

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

Date: Thursday 10th February 2022

Time: 18:30

Meeting Reference: 21/22 Meeting 1 Term 3

Minutes

Members present	Initials	Representing
Dan Oakes	DO	Ex-officio - HT
Catherine Hersom (Chair)	CH	Foundation Governor
Rhys Cadogan (Vice Chair)	RC	Parent Governor
Angus Brereton	AB	Staff Governor
Jane Curtis	JC	Foundation Governor
Will Essex	WE	Parent Governor
Hannah Lawrie	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 - 22.

Date of Previous Meeting	Action number	Action	Owner	By when
14.10.21	1.4	Follow up with Subject Leads on Reading and Writing. <i>Due to current situation with staff and pupil sickness this will be reviewed in Term 4.</i>	CH / RS	Mid-April
09.12.21 & 10.02.22	2.4 & 3.1	Child Protection & Safeguarding Policy to be updated – Other School Specific Policies to be reviewed where applicable. Clerk to follow up with Admin Officer <i>Two policies have been signed off and the rest are being progressed through the adaption and sign off process.</i>	Clerk	Mid-March
10.12.20	2.2	Staff Governor to ensure that Staff and Parent Surveys are circulated.	AB	Complete

		<i>The Staff and Parent Surveys are now ready to be sent out just before and just after half term respectively.</i>		
25.03.21	4.5	To have further meetings to discuss staff welfare. <i>A new Staff Wellness Policy has been included in the 2021 Employment Manual. The Standards Committee met on 19th January 2022. Welfare policy reviewed and comments were circulated in advance of the meeting. The strategy is now on the Share Point.</i>	CH/RS/WE/RB	Complete
20.05.21	5.3	Staff Governor to share a presentation at a future meeting about iPad effectiveness. <i>Staff Governor presented during the Term 3 ASEC meeting.</i>	AB	Complete
14.10.21	1.6	To look into school Accessibility Policy <i>This was reviewed by the Standing Committee on 19th January 2022 and will be discussed at termly H&S walkaround.</i>	CH & Standing Committee	Complete
14.10.21	1.7	To review Insight data <i>This was reviewed by the Standing Committee on 19th January 2022.</i>	CH & Standing Committee	Complete
14.10.21	1.9	Ensure all Governor data is up to date on school website.	Clerk	Complete
09.12.21	2.1	To revisit Governor data	Clerk	Complete
09.12.21	2.2	AIP: Uploaded to website.	DO	Complete
09.12.21	2.5	Communicate a request to all Parents/Carers to wear masks at drop off/pick up	DO	Complete

ASEC Actions from 10.02.22

Action number	Action	Owner	By when
3.1	Clerk to discuss progress on policies and ensure that they are updated on the school website. (see action 09.12.21 – 2.4 above)	Clerk	Mid-March
3.2	Share slides on Scaffolding	DO & RB	End February
3.3	SIAMS SEF to be issued	DO	Mid-April
3.4	Ethos Committee to present on SIAMS at Term 6 Ethos Meeting.	Clerk to add to agenda	June
3.5	Wellbeing group to feedback to DSAT on the new Wellness Vision Statement	RS	Mid-March
3.6	Chair and HT to meet with the Standards Committee to discuss latest Insight Data	CH & DO	End March

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	
Parent Governor 2 advised that a family member has been successful in securing a role within St Bartholomew's. A new pecuniary interest form has been completed and filed in the school office.	
3. Minutes of Previous Meeting (<i>previously circulated</i>) & Matters Arising	
The Minutes of the ASEC meeting held on 9 th December 2021 were approved. See above for details of actions.	
4. Strategic Leadership	
<p>The Chair gave an update from the Chair's forum, including a focus on Governor Training. So far this year several Governors have yet to book any training.</p> <p>The Chair reminded everyone that there are three key training providers for Governor Training – Salisbury Diocese, DSAT and Right Choice. DSAT is the primary choice as it's from the perspective of our trust and more tailored.</p> <p>It was noted that two Governors had signed up for several training courses the evening before the meeting and notification sent to the clerk.</p> <p>In addition to training, there is a Governor Log on the SharePoint in the Term 3 folder. This is for Governors to complete when they have any type of interaction with the school.</p> <p>The Head Teacher (HT) asked for an update on the policies on the school website. The Clerk had been through all the policies at the end of Term 2 and is working with the School Admin Officer to ensure they are updated and uploaded to the school website.</p> <p>There are a few examples where the most up to date policy is not on the website but is filed in the school office.</p> <p>Post meeting note: The Clerk spoke to the Admin Officer following the meeting and all policies are in the process of being signed off. Once complete, the documents will be uploaded to the website, ensuring that any duplicate policies stored elsewhere are also updated.</p>	<p>Action 3.1 Clerk to speak to School Admin Officer re policies and ensure they are uploaded – by Mid-March.</p>

5. Accountability for Educational Improvement (Headteacher's Update)	
<p>As this is the Term 3 meeting the Head Teacher (HT) submitted a full report in advance of the meeting.</p> <p>There have been 17 in year admissions – with a few coming from another local Primary School.</p> <p>An admissions appeal will be held on 11th February. The HT will be present. The Chair asked if support from the ASEC was needed, the HT confirmed not at this stage.</p> <p>The capacity for each year was discussed. The HT confirmed the school was at PAN in Year 3 (48) with all Year 3 and 4 classes at 32. Year 5 now has 59 children.</p> <p>The HT confirmed the school has received 53 first choice Primary applications for the Foundation Stage 2022 intake. The schools PAN is 60 for EYFS.</p> <p>The budget is yet to be set for year and a large consideration will be on class structure.</p> <p>It's been a tricky term with Covid, for example one day we had nine members of staff off with Covid, and three attending a compulsory course. The HT feels that it's starting to settle down, and we now have all members of staff back in and only 7-8 children absent with Covid.</p> <p>Question: A Governor asked if, with the Government guidance changes on Covid isolation will we be able to stop children with Covid coming into school.</p> <p>Response: The HT doesn't yet know what the answer will be yet, but the thought is that we will try to keep isolation in place if possible, we are awaiting advice from DSAT.</p> <p>The HT confirmed deep dives have continued although the programme has been disrupted due to illness. The Ethos Governor enquired when the RE Deep dive was scheduled for. The DH confirmed week commencing 9th May.</p> <p>The HT presented information on Scaffolding. The HT felt that there wasn't evidence of scaffolding in children's books, but they found that the WALKTHRUS worked really well to inform the Phase Leaders as to how to make it work in their classes to give support to the children when they need it and then remove it when the children are more confident. The HT will share some slides after the meeting.</p>	<p>Action 3.2 DO / RB. Share slides on Scaffolding – by end February</p>

<p>The HT presented the work the school had been completing on the developing five key curriculum drivers: Aspirational Leaders, Courageous Advocates, Ambitious Communicators, Healthy Ambassadors and Worldly Wise.</p> <p>Question: The Chair asked how they would be measured.</p> <p>Response: The HT said that we want all the children to approach the lessons with a desire to learn, we will see in time that the children are more ambitions and become more worldly wise.</p> <p>Question: A Governor asked how will it actually be rolled out and how much is it a part of what we do already.</p> <p>Response: The HT feels that if it becomes ingrained in the school it will be continued into the future.</p> <p>Question: The Chair asked why did we decide to do this?</p> <p>Response: The HT said there were statements on the website, but they didn't necessarily relate to the day-to-day teaching experience, so the drivers will be more quantifiable.</p> <p>The HT presented information on Concepts.</p> <p>The HT thanked the Pastoral Team for all they do to support the families and several issues haven't needed to be outsourced as they have been successfully handled in school.</p> <p>Question: A Governor asked about the two families with the Education Welfare Officer (EWO) involvement and how long they are involved for?</p> <p>Response: The HT said that the EWO gives more weight, but it can still be a challenge to get children into school and it may need to be taken further.</p> <p>The HT presented the new EYFS play area which looks fantastic and is very popular, however there is an issue with drainage which is being investigated at present.</p>	
<p>6. Ethos</p>	
<p>The Ethos Governor circulated the minutes of the last Ethos Committee meeting in advance of the meeting.</p> <p>Collective Worship has continued online, the Ethos Governor is pleased that there is follow up later in the week from Monday's Collective Worship.</p>	

<p>For example the children are asked to consider something from the content of Monday's Collective Worship, such as how they could spread kindness in the world and then they are given time later in the week to discuss it in class.</p> <p>There is also the Emmanuel Project which is being used to enable the Year 5 and 6 children to broaden their faith.</p> <p>The SIAMS SEF; once the SEF is complete it will be issued by the HT to all Governors, in particular the Foundation Governors who will review it and ensure they are familiar with the content.</p> <p>The Chair asked if the Ethos Committee could present about the SIAMS inspection at the Term 6 ASEC meeting, so that all governors are aware of the process / timescales and what to expect.</p>	<p>Action 3.3 SEF to be issued – DO by mid-April</p> <p>Action 3.4 Ethos Committee to present at Term 6 meeting – Clerk to add to agenda June</p>
7. Safeguarding	
<p>The Safeguarding Governor submitted a report in advance of the meeting. She meets regularly with the Early Help Coordinator to follow up on families who are receiving support.</p> <p>The Safeguarding Audit took place today.</p>	
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>In the latest Health and Safety Termly Walkaround there were a few minor issues which have been resolved.</p> <p>The new Health and Safety Policy written by Workness, has laid out all the responsibilities.</p> <p>However, there were some areas of the policy which the H&S Governor will discuss with the School Business Manager.</p> <p>Staff Welfare & Wellbeing</p> <p>There was no meeting in January due to Staff sickness, the Wellbeing committee hope to meet on 28th February.</p> <p>DSAT have recently published their 'Wellness Vision Statement' and signed up to the DfE Wellness Charter. The Governor felt that the Wellbeing group should have had more opportunity to feed back to DSAT and will ensure that</p>	<p>Action 3.5 Wellbeing group to feedback to DSAT on the new Wellness Vision Statement – RS – by Mid-March</p>

the group still do this, as the leaders need support too and it's important for them not to receive excessive pressure, including out of hours pressure.	
9. SEND / Disadvantaged and Vulnerable Children	
<p>The Disadvantaged and Vulnerable Children Governor submitted a report in advance of the meeting.</p> <p>The SEND Governor is planning to meet with the SENDCo in person next term.</p> <p>The Chair was unable to have a Pupil Premium meeting with the SENDCo, due to staff sickness, they are going to meet early in Term 4.</p>	
10. Compliance, Standards and Insight	
<p>The Standards Committee have met and notes from their meeting have been circulated to the ASEC Share Point.</p> <p>The Chair and the HT will meet with the Standards Committee to discuss the Insight Data in Term 4.</p>	Action 3.6 Chair and HT to meet with the Standards Committee to discuss latest Insight Data – CH & DO – End March
11. Staff and Parent Questionnaires	
<p>The Staff Governor confirmed that the surveys are ready to go with Survey Monkey links, the Parent Survey will be issued at the end of term on Friday 18th February with two weeks to respond.</p> <p>The Staff Survey is going to be sent out early in Term 4.</p>	
12. iPad Effectiveness	
<p>The Staff Governor gave an update on the iPad usage and effectiveness with Year 5 and 6 children. Using Learn by Questions (LBQ) the children can get far more insight into their answers and immediate feedback rather than waiting for their work to be marked.</p> <p>Nessy, is used with children who are dyslexic or struggle with spelling and can be tailored to individual children to focus on learning how to spell particular words rather than the general class spellings.</p> <p>Sentence Starters, children can use hints, tips and key sentences to help them with their writing. Additionally there is a scaffolding app to assist with their work.</p> <p>Children have loved having the opportunity to use the iPads in their daily learning across a range of subjects such as creating digital animated artwork.</p>	

<p>Question: The Chair asked how the school ensures the iPads are currently looked after?</p> <p>Response: All the children have signed an iPad Promise to take care of their devices.</p> <p>Question: The Chair asked what happens when the children leave Year 6</p> <p>Response: At the moment the school buy all the iPads, there is consideration that pupils could purchase their own iPads over a period of years, and then the child would be able to use the iPad at Secondary School, but this isn't what happens at the moment.</p> <p>Currently, when this year's Year 6's leave, their iPads will be wiped of all personal data and given to the new Year 5's in September. The current Year 5's will continue to use their existing school iPad into Year 6.</p>	
13. AOB	
<p>The July ASEC meeting has been changed from Thursday 14th July to Wednesday 13th July as that date is more convenient to have a 9:30am meeting. One Governor is unfortunately unable to attend.</p> <p>There will be an AIM on Wednesday 2nd March with Governors attending the feedback session in the afternoon.</p>	
14. Self-Reflection Moment	
All Governors were invited to take a minute to reflect on what they have given to the school since the last meeting.	
<i>There being no further business the meeting closed at 20:30</i>	
Dates of future meetings	
Next ASEC Meeting – 31st March 2022 at 13:30	