



### St Bartholomew's ASEC Meeting Minutes

Revised Date: 28<sup>th</sup> April 2022

Time: 17:00

Venue: Blended Meeting Held – In School & via Teams

Meeting Reference: 21/22 Meeting 1 Term 4

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

### ACTION SUMMARY

#### ASEC 2021-2 #01 – 14.10.21 Actions

Agenda point	Action number	Action	Owner	By when
	1.4	Follow up with Subject Leads on Reading and Writing. <i>Due to staff and pupil sickness this was deferred and will be followed up in Term 5.</i>	CH / RS	June 2022

#### ASEC 2021-22 #02 – 09.12.21 Actions

Agenda point	Action number	Action	Owner	By when
	2.4	Child Protection & Safeguarding Policy to be updated and signed off.	Clerk	Complete – this was signed off in March 2022.



### ASEC 2021-22 #03 – 10.02.22 Actions

Agenda point	Action number	Action	Owner	By when
	3.1	To review and update the school policies on the website. <i>Prior to the Term 5 meeting the Clerk will check on the website and follow up with the Admin Officer in light of the Ethos Governor's questions on the policies.</i>	Clerk	May 2022
	3.2	Share slides on scaffolding	DO & RB	Complete
	3.3	SIAMS SEF to be issued <i>The summary document will be shared at the appropriate time prior to the SIAMS Inspection.</i>	DO	Complete
	3.4	Ethos Committee to present on SIAMS at Term 6 meeting. <i>Clerk has noted this date and it will be on the Term 6 agenda.</i>	Clerk	Complete
	3.5	Wellbeing group to feed back to DSAT on the new Wellness vision statement	RS	Complete
	3.6	Chair and HT to meet with Standards Committee to discuss Insight Data <i>The meeting took place on 25<sup>th</sup> March</i>	CH & DO	Complete

### MINUTES

Agenda Items	Actions
<b>1. Welcome, Prayer &amp; Apologies</b>	
The Chair welcomed everyone to the meeting and apologised for the meeting being postponed last term. The meeting was quorate. Apologies were received from HL and WE. JC led the opening prayer.	
<b>2. Appointment of ASEC Vice-Chair (1<sup>st</sup> ASEC only)</b>	
N/A	
<b>3. Declaration of Beneficial Interests</b>	
All members present confirmed that there were no declarations of interest to report in relation to this meeting's agenda One of the Foundation Governors has applied for a teaching position within the school.	
<b>4. Minutes &amp; Matters Arising (not covered elsewhere) from the Previous Meeting and Action List Update</b>	
The minutes of the last meeting, ASEC#03 2022 dated 10.02.22, and were <b>approved</b> as a true and accurate record of the meeting.	
The Actions were reviewed, and the Action Lists updated. The following points were noted:	



<p><b>ASEC 2021-22 #01 Actions</b></p> <ul style="list-style-type: none"><li>1.4 – Due to staff and pupil sickness this was deferred and will be followed up in Term 5.</li></ul> <p><b>ASEC 2021-22 #02 Actions</b></p> <ul style="list-style-type: none"><li>All Actions signed off</li></ul> <p><b>ASEC 2021-22 #03 Actions</b></p> <ul style="list-style-type: none"><li>3.1 – Clerk to follow up on the school policies and update the ASEC.</li></ul>	
<b>5. Strategic Leadership</b>	
<p>a. Communication to/from Trust Board and its Committees The Chair drew everyone's attention to the virtual DSAT Ofsted Training Course for Governors on 9<sup>th</sup> July 5-6pm.</p> <p>There is a DSAT Governor Skills Audit, with a new template updated from last year. The Chair and Vice Chair will discuss this, and it was noted that the deadline is 1<sup>st</sup> September.</p> <p>There is a vacancy for the chair to the Thrive Hub Committee, so far there has been one Thrive Hub meeting, chaired by Mark Lacey with three chairs and DSAT in attendance.</p> <p>There is a vacancy for the Head of Governance role.</p> <p>b. DSAT Policies for adoption or adaptation There are no new DSAT policies to be signed off at this meeting.</p> <p>c. Policies for adoption or adaption for academies See notes above in previous minutes ASEC 2021-22 #03 Action 3.1</p> <p>d. AIM Reports and Progress This was covered by the Head Teacher (HT) later in the meeting.</p> <p>e. Other School Improvement Visits and Progress There is a Governor visit planned for 4<sup>th</sup> May.</p> <p>f. Ofsted Self-Evaluation Form update No further update.</p>	<p><b>Action 4.1:</b> Chair and Vice Chair to Discuss and Circulate the Governor's Skills Audit <b>By end June</b></p>
<b>6. Ethos</b>	
<p>a. SIAMs SEF review plus set ASEC#1-6 review schedule for the year This will be circulated as per the minutes above; ASEC 2021-22 #3 Action 3.3</p> <p>b. Link Governor Update re Vision and Values The Ethos Governor circulated reports in advance of the meeting which follow at the end of these minutes. Currently there are separate, focused Ethos meetings which the St Bartholomew's Governors are happy to continue with as they feel it adds value and means that they get to know the school better. The next Ethos meeting will be on 12<sup>th</sup> May 5pm</p> <p>c. Agree next steps for Ethos development This will be discussed at the Ethos meeting on 12<sup>th</sup> May and then presented at the Term 6 ASEC meeting. Community involvement would be wider than just Christian communities.</p>	<p><b>Action 4.2:</b> Follow up on a recently SIAMS</p>



<p>The Deputy Head Teacher (DHT) felt it would be useful for a DSAT school who have recently had a SIAMS inspection to share it with St Barts and the other schools in Thrive Hub.</p>	<p>inspected school. <b>By mid-June</b></p>
<b>7. Accountability for Educational Improvement</b>	
<p>a. Headteacher's Report &amp; Data</p> <p>The Head Teacher (HT) shared the way we are focusing on the AIP, the AIM and bringing it all to life within school.</p> <p>He shared a map for how we shape each learning unit. It starts with 'The Big Question' on the Knowledge Organiser which the children will be able to answer at the end of the term.</p> <p>It starts with Elicitation, the prior knowledge and conceptual understanding that the children have, then the Knowledge Organiser with the questions that the children will be able to answer that lesson or that week.</p> <p>Regular check points are built in to check where the children have got to, and gaps can be identified. This is followed by further lessons. Then following the check points and further lessons The Big Question is brought back and we see if children can answer it.</p> <p>There are several examples of what a good Big Question look like and how elicitation works in practice based on the Knowledge Organiser rather than lots of testing.</p> <p>In lessons, the Teacher will model something (Direct Instruction – I Do), then the concept is practised together (Guided Practice – We Do) moving on to Independent Practice – You Do, finishing with Evaluation and Reflection. This is a Mastery Lesson.</p> <p>The I Do, We Do, You Do will be shared with the children.</p> <p>Some members of staff will be videoing themselves doing a lesson so as a school we can see how it works in practice.</p> <p>Discussion &amp; questions/ challenge</p> <p><b>Governor question:</b></p> <p>The Chair asked about the actions from the recent AIM.</p> <p><b>Response:</b></p> <p>The HT responded the all the AIM actions are being worked on. For example the EYFS Maths Development and the Talk for Writing training day is booked for September.</p> <p>The Staff Governor gave a presentation on the Staff Wellbeing Survey, 33 members of staff out of 50 responded. All staff who responded said they are proud to be a member of staff at St Barts. Overall the responses were very positive but there are a number of actions coming out of it, such as requests for more training (CPD), awareness of Employee Benefits and recognition of TA's covering Teaching roles.</p>	



<p>The Parent Questionnaire responses will be analysed and presented at the Term 6 ASEC meeting.</p> <p>We are currently recruiting for a new Admin Officer and have received some applications. We are also recruiting for a Teaching Post, with 5 people having a tour around the school and a couple of applications have been received already.</p> <p>Discussion &amp; questions/ challenge</p> <p><b>Governor question:</b> A Governor asked a question about the racist incident in Term 4.</p> <p><b>Response:</b> The HT responded that a child was singing a song that they had discovered on Tic Toc using a word that they didn't know the meaning the of, but it had caused distress. Following this incident a letter was sent to parents outlining some guidance and caution around using Tic Toc.</p> <p>b. AIP 2021-22 This is being addressed in a number of ways including those detailed above.</p> <p>c. Progress on Pupil Premium and Sports Premium strategies The Sports Premium Governor confirmed that some information had been received with timelines and he will look into it in more detail.</p> <p>d. Reports from designated governors – Health &amp; Safety, Safeguarding, SEND, Disadvantaged &amp; Vulnerable The Safeguarding Governor submitted a report in advance of the meeting, the Pupil Voice has been really well received and she felt that it was a really good session.</p> <p>The Health &amp; Safety Governor submitted a report in advance of the meeting, she is in the process of arranging the next walkaround probably for mid-June.</p> <p>The SEND Governor has not been able to meet with the SENDCo, the Chair submitted a report in advance containing details of SEND and Pupil Premium (Disadvantaged Children) and has met with the SENDCo.</p> <p>We are exploring possibilities for a new Foundation Governor; the Chair is following up with one person and the HT offered to speak to the St Barts church congregation.</p>	<p><b>Action 4.3:</b> Clerk, add the Parent Questionnaire item to the Term 6 Agenda. <b>By early June</b></p> <p><b>Action 4.4:</b> The Sports Premium Governor to follow up on the detail. <b>By early June</b></p> <p><b>Action 4.5:</b> To arrange the next H&amp;S Walkaround <b>By early June</b></p> <p><b>Action 4.6:</b> To follow up with the potential candidate and approach others who may be interested. <b>By June</b></p>
<p><b>8. Governance &amp; Compliance</b></p>	
<p>a. Agree Timetable for Governor Monitoring Activity linked to AIP The Governors are visiting the school on Wednesday 4<sup>th</sup> May at 1:30pm and again in Term 6.</p> <p>b. Stakeholder Engagement &amp; Communication Plan This will be dealt with separately at a subsequent meeting.</p>	<p><b>Action 4.7:</b> Governors to monitor the school activity. <b>04.05.22</b></p>



<b>9. People, Structures and Evaluation</b>	
<p>a. Recruitment and Succession Planning: Skills Audit Discussion The Governors Skills Audit will be circulated and completed by Governors during the coming by the end of June.</p> <p>b. Welfare &amp; Wellness Strategy The Wellbeing Governor submitted a report in advance of the meeting which follows the minutes below. The Wellness Group will meet in May.</p> <p>c. COVID Risk Assessment Update Parents have been really supportive about keeping children at home when they have Covid. A lot of the children are being vaccinated.</p> <p>d. Governor Training &amp; Shared Learning There are lots of training courses available from a number of providers and the Chair reminded Governors to look at available training and to ensure that the training matrix spreadsheet is up to date when training is booked and completed.</p> <p>e. To Self-Evaluate the Impact of Governance Evident from this Meeting</p>	See Action 3.1 above
<b>9. Any Other Business</b>	
To note the Finance Report – for information only There were no other items of AOB.	
<b>10. Close and date of next meeting</b>	
The meeting closed at 19:10 Date of the next meeting: 19 <sup>th</sup> May 16:30	

#### Actions from Term 4 Meeting 31.03.22

Agenda point	Action number	Action	Owner	By when
5a	4.1	Chair and Vice Chair to Discuss and Circulate the Governor's Skills Audit	CH & RC	End June
6c	4.2	Follow up on a recently SIAMS inspected school.	DO	Mid-June
7a	4.3	Clerk, add Parent Questionnaire item to the Term 6 Agenda	FH	Early June
7c	4.4	The Sports Premium Governor to follow up on the detail.	RC	Early June
7d	4.5	To arrange the next H&S Walkaround.	RS	Early June
7d	4.6	To follow up with the potential candidate.	CH	June
8a	4.7	Governors to monitor the school activity.	All	4 <sup>th</sup> May



**Reports submitted by Link Governor in advance of the meeting:**

<b>Collective Worship</b>  ASEC Member: Jane Curtis	Date of Report: 28 <sup>th</sup> February 2022
Focus of Visit (in person or virtual) / Activity e.g., linked to Academy Improvement Plan / Subject Action Plan:  (To be agreed in advance with staff)  Joined in with the first Collective Worship of the new term – also the first with the whole school together in the hall for a while – good news!	
Activity / Format / With whom:  Mr Oakes led a Collective Worship on the term's value of Trust – drawing upon examples of trust seen in the recent Beijing Olympic Games; seeing an example of trust in the story from the Gospels when Jesus calms a storm and invites Peter to join him out on the water. Some reflection too on the conflict in Ukraine – and suggestion that pupils may want to discuss this with their classroom teachers. Consideration too of what a trustworthy friend might look like.  PowerPoint presentation: questions asked during the Collective Worship and posed for the week.	
Questions Mr Oakes and I were asking ourselves: <ul style="list-style-type: none"><li>• Would everyone remember how to behave in Collective Worship?</li><li>• How confident would everyone feel taking part?</li></ul>	
Outcomes: Everyone, pupils and staff alike, appeared appreciative of being together once again – and entered into the Collective Worship space/time appropriately. Attentive and ready to answer questions.  Really effective slides, videos and storytelling helped land the value of trust – and good questions too to take back into the classroom for further pondering...  Not ignoring the elephant in the room – conflict in Ukraine –	
Actions to be taken.  As we all get back into this, involving the pupils more in Collective Worship – whether lighting the candle, leading the prayers, assisting with the storytelling or example-giving – would be good to aim at.	
Further comments: Thank you!	



<b>Health &amp; Safety</b>		Date of Report: 28 March 2022
ASEC Member: Ruth Sexton (RS) Vikki Hamer (VH)		
<b>Focus of Visit Activity:</b>  Update on items from last walkabout.  To look at and discuss the new H & S Policy.  Confirmation of expected works.		
<b>Activity:</b> <ul style="list-style-type: none"><li>• Discussion about items raised at the H &amp; S walkabout.</li><li>• General discussion around the new Health &amp; Safety policy.</li><li>• Confirmation of 5 yearly Fixed wiring check, in the older part of the premises and annual portable appliance testing.</li><li>• E- mail update about EYFS playground equipment on 28 March 2022.</li></ul>		
<b>Key questions to seek answers to:</b> <ul style="list-style-type: none"><li>• Check these are being addressed.</li><li>• Some points of clarification required on certain points contained in the new policy, mainly.</li><li>• Site meeting outcome with regard to the pooling of water around the new EYFS playground equipment.</li></ul>		
<b>Outcomes:</b> <ul style="list-style-type: none"><li>• Most issues from last H &amp; S have been addressed.</li><li>• VH advised an electronic system for H &amp; S is up and running across DSAT.</li><li>• A short meeting following H &amp; S walkabouts will take place following an agenda included in the new H &amp; S policy. Date to be set for the next walk about to be arranged.</li><li>• Queries over some points in the H&amp; S policy emailed to Work nest. These are mainly about the H &amp;S plan and the annual report on safety performance. A response was forthcoming, but VH forwarded to Mark Lacey for comments. Mark's responses have been received.</li><li>• Contractors have undertaken PAT and 5 yearly fixed wiring checks.</li><li>• Site meeting held and the EYFS grass was compared with the existing trim trail installation and the amount of water the product holds was comparable. Dan was happy with the explanation, and it is to be managed and monitored.</li></ul>		
<b>Actions to be taken:</b> <ul style="list-style-type: none"><li>• Arrange a walkabout in term 5, to include outdoor areas.</li></ul>	<b>By whom:</b>  RS/VH	<b>By when:</b>  Late May.
<b>Further comments:</b> As always, a huge thank you to VH and MG for their positive approach to all H & S matters.		





<b>Religious Education</b>  ASEC Members: Ruth Sexton and Jane Curtis	Date of Report: 15 <sup>th</sup> March 2022
Focus of Visit (in person or virtual) / Activity e.g., linked to Academy Improvement Plan / Subject Action Plan:  (To be agreed in advance with staff)  Religious Education	
Activity / Format / With whom:  Met with Kirsty Nally and Rachel Bristow to find out a bit more about the Emmanuel Project being trialled with years 5 and 6.  <i>(The Emmanuel Project was developed in Suffolk and grew out of the work of an RE Adviser involved in planning 'Understanding Christianity'. It unpacks key theological concepts in different world faiths, viewing their scriptures, practices and lifestyles systematically through these.)</i>	
Questions asked: <ul style="list-style-type: none"><li>• Why the trial?</li><li>• How was it being received by – the pupils and teachers?</li><li>• What are the plans for introducing it to the whole school?</li><li>• How much extra work did introducing a new curriculum incur?</li></ul>	
Outcomes: We found out about this scheme of work/curriculum. It compliments <i>Understanding Christianity</i> in shape, style and delivery more closely than the <i>Discovery</i> scheme of work does and is currently used at other DSAT schools. Is being received with enthusiasm by all. Kirsty's lesson plans are being shared with other phase teachers.	
Actions to be taken.  The thinking is that both <i>Understanding Christianity</i> and the Emmanuel Project will be mapped to cover all religions delivered across the whole school in due course.  Could we look to supplement this with visits to places of worship and/or visits from other faith leaders and practitioners?	
Further comments: Sounds exciting!	



<b>Safeguarding Pupil Voice</b>  ASEC Member: Jane Curtis	Date of Report: 10 <sup>th</sup> March 2022
Focus of Visit (in person or virtual) / Activity e.g., linked to Academy Improvement Plan / Subject Action Plan:  (To be agreed in advance with staff)  To hear from a cross-section of pupils about their knowledge and understanding of how they can keep themselves safe in school.	
Activity / Format / With whom:  Joined Lorraine Diston (EHCO/PSA and DDSL) in a Pupil Voice with pupils from years 1,2 & 4 (1 <sup>st</sup> group) and years 5 & 6 (2 <sup>nd</sup> group)	
Questions asked: <ul style="list-style-type: none"><li>• Do you feel safe in school?</li><li>• If you had worries, who would you chat too?</li><li>• What do we mean when we, “keep yourself safe”?</li><li>• What have you learnt in school, about keeping your safe?</li><li>• If you saw someone in school you didn’t know and you were worried about it, who would you talk too?</li></ul>	
Outcomes: Each group of pupils seemed confident about who they would talk to if worried; spoke about trusted adults and the importance of friends; and spoke about feeling safe in school.  The younger year groups have a book/box into which they can pop their names if they are worried about something – and their teachers pick these up and talk with the pupils concerned.  The older year groups appreciate talking about bullying as part of PSHE, recognise the routes in and out of school at the beginning and end of the day, and know the colours of the different lanyards, and what they signify.	
Actions to be taken.  With Lorraine’s assistance I hope to talk next with a cross-section of staff members to ascertain their views on safeguarding - an opportunity to discuss their safeguarding responsibilities, celebrate successes and be supported with any concerns they may have.	
Further comments: What confident and eloquent pupils we have!	



<b>Wellbeing Report</b>		Date of Report: 28 March 2022
ASEC Member:  Ruth Sexton (RS)		
Focus of Visit (in person or virtual) / Activity e.g., Subject Action Plan:  Update on Sarah's Macaulay's (SM) course and current staff wellbeing. <ul style="list-style-type: none"><li>• Staff Wellbeing Group meeting in person on 7 March 2022. Planned February meeting did not take place.</li><li>• Telephone discussion between SM/RS on Monday 28 March 2022.</li></ul>		
Key questions to seek answers to: <ul style="list-style-type: none"><li>• How is everyone?</li><li>• Progress on statement of intent.</li><li>• Ideas to support ongoing wellbeing.</li><li>• DSAT Wellness group update/Wellness Strategy.</li></ul>		
Outcomes: <ul style="list-style-type: none"><li>• At the face-to-face meeting of the group in school, it was expressed that staff really do support each other and that they are perhaps more attuned to each other's stress/emotions. In today's conversation between SM/RS, it was highlighted that with Covid cases on the rise again workload and people's wellbeing are being affected.</li><li>• SM has submitted her slightly revised statement of intent and is due to meet and discuss this with her course tutor on 29 March. If the tutor is satisfied with the work, SM will pass to DO.</li><li>• Staff and pupils Rainbow Room activities will feed into the schools wellness policy.</li><li>• Several ideas were discussed about ideas to support staff wellbeing, including:  Restarting of Yoga class after school maybe once or twice a term, courtesy of Carolyn Marchment. Dates TBA.  A Wellbeing board to be placed in the staff room. DO has agreed to this.  Staff social events to be arranged.</li></ul> <p>The first event will be a leaving do for Nicola Hall. DO also asked lots of members of staff about taking part in the Where's Wally walk but the majority of staff were busy.</p> <ul style="list-style-type: none"><li>• Date for the next DSAT Wellness Group meeting awaited. SM to enquire out of interest why the strategy it has formulated is called a Wellness Strategy rather than a Wellbeing Strategy. Also, to enquire about any additional plans it may be considering to include in a sub strategy for protecting leader wellbeing and mental health.</li></ul>		
Actions to be taken:	By whom:	By when:



Encourage time for Wellbeing Group meeting  Next meeting 9 May 2022	SM/RS  SM	
Further comments: What a team and so well supported by the SLT. Thank you and enjoy a happy and healthy Easter!		