



St Bartholomew's Primary Academy ASEC Meeting Minutes

Date: 18th March 2026

Time: 17.30

Members present

Kathryn Brooke-Dean

Kirsty O'Neill

Dan Oakes

Emma Broom

Jane Curtis

Beth Dixon

Liz Hickling

Initials

KB-D

KO'N

DO

EB

JC

BD

LH

Representing

Chair

Vice Chair

Head Teacher

Parent Governor

Foundation Governor

Staff Governor

Foundation Governor

In Attendance

Ruth Sexton

Fiona Holness

Initials

RS

FH

Representing

Health, Safety

and Wellbeing Consultant

Clerk

Apologies

Rachel Bristow

Richard Holman

Initials

RB

RH

Representing

Deputy Headteacher

Foundation Governor

ACTION SUMMARY

Agenda point	Action number	Action	Owner	By when
1d	4.1	To collate IT issues and challenges for Governors – then circulate them to the Governance Administrator & Oakford.	Clerk	End April
2c	4.2	To investigate ways in which the KS1 Choir could work with the Hymnpact group in bringing music into Collective Worship.	Staff & Ethos Governors	End June
3	4.3	To update Lead Governor list and circulate it to all Governors.	Clerk	Complete
6a	4.4	To resend Foundation Governor advertisement to JC & LH.	Clerk	Complete
6b	4.5	To circulate self-evaluation document.	Chair	Mid-May
7a	4.6	To email School Business Manager re date of next risk register.	Chair	Mid-May



MINUTES

Agenda items

1. Opening

a. Welcome, Introductions & Prayer

The Chair, Kathryn Brooke-Dean, welcomed everyone to the meeting. The meeting was quorate. Emma Broom attended the meeting as a Parent Governor, Richard Holman is now confirmed as a Foundation Governor.
Rev Jane Curtis lead the opening prayer.

b. Apologies

Apologies were received from Richard Holman, Foundation Governor and Rachel Bristow Deputy HT.

c. Declarations of Interest

There were no Declarations of Interest for any items on the agenda.

d. Approval of Minutes & Matters Arising

There were four outstanding actions from previous meetings.

Agenda point	Action number	Action	Owner	By when
8	2.5	Code of Conduct Training, one Governor will return to the system to try and find the link to the training. The Clerk also resent the link. <i>The Governor has now successfully completed the Code of Conduct Training.</i>	All Governors	Completed
3	3.1	HT to follow up with Oakford re Governors being able to upload documents on their personal devices. The Clerk can upload on her personal device. <i>The Clerk will collate responses and share with the Governance Professional and Oakford.</i> <i>Other Governors fed back that they are having issues accessing emails & Eventbrite on their personal devices.</i>	HT	Carried Forward into ASEC #4 Action 4.1
6	3.2	HT to confirm regarding Governor specific Safeguarding training from Wiltshire Council (Right Choice) <i>The HT confirmed that there is Governor specific training offered through DSAT by Devon Education Services at present, this is to be completed by new Governors and then by all Governors every three years. But he feels it is still beneficial for Governors to complete the school-based training sessions. On the DSAT website, collaborate, professional learning, 2025-2026, Eventbrite booking page. This will be emailed as a link at the beginning of the school year.</i>	HT	End of school year.



9	3.3	<p>Ethos Governor to follow up with the Bridge Project re a school chaplain.</p> <p><i>The HT met with the Bridge; they are going through recruitment collaborating with the school.</i></p> <p><i>A Governor enquired if there was a right time of year to introduce a new chaplain. The HT responded that it would be much dependent on the person. Originally Rob was Chaplain for the four schools, but it later became two schools.</i></p>	JC / DO	End April
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2. School Improvement – Standards & Ethos

a. Education Performance

The HT shared key information during the meeting. There are currently 396 pupils on roll. There is a local school which has seen a decline in numbers recently and the HT shared that some parents from that school are requesting tours of St Barts. He is continuing to show families around the school whilst being sensitive to other local schools.

Governor Question:

The Chair requested clarification about the demographics of the school and what percentage of children are Christian and if this is reported.

Answer:

The HT responded that ethnicity is recorded but religion is not reported on although it is possible to collect the data through Arbor. There are some parents who apply to the school because it is a church school, there are others which apply because of the values and ethos of the school. The HT does discuss that it is a church school with parents when he is giving a tour.

A new Teacher has joined in Year 2 and the HT feels she is a real asset to the school already. She is the new lead for R&WV.

St Barts had their Academy Improvement Meeting (AIM) (our second of three this academic year) on 24th February. The HT felt that it was a really positive day. The HT was pleased to receive positive feedback as well as three areas to work on. The first of these is phonics, RWI is currently class based, and the school are exploring other phonics schemes which might be introduced in the future. Secondly, the writing programme will be tweaked to remove some of the complexity which is not in the National Curriculum. Thirdly, there will be a greater focus on oracy in the classroom.

Governor Question:

One Governor sought clarity about the Reading Curriculum which had been praised in some areas but was a focus area in others.

Answer:

The HT clarified that the KS2 the Reading Curriculum had changed from when the Regional Director of Education (RDE) first visited and is now much clearer and embedded. Whereas KS1 still needs some work to establish the best phonics programme going forward.

The discussion moved on to Safeguarding.

The HT confirmed that there is a lockdown alarm which has a different sound from the fire alarm, he feels it would be important to introduce this sound to the children in advance of a lockdown drill taking place.



Governor Question:

One Parent Governor challenged the HT as to whether other DSAT schools have conducted lockdown drills.

Answer:

The HT responded that it is a legal safeguarding requirement so all schools in DSAT would be conducting lockdown drills in due course.

Governor Question:

One Governor sought assurance about settling the children afterwards and how it will be communicated to parents.

Answer:

The HT said that communication is the key, and it's important to check in advance that the school Tannoy system through the phones is audible in all the classrooms so that everyone would know what was going on and when the All Clear had sounded.

It would need to be gently explained to children so that they would understand that it is a drill that will happen from time to time. Currently, there are a few children who are warned in advance before the fire alarm sounds to reduce the chances of them having a traumatic experience.

The communication with parents is really important. The Staff Governor shared that at some schools the parents are informed in advance by email, but after the school day has started so they can't advise their children in advance of the lockdown drill.

A Governor shared that for some families and children it can be traumatising to go through a lockdown drill in school, depending on their previous experiences.

The HT then shared the My Concerns data. This year there have been 164 concerns this year, seventy-three children have just one concern. Fourteen children have more than ten concerns. The reasons behind these concerns are analysed regularly.

The school attendance figures are good, currently at 95.7%. Persistent absentees are 10.6%. The school keep the child on roll at St Barts until we are advised of the new school, which can impact on the figures. There are seven children who affect these figures, causing them to be higher, without them persistent absentees would be at 7.7%.

The HT reported that there has been a decrease in the number of term-time holidays, but the October half term being two weeks at Royal Wootton Bassett Academy (RWBA) does cause some challenge as some parents book holidays across the two weeks.

b. Governance Leadership

The Chair updated the ASEC. The Chair had attended the DSAT AGM remotely and found the information on inclusion useful. The Chair's Forum has been postponed, and they are reviewing time and dates of this.

This is the case with the Clerk's Forum also. There hasn't been a Hub Meeting either, but dates are now in the diary for April and the summer. The Chair also advised she would be meeting with DSAT's Head of Governance at the end of the term. The Clerk's Forum was later held on Thursday 26th March, which the Clerk attended. The new Head of Governance & Governance Administrator are looking at ways of working and timing of meetings going forward.



c. Church School Flourishing and Ethos

The Ethos Committee had conducted a Pupil Voice about Collective Worship which went really well, focusing on the SIAMS questionnaire. The Ethos Governor found the pupils really articulate and confident on visions and values and linking to Bible stories. The other Foundation Governors commented that the children had really endorsed the school values, and how they supported them in their decisions, and how they mattered to them.

There was a lot of knowledge of the Bible stories. The new R&WV lead asked the Ethos Committee: What does spirituality mean to you, this is piece of work which will be individual to this school.

The R&WV lead also posed the questions that whilst RE is on the curriculum as a subject, in a faith school it impacts people slightly differently. So, what does RE do for me and what does RE do to me?

Governor Question:

A Governor challenged the HT about the school values and whether this endorsed the view that they should be left as they are at present.

Answer:

The HT felt that this Pupil Voice endorsed the school's position that the current values are still fit for purpose and that the pupils understand and appreciate them.

The Ethos Committee also updated that Hymnpact is going really well with a weekly singing Collective Worship taking place for the whole school.

The Staff Governor challenged if they are considering how the KS1 choir can work together on this.

Action 4.2: Staff Governor & Ethos Governor work together on Hymnpact & KS1 Choir initiatives.

3. Governor Monitoring – Lead Governors

The list of Link Governors was reviewed and updated with reference to the updated Subject Leader List. The Clerk will update the list and circulate it to all Governors.

Governor Question:

The Chair requested clarity if we continue links to Curriculum Leads.

Answer:

The HT felt that an annual review between the Subject Leads and Lead Governors rather than the previous in-depth detail would be better going forward.

Action 4.3: Clerk to update and circulate Lead Governor list.

4. Compliance

a. Health & Safety Walkabout Report

The Health & Safety Walkabout took place earlier this term. There were some issues raised such as checking that PAT testing had taken place for hirers equipment which was then brought onto the school site. There were a few minor things in classrooms like loose taps and blinds, these will be promptly addressed. There is a need for a lockdown drill as was discussed earlier in the meeting.

Governor Question:

The Staff Governor challenged the suitability of the MUGA (Multi Use Games Area) as a fire evacuation point, especially if there was a fire in the Year 4 classrooms.

Answer:

The HT responded that there are two ways to evacuate the school, through the main entrance or via the MUGA as there is an exit gate.

He felt that assembling on the field would cause a lot of mud, especially during winter fire drills.



There had previously been discussions about having two separate assembly points for KS1 and KS2 but with everyone in one place, communication between key members of staff is easier to facilitate. The new Parent Governor will work with the Health, Safety and Wellbeing Consultant to take this forward.

b. Governance Information

GIAS and the School Website have been updated with all the information relating to the recent changes in Governance.

5. Policies

a. Health & Safety Policy

The Health & Safety Policy is in the process of being adapted to local school requirements.

b. Data Protection Policy

The Data Protection Policy is being adapted to local school requirements.

6. ASEC People and Structure

a. Recruitment & Succession

The new Parent Governor is now in place. We now have a Foundation Governor vacancy. There was some discussion about how best to advertise for a new Foundation Governor, including possibly the RWB Community Magazine.

Action 4.4: Clerk to resend Foundation Governor advert to JC & LH.

b. ASEC Self-Evaluation

The Chair asked each of the Governors about their contribution during the past term.

The Chair has discovered a document from the NGA, which is very in depth. The Chair said it contained some good questions, and she would circulate it to all Governors to assist with their evaluation.

Action 4.5: Chair will circulate a summary of the document.

7. For Information

a. Business Report

The School Business Report had been circulated in advance of the meeting.

Governor Question:

The Chair requested clarity about the date of the next risk register review as it said both April '26 and June '26 on the form.

Answer:

The HT asked the Chair to email the Business Manager to confirm which date is correct.

Action 4.6: Chair to email the Business Manager regarding date of next risk register.

8. Any Other Business

a. IT Access

Governors have completed the crib sheet to identify key IT issues, which the Clerk will share with the DSAT Governance Team and Oakford. **Action 4.1 Clerk to compile the list of IT issues, see above.**

b. Close and date of next meeting

The meeting closed at: 19:43

Date and time of next meeting Wednesday 29th April 2026