



### St Bartholomew's ASEC Meeting Minutes

Date: 19<sup>th</sup> May 2022

Time: 16:30

Venue: Blended Meeting Held – In School & via Teams

Meeting Reference: 21/22 Meeting 1 Term 5

Members present	Initials	Representing
Dan Oakes	DO	Headteacher
Catherine Hersom	CH	Foundation Appointed (Chair)
Jane Curtis	JC	Foundation Appointed
Angus Brereton	AB	Staff Governor
Will Essex	WE	Parent Representative
Apologies	Initials	Representing
Hannah Lawrie	HL	Foundation Appointed
Ruth Sexton	RS	Foundation Appointed
Rhys Cadogan	RC	Parent Representative (Vice Chair)
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 6.</i> <i>The Chair has had initial discussion with the English Subject Lead, and it will be followed up in Term 6.</i>	CH / RS	Mid-July 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>The Clerk has spoken with the Admin Officer, all of the policies have been reviewed, the Admin Officer is making final amendments prior to uploading them to the school website.</i>	Clerk	June 2022



#### ASEC 2021-22 #04 – 28.04.22 Actions

Agenda point	Action number	Action	Owner	By when
5a	4.1	Chair and Vice Chair to Discuss and Circulate the Governor's Skills Audit. <i>They have been received by the Governors. The deadline to submit them 1<sup>st</sup> September but Governors will complete them prior to this date.</i>	CH & RC	Mid-July
6c	4.2	Follow up on a recently SIAMS inspected school. <i>The Head Teacher board meeting has been moved to 14<sup>th</sup> June; the Head Teacher will ask other Head Teachers at this meeting and follow up with a meeting including Governors.</i>	DO	Mid-June
7a	4.3	Clerk, add Parent Questionnaire item to the Term 6 Agenda. <i>It is possible that there will be a Trust level questionnaire in Term 6. A working group was set up in the meeting to be held on 9<sup>th</sup> June to discuss the responses and actions following the St Barts Parent questionnaire completed in Term 3/4</i>	FH	Complete This will be on the Term 6 Agenda for the Working Group to give feedback.
7c	4.4	The Sports Premium Governor to follow up on the detail. <i>Update in Term 6</i>	RC	Mid-July
7d	4.5	To arrange the next H&S Walkaround. <i>Arranged for 14<sup>th</sup> June</i>	RS	Complete
7d	4.6	To follow up with potential Foundation Governor candidate. <i>The Chair hasn't had a response from the potential Foundation Governor candidate.</i>	CH	Complete
8a	4.7	Governors to monitor the school activity on 4 <sup>th</sup> May.	All	Complete

#### MINUTES

Agenda Items	Actions
<b>1. Welcome, Prayer &amp; Apologies</b>	
The Chair welcomed everyone to the meeting. The meeting was quorate. Apologies were received from HL, RS and RC 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.	
<b>4. Minutes &amp; Matters Arising (not covered elsewhere) from the Previous Meeting and Action List Update</b>	
<p>The minutes of the last meeting, ASEC#04 2022 dated 28.04.22, and were <b>approved</b> as a true and accurate record of the meeting.</p> <p>The Actions were reviewed, and the Action Lists updated. The following points were noted:</p> <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, initial meetings have taken place and it will be followed up in Term 6.</li> </ul> <p><b>ASEC 2021-22 #03 Actions</b></p> <ul style="list-style-type: none"> <li>3.1 – Clerk is working with the Admin Officer to finalise the policies and upload them to the website.</li> </ul> <p><b>ASEC 2021-22 #04 Actions</b></p> <ul style="list-style-type: none"> <li>4.1 – Governor's skills matrix to be completed during the summer.</li> <li>4.2 – Head Teacher to follow up with other HT's of recently SIAMS inspected schools.</li> <li>4.3 – Complete</li> <li>4.4 – Sports Premium Governor will give an update at the Term 6 meeting.</li> <li>4.5 – Complete</li> <li>4.6 – Complete</li> </ul> <p>In addition the Chair requested that we look at the dates for all ASEC meetings once they confirmed for next year and then plan in local Governor 1-2-1 meetings, Ethos Committee and other committee meetings, Governor Monitoring visits etc. The Head Teacher (HT) thought this was a good idea and suggested that the Chair plan dates once the calendar of meetings from DSAT had been announced for the next academic year. This way any conflicts would be raised early.</p> <p>A Working Party was established to discuss the St Barts Parent Questionnaire carried out in Term3/4 this group will be meeting on Thursday 9<sup>th</sup> June at 11:30am. Feedback will then be given at the Term 6 ASEC meeting.</p> <p>There is Ofsted Governor Training at 5pm on this day which Governors should sign up for via Eventbrite.</p>	<p><b>Action 5.1:</b> Chair to plan in local meeting dates for next academic year once DSAT meetings confirmed. <b>By Mid-July</b></p> <p><b>Action 5.2:</b> Working Party to discuss St Barts Parent Questionnaire. <b>9<sup>th</sup> June</b></p> <p><b>Action 5.3:</b> Governors to sign up for Ofsted training. <b>By 1<sup>st</sup> June</b></p>
<b>5. Strategic Leadership</b>	
<p>a. Communication to/from Trust Board and its Committees</p> <p>The Chair had attended the Chairs Forum and updated the Governors.</p>	



<p>There is the new Weymouth Bay Hub with four schools. There is a focus on the truancy register following the release of the White papers, although DSAT are to direct on next steps and where the data is held.</p> <p>There is a plan to increase the parent's visibility of their child's progress at school. The Head Teacher (HT) felt that the use of Showbie, where parents can ask questions to the teacher about their child's homework and face to face Parent Consultations, have improved this visibility.</p> <p>One of the DSAT schools has introduced a working party from EYFS of 21 things that the children wanted to achieve by the end of Year 6. The most popular suggestion was to be able to climb a tree. The ASEC and HT discussed this being a nice idea and whether we could trial similar with the new intake 22/23. The HT likened this process to the 'Learning in Depth Programme', with the idea of having depth in a particular area, rather than just focusing on the breadth of the curriculum.</p> <p>The Chair reported that there is disappointment about the lack of people attending training and CPD across DSAT.</p> <p>There is a vacancy for the Head of Governance role and DSAT are still looking for Hub Chairs. The current Head of Governance will be writing to all Governors shortly to ask for any interest.</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 was a Governor visit on 4<sup>th</sup> May. The Chair wanted to thank everyone for being very kind and welcoming and recognised the amount of work that the St Barts team had put in especially this term, with the trip to the Bristol Hippodrome, Young Voices and SATS for Years 6 and 2. It was clear to see the teaching method presented at Term 4 meeting in the PHSE lesson observed in the Year 3/4 classes.</p>	
<b>6. Ethos</b>	
<p>a. SIAMs Self-Evaluation Form This will be circulated at the appropriate time. Strand three is currently being worked on which is Character Development, Hope, Aspiration and Courageous Advocacy.</p> <p>b. Deeply Christian ethos, visions and values – Foundation Governor monitoring The Ethos Governor circulated reports in advance of the meeting which follow at the end of these minutes.</p>	



<p>They are looking at evaluating Collective Worship, what it could look like in the future and what does it mean to the children. It's about everything in God's world going beyond a Bible story and a prayer.</p> <p>There will be Feedback forms used next term.</p> <p>The Ethos Governors will also be looking at RE in school with a returning member of staff who is the lead for RE in school.</p> <p>c. Agree next steps for Ethos development – Governor/Community involvement There was an Ethos meeting on 12<sup>th</sup> May. Community involvement would be wider than just Christian communities. At the recent Governor walkaround it was noticed that some of the classrooms don't have crosses. The Ethos Governor will follow up on crosses for all classrooms.</p> <p>d. SDBE Governor training events – please book directly with SDBE. There are several Foundation Governor courses, including ones which are for new Foundation Governors. The Ethos Governor asked if Governors on their second term still needed to complete the introductory course.</p>	<p><b>Action 5.4:</b> Follow up on Classroom crosses. JC <b>By End June</b></p> <p><b>Action 5.5:</b> Check if there are repeat Foundation Governor courses. FH <b>By End June</b></p>
<b>7. Accountability for Educational Improvement</b>	
<p>a. Headteacher's Report &amp; Data – Progress on milestone 2 and milestone 3 2021-22 Academy Improvement Plan (AIP) 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>Initially he shared the context information, there have been 26 in year admissions this year. Next year 54 children will be leaving Year 6 and 50 will be coming into EYFS.</p> <p>One member of the SLT will continue to be the Maths specialist next year and the Deputy Head Teacher will continue with the ECT training. We have successfully recruited a new Year 6 Teacher, there were 10 applicants.</p> <p>We are currently looking to expand the school to 13 classes, recruiting for a 0.6 job share Teacher.</p> <p>The PAN for EYFS, Year 1 and Year 2 is 60, for Years 3 and 4 it is 50 and for Years 5 and 6 is 48.</p> <p>Year 6 SATS were held last week, 50 children sat the SATS. Three children did not sit them. A Governor asked why these 3 children did not take them and who made this decision. The Staff Governor confirmed it was the schools decision and the reasoning was that the children are working below the required level, and it would cause them undue stress.</p> <p>The HT reminded the meeting about the new structure of the lessons which he had shared in the Term 4 ASEC meeting. It centres around the Knowledge Organisers, and</p>	



the Big Question. The Staff Governor felt that it's given a lot more focus to the teaching this term and it will be used again in Term 6.

Following Covid the school has investigated tutoring for certain pupils; outsourced providers couldn't meet our needs, so we are holding 10 weekly Tutoring sessions with individual children which is going really well.

Moving Forwards, Making a Difference, is a document looking at how to continue the additional support for the lost education due to Covid.

The Staff Wellbeing board is now up in the staff room making it more visible for all members of staff.

We are continuing to support the children and families that need it, especially when children are repeatedly late for school and the school has put in place initiatives for a staggered start which is being well received, although in its infancy, it seems to be increasing their attendance.

In terms of attainment data, the Pupil Premium children are falling behind some of the other children, so there is a focus on pre-teach, re-teach and tutoring available to these children.

There is an issue where children are lacking confidence post Covid, and this can affect them in tests and assessments and when retaining information during lessons.

Discussion & questions/ challenge

**Governor question:**

The Chair asked where are we targeting in terms of pupil's attainment.

**Response:**

The DHT responded it would need to be done on a child-by-child basis, and children can react differently in a test situation.

There is also the consideration of how learning was delivered during the lockdowns.

Discussion & questions/ challenge

**Governor question:**

A Governor asked a question about the very large group of children working just below target and felt that should be the area to be targeted.

**Response:**

The HT felt that was a valid point, but it was important to support all children as much as possible.

b. Review impact of Pupil Premium and Sports Premium

As noted above, when reviewing the Pupil Attainment Data it was noted that Pupil Premium children are falling behind some of their peers, so there is a focus on ensuring they have the additional support they need.

c. Outcome of Tests and Teacher Assessment, and comparison to the Autumn Term

The HT shared Attainment Data, please see comments above.



<p>d. Analysis of data regarding Welfare, Safety, Attendance, Behaviour, Attitudes of Pupils and Staff Wellbeing This was covered in the main body of the Head Teacher's report.</p> <p>e. Review of OFSTED SEF including school's current self-evaluation judgement &amp; curriculum development There are no further updates at this time.</p>	
<b>8. Governance &amp; Compliance</b>	
<p>a. AIP, Link &amp; Designated Governor Reports and Visits – Health and Safety, Safeguarding, SEND, Disadvantaged &amp; Vulnerable The Safeguarding Governor submitted a report in advance of the meeting, she is going to have a session with staff on Safeguarding on Wednesday 25<sup>th</sup> May, so that she can answer any questions they may have.</p> <p>The Health &amp; Safety Governor submitted a report in advance of the meeting, confirming that the next Health and Safety walkaround has been arranged for Tuesday 14<sup>th</sup> June.</p> <p>The SEND Governor had not been able to meet with the SENDCo, but she submitted an update in advance of the meeting.</p> <p>The Chair has met with the SENDCo. Five years ago there were 68 SEND pupils and now there are 109 SEND children, keeping the focus on the children means that there are times when there is a backlog of admin.</p> <p>The Chair asked about support for the SENDCo especially as there are no other members of staff with SEND qualifications.</p> <p>There are some elements of the role which others could pick up, but this wouldn't be possible with other parts of the role.</p> <p>One third of the children currently at St Barts have some level of SEND needs. It was noted that the ASEC Governors need to give more time to support this area of the school, as due to various commitments the SEND Governor and SENDCo lead have not met in person since prior to Christmas 2021. The Chair confirmed this is another reason for the planned diary of dates and during Term 6 the One to One's with all Governors will occur to check their commitments to ensure that the school is fully supported.</p> <p>b. Update Covid guidance and case management There have been 20 Confirmed cases of pupils with Covid in the last term, numbers are much lower now. One staff member has tested positive this term.</p> <p>c. Update on Health and Safety Audits This will happen in Term 6</p> <p>d. Update on Safeguarding Audits</p>	<p><b>Action 5.6</b> Safeguarding Governor to feedback on staff sessions. <b>By mid-July</b></p> <p><b>Action 5.7</b> Chair to hold One to Ones with all ASEC Governors. <b>By mid-July</b></p>



<p>No updates</p> <p>e. Update on Website Compliance The Foundation Governor advert will be put on ASEC section of the website, see action 5.8 below.</p> <p>f. DSAT Stakeholder Engagement Strategy – Any Academy updates to note No update.</p>	
<b>9. People, Structures and Evaluation</b>	
<p>a. Governor feedback on training and shared learning. Governors to log all training attended. The Chair reminded everyone to sign up for training and log it with the Clerk or ideally, directly into the Training Spreadsheet on the Share Point themselves.</p> <p>b. Update on Governor recruitment and succession planning The Foundation Governor advert will be put on the website and circulated, see action 5.8 Below.</p> <p>c. To Self-Evaluate the Impact of Governance Evident from this Meeting As seen through minutes by way of questioning. Focus notes on the visibility of pupil attendance and the escalation process. Governors to attend a working group to understand the parents' opinions following the recent questionnaire. SIAMS understanding session for Governors to be set up.</p>	
<b>9. Any Other Business</b>	
<p>To note the Finance Report – for information only</p> <p>The Chair will follow up on a recruitment drive for new Governors and consider the content around our current Governor advertisement and the timing for it to be posted.</p>	<p><b>Action 5.8:</b> Governor recruitment drive. CH <b>By Mid-July</b></p>
<b>10. Close and date of next meeting</b>	
<p>The meeting closed at 18:52 Date of the next meeting: 13<sup>th</sup> July 9:30am</p>	





### Actions from Term 5 Meeting 19.05.22

Agenda point	Action number	Action	Owner	By when
4	5.1	Chair to plan in local meeting dates for next academic year once DSAT meetings confirmed.	CH	Mid-July
4	5.2	Working Party to discuss St Barts Parent Questionnaire.	Working Party	9 <sup>th</sup> June
4	5.3	Governors to sign up for Ofsted Governor Course.	All	Complete
6c	5.4	Follow up on Classroom Crosses	JC	End June
6d	5.5	Check if there are repeat Foundation Governor courses <i>Response received from Salisbury Diocese on 6.6.22. There are only "from scratch" courses this academic year. There should be some refresher courses in 2022/23.</i>	FH	Complete
8a	5.6	Safeguarding Governor to feedback on staff sessions held on 25 <sup>th</sup> May.	JC	Mid-July
8a	5.7	Chair to hold One to Ones with all ASEC Governors.	CH	Mid-July
9	5.8	Governor Recruitment Drive.	CH	Mid-July



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

### **Minutes of Ethos Committee meeting – 12<sup>th</sup> May 2022**

**Present:** Jane Curtis, Dan Oakes and Rachel Bristow

**Apologies:** Hannah Lawrie, Catherine Hersom and Ruth Sexton

1. **Opening Prayer** – most especially for those undertaking SATs and those supporting them
2. **Minutes of last meeting** held on 11<sup>th</sup> January 2022, previously circulated.
3. **Impact of Collective Worship:**  
Following some work on useful questions at previous meetings, DO collated and presented, and the committee agreed, a final *pro forma* for gathering pupil thoughts and reflections on Collective Worship. This will also help us evidence the effect of Collective Worship for SIAMS, etc. JC will liaise with Charlotte Shiles about a date for coming in and giving the pro forma a go!
4. **Collective Worship:**  
DO has invested in a new scheme called *Simply Collective Worship*. This provides a comprehensive 4-year cycle of assemblies and thoughts for the day, meaning plenty of material which is straightforward for colleagues to pick up and run with, and develops a theme/idea over a week. It doesn't have to be followed in a particular order (although it can be) but does cover many values which can be explored discreetly. In addition, there will be time worked into the week for class reflection.  
  
Current pattern of Collective Worship:  
Monday - whole school assembly lead by a Big Question  
Tuesday – separate EYFS/KS1 and KS2 collective worship – follow up from Monday  
Wednesday - singing assembly  
Thursday – OTB  
Friday – Celebration Assembly – Golden Book  
  
Charlotte Shiles (RE/Collective Worship lead) will meet JC on Monday 16<sup>th</sup> May to consider the resources more deeply.
5. **SIAMS preparation:**  
DO has made progress on Strand 3: Character Development.
6. **Actions:**
  - JC to meet CS on Monday 16<sup>th</sup> May to discuss new Collective Worship scheme and implementation
  - JC to attend an on-line DSAT course on 11<sup>th</sup> May: How to be an effective and supportive Link Governor for RE – following which she will make a date with CS to look at RE curriculum, etc.
  - Set a date for a pre-SIAMS discussion for all governors, or perhaps this could be incorporated into an ASEC meeting? DO will also explore the possibility of a visit by a HT whose school has recently experienced a SIAMS inspection.
7. **Date of next meeting:** Tuesday 27<sup>th</sup> September at 5pm, in school.



ASEC Member: Ruth Sexton (RS)		Date of Report: 17 May 2022
Focus of Visit Activity:  There has not been a meeting this term.		
Activity:  A Health & Safety walk about has been arranged for Term 6, on Tuesday 14 <sup>th</sup> June 2022. This will include all outdoor areas and a look at accident/ incident reporting and trends.		
Key questions to seek answers to:  		
Outcomes:  		
Actions to be taken:  Attend walk about	By whom:  RS/Catherine Hersom, Vikki Hamer and Martyn Godwin.	By when:  14 June 2022
Further comments:  		

Reviewed at ASEC meeting on: 19 May 2022.
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ASEC Member:  Ruth Sexton (RS)		Date of Report: 17 May 2022	
Focus of Visit (in person or virtual) / Activity e.g., Subject Action Plan:  Email communication between RS and Sarah Macauley (SM).  <ul style="list-style-type: none"> <li>Staff Wellbeing Group meeting on 9 May 2022 did not take place due to interviews and SATs.</li> <li>SM sent out a virtual well-being board.</li> <li>Martyn Godwin has located a piece of hard board that can be used as a wellbeing board in the staff room.</li> </ul>			
Key questions to seek answers to:  Date of next staff wellbeing group meeting TBA by SM.			
Outcomes:			
Actions to be taken:	By whom:	By when:	
Further comments:  Happy half term, I hope all staff enjoy some rest and relaxation.			

Reviewed at ASEC meeting on: 19 May 2022



ASEC Member: C Hersom		Date of visit: 17 <sup>th</sup> May 2022 (Via Teams)	
Focus of visit e.g. linked to Academy Improvement Plan / Subject Action Plan:  (To be agreed in advance with staff)  General update on SEND and vulnerable children			
Activity / Format / With whom:  Nadia and Cat			
Key questions to seek answers to:  See below			
Outcomes:  Thank you to Nadia for providing an update on the provision of SEND and PP.  We began by discussing the SEND update sent over to the ASEC.  We discussed the increased numbers, with the numbers at 31% of the school.  The SENDCo role has evolved over the last 2 years into a support role and some parents just need someone to talk to – it is important that this, although important, does not monopolise the time and other outlets need to be looked at. It is clear to see that the children are at the heart of all conversations, however we need to ensure the welfare of the staff members is constantly reviewed. It is important for the Governors to meet with staff regularly to ensure there is a more removed support.  We talked around elements of the role and whether some admin or cases could be passed over to free up some time.			
Actions to be taken:		By whom:	
Further comments:  Term 6 we will spend time reviewing the PP strategy and what next year might look like.  Next meeting in Term 6			
Reviewed at ASEC meeting on: 19 <sup>th</sup> May verbally			



### **SEND Update 11.05.22**

On Monday 16<sup>th</sup> May the pastoral team will be meeting to look at the big topic for Term 6, which is transition!

We will be creating transition plans for Year 6, beginning transition meetings with nurseries and starting transition ELSA groups for our other year groups.

Interventions and pre-teaching will continue and KS1 will be doing their last push to Year 1 phonics assessments and SATs.

IPP's will be reviewed and sent out next term and will transition with the children to their next year groups (Term 6-Term 1)

Following recent admissions, we currently have 109 pupils with SEND (31% of the school, more than double the national average)

As the school and numbers grow, it is just worth considering how we continue to support SEND as well as we currently do.