with the Badgers. External contractors come in every three days over 21 days to monitor over the holidays, they are doing work on the path. GC will get key agreements in place for the summer holidays.</p> <p>2 dead trees in carpark, quotes have been received and they are being removed.</p> <p>Crack in wall in wren class, which was picked up during the QET visit, this has been checked and will be monitored.</p> <p>Fire drill has taken place.</p> <p>Air conditioning has all been done in the huts.</p> <p>Deep clean 21st Aug for two weeks, contracted temp cleaners helping with that.</p>
8.	<p>360 review of the Chair and NGA Skills Audit and training</p> <p>360 review of chair to remain an agenda item.</p> <p>NGA skills audits. MD and SG have recently completed</p> <p>Training for new governors to be arranged in September, as well as LA exclusion training. EH to ask Governor services about in person finance training.</p>
9.	<p>Feedback from meeting</p> <p>GC states discussions about disadvantaged groups helpful.</p> <p>Meeting closes at 18.50pm</p>

Actions

Action detail	Member	Completion date	Completed Y/N
Sign minutes (GB6 A & B)	Chair	GB1	
EH to contact Governor services about Standing order and finance training.	EH	Before GB1	
EH to book training for new governors	EH	Before GB1	

Signed Chair of Governors

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