



Name	Type of Governor	Present	Apologies
Katie Blood	Headteacher	Yes	
Father Ben Eadon (Chair)	Foundation (Ex Officio)	Yes	
Tony Firmin (Vice Chair)	Foundation	Yes	
Nikki Harper	Parent	No	Yes
Catherine Wilson	Foundation	Yes	
Dan MacIntyre	Parent	Yes	
Ian Beggs	Staff	Yes	
Ben Scott	Foundation	Yes	
Mary Nixon	Foundation	Yes	
Roger Fine	Local Authority	No	Yes
Tom Way	N/A (Clerk)	Yes	
Sarah Foster	School Business Manager	Yes ( <i>items 1 – 3</i> )	
Vacancy	Foundation		
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Quorum: 8 out of 10 governors were present. The meeting was quorate (at least 50% attending).

Questions from the governors to the HT and DHT are highlighted in **bold**.

## 1. Welcome / Opening Prayer / apologies for absence and declarations of interest

*The Chair commenced the meeting with an opening prayer.*

The Chair confirmed that apologies had been received from RF. The HT advised that NH is unable to attend currently.

There were no declarations of interest for this meeting.

## 2. Minutes of FGB meeting held on 14.07.22 & 12.09.22 accuracy / matters arising

The GB agreed that the minutes were an accurate representation of both meetings.

*The following actions have been met:*



- Governors agreed to remove the action regarding the HT and NH looking into costings for replacement school toilets, as the HT advised that a new way of applying for funding for this will be available soon
- The Clerk added an item to the agenda for this meeting regarding the governance element of school evaluation and school development plan
- The HT has arranged for the School Improvement Partner to deliver training to governors on monitoring at the December FGB meeting
- The Clerk has confirmed which declaration of interest forms were still yet to be received and has contacted governors individually about this

Matters arising, not otherwise on the agenda:

N/A

#### **ACTIONS**

- 2.1** Chair to send draft induction pack to all governors for feedback – *ongoing*
- 2.2** DM to investigate the process for taking on EHCP pupils with governors' approval – *ongoing*

### **3. Finance**

The Chair thanked the SBM for joining meeting, and also advised that they and the HT met with the LA yesterday for a licensed deficit meeting, and that the LA agreed (in principal but awaiting written confirmation) that the licence deficit would be granted again this year, and that during the meeting, robust and challenging questions were asked.

#### **A) Monthly budget monitoring**

The SBM confirmed that the finance documents had been circulated in advance to governors, and asked if there were any questions.

#### **How is the Lettings income doing?**

The SBM advised that it was currently good and that two new lettings have started recently, one of which is a theatre arts group on Saturday morning which also offers a free place for one pupil each year as well as the possibility of bursaries for pupils. The HT advised that the school has a decent number of lettings, and ran through the list of them and gave a brief overview of each for governors.

The Chair advised that the governor budget is a fund which goes towards capital works on the school, which are subsidised quite significantly by the Diocese.

#### **Have you had to fund the entirety of the recent teacher pay raise out of the school budget?**



The HT advised that the national pay raise is funded from school budgets, and that the low pay awards from the LA is coming from the school budget too, but that as a school in deficit, the difference gets funded by the LA this time. There was a broader discussion around rising deficits in other schools in the area, including some of the larger schools, and governors agreed that this confirms that St Barts' has not been mismanaging its budget.

The Chair thanked the SBM for preparing the finance documents and budget and for doing the best that they can in the circumstances.

### **B) Monthly reconciliation report**

Governors confirmed that there were no questions on this.

### **C) Credit card statements**

Governors confirmed that there were no questions on this.

Governors thanked the SBM for attending the meeting.

*The SBM left the meeting.*

## **4. Headteacher's 'School at a Glance' Report**

The HT confirmed that they had circulated the report to governors in advance.

### **A) Progress against SDP**

The HT highlighted that some actions are already underway in terms of the SDP, and provided a summary of the following:

- Work on Curriculum Intent, Implementation and Impact is underway
- The new Year 1 teacher/English lead is doing great and has consolidated the Reception and Year 1 plans for Early Reading in line with the Ofsted framework
- The school has bought into a new scheme and reading package, and the HT gave a broader overview of schemes of this kind and how they have improved over the years, and advised that they help support staff's wellbeing in taking off of their workload a bit in terms of preparation, and that the quality of schemes are much better than they used to be and the schemes generally provide a good level of competence
- Breakthroughs have been made with assistive technology for some pupils e.g., Google Dictate, and the HT advised that the technology was previously not good enough to use in schools, but that it has improved a lot recently and works well now



- The Anti-Racist element of the SDP is underway and going well, and the HT advised that staff are more able to manage more subtle racist incidents, although there are still very few racist incidents at school. Unconscious Bias training for staff was very helpful and insightful and had a good focus on how to avoid alienating pupils with different cultural backgrounds

**Will the St Barts' charter be informed by the Anti-Racist element of the SDP?**

The HT advised that staff had begun implementing this in Inset day, and that they will consider this further and find a way to highlight it in the charter.

- Work on Personal Development is underway and pupils have a sense of responsibility and are beginning to understand how they can effect positive change
- There is a possibility of the school being involved with Match of the Day through Brighton Albion community to help raise healthy living and exercise awareness amongst pupils, and the HT advised that Brighton Albion community also come into the school regularly to do PE/exercise classes and have a good relationship with the school
- In regards to Leadership and Management, the school struggled with subject leadership last year and the bar was set high by Ofsted, and tasks and action plans have been set for staff and they are moving forward with this

**Would we be able to look at the subject leader plans if we wanted to?**

The HT confirmed that governors can do this and that the plans are available, and there was a broader discussion around monitoring.

- In regards to visits and school trips, the HT has been pushing ahead with this and had a good start to the term, and there was the first ever 'Ark' week (in relation to Noah's Ark), and in the week after this everyone shared something in assembly about endangered animals
- There is one member of staff on long term sick leave

**In regards to Persistent Absenteeism in the previous report, is this not an issue currently?**

The HT gave an explanation of the way the statistics are compiled, and clarified that the pupils that are currently off are not the ones that were of significant concern previously.

The Chair thanked the HT for providing the report, and governors confirmed that that there were no more questions on this and that the new format of the report is helpful.



## **B) Governance element of school evaluation and SDP**

The HT and Chair advised that in regards to the Leadership and Management section of the SDP, it would be good to have feedback from governors on this, in particular regarding what governors think they would need to do in terms of governance improvement and be better at. The Chair suggested that there probably needs to be something in there about training, and also conducting more monitoring visits, and something about filling governor vacancies and succession planning. The HT and governors agreed that these are good items to add in.

### **ACTIONS**

**4.1** Clerk to send the school data pack out again and add to the next FGB meeting agenda under the SDP item

## **5. Health & Safety**

### **A) HT report on safety matters**

The HT confirmed that there were no issues to raise.

### **B) Termly premises inspection**

The Chair confirmed that RF and IB had conducted a premises inspection of the school and that a report of this had been circulated to governors in advance. The Chair advised that nothing significant had arisen from the inspection that required action, but that a few observations had been made, and the HT agreed that they need to further clarify the criteria of what should be looked for during a premises inspection. The Chair suggested that maybe the HT and RF should have a quick chat over this, and the HT agreed. There was a broader discussion around the observations within the report, and the HT confirmed that they will action items 4 and 6 within the report.

### **C) H&S assurance checklist**

The HT confirmed that they had received this from the LA and that the school is compliant with the majority of it, and that there is an action plan from the LA following this. There was a broader discussion around a few points within the checklist. The HT advised that some points in the checklist require staff training which is not currently available from the LA and which is hugely expensive from external providers e.g., staff training for diffusing violence/aggression from pupils.

There was a broader discussion around the item relating to asbestos within the report, and governors concluded that no further action was required.



The HT agreed to share the action plan from the LA relating to this at the next FGB meeting.

Governors confirmed that there no more questions on this.

### **ACTIONS**

**5.1** HT to discuss premises inspection criteria with RF

**5.2** HT to action items 4 and 6 within the premises inspection report

**5.3** HT to share the action plan from the LA relating to the H&S assurance checklist with governors at the next FGB meeting

## **6. Policy reviews**

The Chair thanked the HT for preparing these and circulating them to governors in advance, and advised that the Infectious Disease policy is a new policy, whereas the others are renewals.

### **A) Charging & Remissions policy**

The HT advised that this policy is basically identical to last year's version, and governors confirmed that they had no questions on this.

### **B) Whistleblowing policy**

**Should safeguarding policies be referenced within this? It briefly mentions child protection towards the end, but maybe more clarification is needed regarding potential imminent danger**

The HT advised that this is covered by the safeguarding policy already and that this policy is more about protecting the person who reports it. There was a broader discussion around the wording, and the HT made a small amendment within the policy to reflect this.

Governors confirmed that they had no further questions on this.

### **C) Infectious Disease policy**

**Is there perhaps a conflict within this between the wording of the Covid-19 precautions and the general infection controls? The former advises staff to do as they see fit, and the latter says to take measures to control infection at all times**

There was a broader discussion around this, and the HT agreed that the part relating to Covid at the end of the policy maybe needs additional clarification, in that it relates to what



is deemed as additional protective measures or precautions as per the current Covid guidelines. There was a discussion around the wording and how it can be altered to reflect this, and governors agreed upon slightly amended wording and the HT updated the policy with this.

*The Chair asked governors if they agreed to all three policies.*

*Governors confirmed that they approved of all three policies.*

## **7. Feedback from Governor training/visits**

MN advised that they attended the Diocesan briefing recently and gave a brief run-through of it and highlighted the part about record keeping. The HT confirmed that they were there too and that the part relating to Ofsted was useful, and that it might be good to get someone to come in to the school and speak to staff about what they need to know and do during an inspection.

### **Are there any pupils who are refugees at the school and do they need further support?**

The HT confirmed that there are some pupils within this category, some of which have an official refugee status and some who don't, and there was a broader discussion around this and the support that is currently in place.

TF advised that they are looking forward to the choir performance that will be coming to the school soon, and there was a broader discussion around this.

## **8. Urgent business not on agenda / The Grace**

The Chair advised that in regards to governor appointments and changes, DM has confirmed that they will be stepping down as a governor at the end of this term, and the HT advised that they will put something out in the school to parents advertising for the parent governor vacancy. The Chair also confirmed that there are two foundation governor vacancies, and that they have found one potential foundation governor, and asked if governors can think if they know of any other suitable candidates for this. There was a broader discussion around the criteria for a foundation governor.

The HT agreed to send the staff list for 2022 to governors.

### **ACTIONS**

**8.1** HT to send the staff list for 2022 to governors

St Bartholomew's CE Primary School  
Full Governing Body Meeting  
Wednesday 19 October 2022 at 5.45pm



*The Chair concluded the meeting by saying the Grace.*

The meeting closed at 7:25pm

Signed .....[Signed copy kept in school office]..... Chair of Governors

Date.....12/12/22.....

The next FGB meeting will be on Monday 12<sup>th</sup> December at 5.45pm.