

St Bartholomew's Primary Academy, Royal Wootton Bassett. Academy Standards and Ethos Committee (ASEC) Meeting

Date: Thursday 9th December 2021

Time: 15:30

Meeting Reference: 21/22 Meeting 1 Term 2

Minutes

Members present	Initials	Representing
Dan Oakes	DO	Ex-officio - HT
Catherine Hersom (Chair)	CH	Foundation Governor
Angus Brereton	AB	Staff Governor
Rhys Cadogan (Vice Chair)	RC	Parent Governor
Jane Curtis	JC	Foundation Governor
Will Essex	WE	Parent Governor
Hannah Lawrie (Part)	HL	Foundation Governor
Ruth Sexton	RS	Foundation Governor
Fiona Holness (Clerk)	FH	DSAT
Apologies	Initials	Representing
Attending	Initials	Representing
Rachel Bristow	RB	Deputy Head
Absent	Initials	Representing

ACTION SUMMARY

Outstanding Actions from 2020 - 21.

Date of Previous Meeting	Action number	Action	Owner	By when
10.12.20	2.2	Staff Governor to ensure that Staff and Parent Surveys are circulated. <i>Following discussions, we are going to review sending out the questionnaires during 2022</i>	AB	Mid-February
25.03.21	4.5	To have a meeting to discuss staff welfare once the information has been circulated <i>A new Staff Wellness Policy has been included in the 2021 Employment Manual. This group will meet and discuss the new policy.</i>	CH/RS/WE/ RB	Mid-February
20.05.21	5.3	Staff Governor to share a presentation at a future meeting about iPad effectiveness. <i>Staff Governor will present during the Term 3 ASEC meeting.</i>	AB	Mid-February

14.10.21	1.4	Follow up with Subject Leads on Reading and Writing.	CH / RS	Mid-February
14.10.21	1.6	To look into school Accessibility Policy <i>This will be considered by the Standing Committee.</i>	CH & Standing Committee	Mid-February
14.10.21	1.7	To review Insight data <i>This will be considered by the Standing Committee.</i>	CH & Standing Committee	Mid-February
14.10.21	1.9	Ensure all Governor data is up to date on school website. <i>Clerk in discussions with Admin Officer to have everything updated by the New Year.</i>	Clerk	Mid-January
14.10.21	1.1	Send Admission Policy to DSAT	Clerk	Complete
14.10.21	1.2	Governors to be added to distribution list for Bulletins and Policy Updates	Clerk	Complete
14.10.21	1.3	Check Right Choice records are up to date	Clerk	Complete
14.10.21	1.5	To circulate the Term 1 briefing slides	CH	Complete
14.10.21	1.8	Scan and send PAN document to Wiltshire Council	Clerk	Complete

ASEC Actions from 09.12.21

Action number	Action	Owner	By when
2.1	To revisit Governor data	Clerk	Mid-January
2.2	AIP: once signed off by DSAT, upload to website	DO	End January
2.3	To update Accessibility Strategy	Standards Committee / H&S Governor	End January
2.4	Child Protection & Safeguarding Policy to be updated	Clerk	End January
2.5	Communicate a request to all Parents/Carers to wear masks at drop off/pick up	DO	Complete

Agenda Items

1. Opening prayer and apologies	Actions
The Ethos Governor led a prayer and then the Chair welcomed everyone to the meeting.	
2. Declaration of Beneficial Interests	
There were no changes since the last meeting.	
3. Minutes of Previous Meeting (previously circulated) & Matters Arising	
The Minutes of the ASEC meeting held on 14 th October 2021 were approved. See above for details of actions.	

4. Strategic Leadership	
<p>The Chair confirmed that DSAT are ensuring that data is up to date on all websites.</p> <p>The Clerk is confident that everything is up to date, and she has met with the new office manager to ensure everything is in order. But she will revisit all the data to check that it complies with the new requirements.</p> <p>The AIP on the school website is still for 2019/20, and the updated one is in draft form this will be updated soon once it has been signed off by the Regional Education Director.</p> <p>Two of the Governors will look at the Accessibility Strategy and update it where applicable.</p> <p>There are no new policies updates for this meeting but there will be a number of new ones in January 2022.</p>	<p>Action 2.1: To revisit Governor data: Clerk by mid-January.</p> <p>Action 2.2: AIP: once signed off by DSAT, upload to website: DO by end January</p> <p>Action 2.3: To update Accessibility Strategy: Standards Committee / H&S Governor</p>
5. Safeguarding	
<p>The Safeguarding Governor submitted a report in advance of the meeting.</p> <p>She has met with the Early Help Coordinator (EHCo)/Parent Support Advisor (PSA) in school to ensure that everything is in place. There is a detailed document which the Safeguarding Governor and EHCo/PSA can use to update as more information becomes available.</p> <p>The Safeguarding Governor identified that the Child Protection and Safeguarding Policy needed updating in September 2021 so the Clerk and Safeguarding Governor will action this in the New Year</p>	<p>Action 2.4: Policy to be updated: Clerk by end January</p>
6. Ethos	
<p>The Ethos Governor and the Head Teacher (HT) confirmed that Collective Worship has returned to online, but the Vicar has joined remotely.</p> <p>A question is posed to the children during Monday's Collective Worship and then they have time in class on Tuesday afternoon to consider an answer to the question. For example 'How would you colour the world with kindness?'</p> <p>The next Ethos Committee Meeting will be held on Tuesday 11th January 5pm.</p>	

7. Accountability for Educational Improvement (Headteacher's Update)	
<p>As this is the Term 2 meeting the Head Teacher (HT) submitted a summary report in advance of the meeting.</p> <p>In terms of a Covid update, it was life as usual in Term 1 but following a rise in cases we returned to online Collective Worship and still eating in the hall but in class groups to try and avoid too much mixing between classes indoors.</p> <p>Members of Staff needing to isolate for 10 days has put pressure on other members of staff and budgets, but the HT praised all staff in school for pulling together and covering for staff who are isolating.</p> <p>The school Nativity has enabled parents to come into the school for the first time in two years, it felt quite an emotional moment seeing that engagement, when the first group of parents arrived to see their children performing in the Nativity.</p> <p>The Chair said that it was brilliant that we had been able to hold a Nativity with an audience in school when other schools hadn't. The HT said that the idea of having individual photos of each child in front of the Nativity set as a keepsake for parents had worked well.</p> <p>Key Stage 2 will be having a short church service on Monday 13th December, with new guidelines all staff will need to wear masks and all children will sit in their class bubbles.</p> <p>HT has asked that when the SLT are considering the Blue-Sky planning for next year to think about how it would look online as a contingency.</p> <p>Governor Question: Have all of Key Stage 2 children all been together for Collective Worship? The HT confirmed they hadn't been altogether. The Governor pointed out that one other school in Royal Wootton Bassett had cancelled their church service altogether. The Church of England will be issuing new guidance, and it will be mandatory for all adults to wear a mask in a place in worship.</p> <p>Governor Question: Will there be a return to mandatory mask wearing for parents at drop off and collection. The HT wanted to seek the opinions of Governors and it was noted that we can't enforce people to wear masks as they are outdoors at all times.</p> <p>All the Governors were supportive of requesting a return to mask wearing for drop off / collection.</p> <p>The HT has met with EYFS, Year 2 and Year 6 as a Standards Committee the Reading, Writing and SPaG are on track, but the Maths needs more work,</p>	<p>Action 2.5: Communicate a request to all Parents/Carers to wear masks at drop off/pick up: DO by early January</p>

<p>especially in Year 6. The school is looking at the tutoring programme and extending maths lessons. Every single adult in the classes looks like a teacher they are so committed to the teaching and asking questions.</p> <p>The HT is very pleased with the staff, including the two new teachers who started in September.</p> <p>Governor Question: The Chair asked about why the Regional Director of Education has been involved in Pupil Progress Meetings. The HT explained that this has been the case for a number of years, and it's been very useful to hear what other schools are doing and to share best practice.</p> <p>There is a big push to think about the concepts of information from EYFS through to Year 6, for example what you learn about location in Geography all the way through school. This may be discussed in more detail at a future ASEC following further consideration of the concepts and how the children can benefit.</p> <p>EYFS have had a member of staff signed off and it's being covered within school by existing staff. We had a lot of potential parents attend our Open Evening on Wednesday 1st December which is really good. There will be a new outdoor play area for EYFS and building work should commence on 10th January and be completed in approximately three weeks.</p> <p>Due to various circumstances attendance is causing a little bit of concern, the EHCo/PSA has contacted some families, and letters have been sent home. There are various Covid related issues, such as Children having COVID, Parents having COVID with no alternative way to get children to the school, and Parents fear.</p> <p>The HT gave an overview of some specifics causing concerns and referrals made to the LA departments.</p> <p>The staff are an exceptional bunch and it's been a really demanding two terms, the HT feels they are doing an exceptional job in challenging circumstances.</p> <p>Governor Question: How is our attendance compared with other DSAT schools, the HT said we're in the top third, but others are doing better.</p> <p>There has been an increase in the number of families that the EHCo/PSA has needed to contact, with 12 being contacted in the last week. But we have to focus on the positives – onwards and upwards.</p> <p>The HT confirmed that the school website has just been audited.</p>	
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8. Health and Safety, Welfare and Wellbeing	
<p>The Health and Safety, and Welfare Governor gave an update, in advance of the meeting.</p> <p>The Governor thanked the Caretaker and School Business Manager for all the Health and Safety work they are doing in school.</p> <p>The next walkaround will focus on Accessibility.</p> <p>An external Health and Safety audit found fewer items needing fixing than in other schools.</p> <p>Staff Welfare & Wellbeing</p> <p>The staff really pull together and that's evident when the Governor meets staff. There was recently a staff welfare meeting which was led by a member of the SLT. It discussed 'What does Wellbeing look like?' and was very well received with good contributions from staff.</p>	
9. SEND / Disadvantaged and Vulnerable Children	
<p>The SEND Governor met with the SENDCo today and will be submitting a report.</p> <p>The Chair had discussed the Pupil Premium with the SENDCo. There is a list of questions on the DSAT website, and the SENDCo knew all the answers without needing to look them up which the Chair was very impressed with.</p> <p>The Chair praised the SENDCo's commitment and passion, along with the rest of the ELSA Team.</p> <p>There is a challenge around 'fidget toys' and how are they a reward for behaviour or a sought-after item which children want to bring into school as they are seen as toys in a media rather than a sensory aid.</p>	
10. Compliance, Standards and Insight	
The Insight scores have now all gone onto the system. They will be interrogated in the New Year.	See Action 1.7 above
11. Staff and Parent Questionnaires	
<p>The Staff Governor is going to meet with the Chair in the New Year, on Wednesday 12th January 1-3pm.</p> <p>They will discuss what questions have been asked previously and what we should be asking in the future.</p>	See Action 2.2 from the meeting on 10.12.20 above
12. Trust Led Teachers (TLT)	
The Staff Governor gave an update on the Trust Led Teachers (TLT) programme. It started when he and others visited other schools within DSAT to support. From that they built relationships with the other schools.	

<p>TLT are used to help and support across the Trust. They look at novice teachers, and how to add expertise among other areas including seeing best practice in other schools and to assist with teacher planning.</p> <p>It's given him the opportunity to think differently about how he works.</p> <p>Governor Question: How much time does it take? The Staff Governor responded that there are two visits in the first term then online calls and telephone support as a follow up.</p> <p>Governor Question: Is it measurable? The Staff Governor gave the other school some objectives and then he checks in with them as to how things have progressed. Teachers in the other schools have reached out to him off their own back. He has become a 'Go-To Mentor'</p> <p>The Deputy Head Teacher (DHT) has given targeted support for specific individuals and shared best practice.</p> <p>That has included building key areas and key strengths, for example the school science link.</p> <p>Governor Question: How were staff selected to be involved with TLT? The HT said that across the Trust the Regional Directors of Education asks the HT of that school if someone would like to join the programme. The HT knows people in his school and others have been recommended by the Regional Directors of Education.</p> <p>The HT feels that other school's benefit from the TLT and his staff benefit in terms of their personal development.</p>	
13. AOB	
<p>Several Governors wished everyone a Merry Christmas and hoped that staff had a good break.</p> <p>One Governor asked if the Covid notification email would be reopened during the Christmas holidays. The HT thought that would be the case.</p> <p>The Chair reminded the Governors that they have a Governor visit day on 25th January although it will depend on any Covid restrictions after Christmas.</p>	
<i>There being no further business the meeting closed at 17:40</i>	
Dates of future meetings	
Next ASEC Meeting – 10th February 2021 at 18:30	