



St Bartholomew's ASEC Meeting Minutes

Date: 21st September 2022

Time: 13:30

Venue: Blended Meeting Held – In School & via Teams

Meeting Reference: 22/23 Meeting 1 Term 1

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

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>The Chair has met with the KS2 subject lead and will take this forward during Term 1 and Term 2.</i>	CH	December 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.	Clerk	Complete



ASEC 2021-22 #05 – 19.05.22 Actions

Agenda point	Action number	Action	Owner	By when
6c	5.4	Follow up on Classroom Crosses <i>The Ethos Governor feels that progress has been made in the whole area of Ethos, and there are meetings in school about creating a reflection area with children's bibles. This action is now closed and will be moved to 6.2.</i>	JC	Complete
8a	5.6	Safeguarding Governor to feedback on staff sessions held on 25 th May. <i>The Safeguarding Governor gave an update there were Teachers and an ELSA on the Safeguarding call. It was confirmed that there was confidence in the safeguarding structure and processes.</i>	JC	Complete
9	5.8	Governor Recruitment Drive. <i>The Chair has invited a potential Foundation Governor to this ASEC and is looking at other ways to further recruit.</i>	CH	Ongoing

ASEC 2021-22 #06 – 13.07.22 Actions

Agenda point	Action number	Action	Owner	By when
5	6.1	To look at Scheme of Delegation and the Role Description of a Governor <i>All Governors have looked at Scheme of Delegation.</i>	All Governors	Complete
6	6.2	Follow up on Ethos development <i>See action 5.4 above</i>	JC	End December
6	6.3	Identify relevant SDBE training courses <i>Foundation Governors were reminded to look into SDBE courses.</i>	Foundation Governors	Ongoing
8	6.4	To think about questions on the Curriculum. <i>This action is carried over to next meeting.</i>	All Governors	End November
9	6.6	To work with the Ethos Governor to advertise in church publications <i>See action 5.8 above</i>	CH	Ongoing

MINUTES

Agenda Items	Actions
1. Welcome, Prayer & Apologies	
The Chair welcomed everyone to the meeting and introduced LH who is considering becoming a Governor. The meeting was quorate. Apologies were received from HL. JC led the opening prayer.	



2. Appointment of ASEC Vice-Chair (1st ASEC only)	
The Vice Chair from last year is happy to continue as Vice-Chair for this coming year and was elected unopposed.	
3. Declaration of Beneficial Interests & Code of Conduct	
<p>All members present completed and signed a copy of the 2022/23 Pecuniary/Business Interest form.</p> <p>The Clerk reissued the Code of Conduct link following the meeting. Chair requested any comments on the document as this is to be signed up to.</p>	<p>Action 1.1 Clerk: Resend link to Code of Conduct and print for signature at Term 2 meeting By Mid-September 2022</p>
4. Minutes & Matters Arising (not covered elsewhere) from the Previous Meeting and Action List Update	
<p>The minutes of the last meeting, ASEC#06 2022 dated 13.07.22, and were approved 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>ASEC 2021-22 #01 Actions</p> <ul style="list-style-type: none"> 1.4 – The Chair has met with the KS2 subject lead and will take this forward in the coming weeks. <p>ASEC 2021-22 #03 Actions</p> <ul style="list-style-type: none"> 3.1 – All policies are now signed off <p>ASEC 2021-22 #05 Actions</p> <ul style="list-style-type: none"> 5.4 – Follow up on Classroom crosses – The Ethos Governor is holding further discussions about Ethos development in school. 5.6 – Safeguarding Governor update – There was confidence in the Safeguarding structure and processes. 5.8 – Governor Recruitment Drive – The Chair invited a potential future Foundation Governor to this meeting. <p>ASEC 2021-22 #06 Actions</p> <ul style="list-style-type: none"> 6.2 – See action 5.4 above. 6.4 – This action is carried over until the next meeting. 6.6 – The Ethos Governor will work with the Chair on the flyer to be drafted (see action 5.8 above). 	
5. Strategic Leadership	
<p>a. Sector updates – local Risk Assessment updates, Covid updates, There were no further updates in this area.</p> <p>b. Communication to/from Trust Board and its Committees</p>	<p>Action 1.2 All Governors: Send LH The Scheme of Delegation</p>



<p>We have a new Head of Governance, Isabella Byrne, who will be holding Chair's and Clerk's Forum calls in the coming weeks. The Clerk will send LH the Scheme of Delegation</p> <p>c. DSAT Policies for adoption or adaptation The updated Child Protection and Safeguarding Policy has been circulated to all Governors.</p>	<p>By Mid-September 2022</p>
<p>6. Ethos</p>	
<p>a. SIAMs Self-Evaluation Form (SEF) This is being kept updated and will be circulated at the appropriate time.</p> <p>b. Next Steps for Ethos Development – Governor / Community Involvement – Preparing for SIAMs The Chair commented that the presentation / Q&A session with the Head Teacher of a school who had recently been inspected by SIAMs was very informative. All agreed, the teams call was recorded and to be made available on share point. Points will be discussed in upcoming Ethos committee meeting.</p> <p>SIAMs now publish a list of 'Schools most likely to be inspected' St Barts are now on this list, but there are some schools who were on the list last year who were not inspected. The HT feels likely that we will be inspected towards the end of this academic year.</p> <p>c. SDBE training courses for Foundation Governors – please book directly with SDBE. There are several Foundation Governor courses, including ones which are for new Foundation Governors. The Chair encouraged Foundation Governors to book onto SDBE courses and record it on the Training Matrix on the Share Point.</p> <p>The Chair will look to train the Governors on using Share Point.</p> <p>There is an Ethos Committee meeting on Tuesday 27th September at 5pm, in person to pick up the SEF and the way forward with Ethos.</p>	<p>Action 1.3 CH/DO: To upload the SIAMS presentation to Share Point. By Mid-September 2022</p> <p>Action 1.4 CH: Chair to look at Share Point Training Session for Term 2 ASEC. By Mid-November 2022</p>
<p>7. Accountability for Educational Improvement</p>	
<p>a. Headteacher's Report and Data</p> <p>The Head Teacher (HT) shared a report in advance, but felt it was very early in the school year to have produced a written report. This year we have increased to 13 classes and have two new teachers who are doing a brilliant job and are a real asset to the team. Both are experienced teachers.</p> <p>We have had twelve in year admissions during the summer holidays and a further four since we returned to school at the beginning of September.</p>	



A lot of families have relocated as a result of Covid, either due to work changes or wanting to be closer to friends and families.

We are currently looking for two maternity posts, one Teacher and one Teaching Assistant (TA).

The Year 3/4 classes are the only year group of still mixed years.

Three members of staff are starting NPQ courses, which are 12–18-month courses with in person and remote learning combined with individual study.

There are five training days for staff this year including Talk for Writing, Read Write Inc and DSAT Training on the Walkthrus. Teachers and TA's are invited to these training courses.

So far this year 22 My Concerns have been raised about 15 children. Some of these children are already known to the school and receive a lot of support from the Early Help Coordinator.

If the Police are called out to a family and the child witnesses an incident, the school receive a report.

The Thrive Chaplain Rob leads Collective Worship on a Wednesday in the school.

Four members of staff have had Covid this term, the HT has shared guidance on what to do if members of staff feel unwell.

Discussion & questions/ challenge

Governor question:

One Governor asked which schools do children move to St Barts from?

Response:

The HT responded that it was a variety of local schools, plus families which had relocated to the area, including from abroad.

b. AIP 2022-23

The Academy Improvement Plan (AIP) The HT shared that the majority of school's KS2 SATs results were down compared with results prior to Covid, but St Barts are still slightly below the current National Average and this year the AIP will clearly set out the expectations for getting the KS1 and KS2 results to where they need to be at the end of this academic year.

Last year Teachers did individual tutoring which worked well. This year we are looking at specialist tutoring provision, which children could dial into under the supervision of the Teacher.

Discussion & questions/ challenge

Governor question:

A Governor asked a question regarding the AIP, results were down in Year 2, what are the school doing to boost those now Year 3 children?



<p>Response:</p> <p>The HT responded that the school have agreed a format for what all lessons will look like and then staff will plan out lessons consistently using this template. If you don't have all the elements in the lessons, then children will miss out on something. TA's will be briefed on this in due course.</p> <p>TA meetings will return which will help TA's with their development and ensuring that they are aware of all key information.</p> <p>Governor question:</p> <p>A Governor asked a question regarding some Year 3 children still having Read Write Inc (RWI) training.</p> <p>Response:</p> <p>The DHT responded that it was appropriate for these children to still have the RWI training so that they gained further phonics knowledge.</p> <p>The children don't miss new class information during their phonics learning as the Year 3/4 class carry out other non-key learning tasks whilst RWI takes place.</p> <p>c. Progress on Pupil Premium and Sports Premium strategies – Plans for the Year This will be covered in more detail at the Term 2 meeting.</p> <p>d. Appoint statutorily designated Governors – H&S, Safeguarding, SEND, etc Following the Term 6 ASEC meeting the current Governor responsibilities were shared, a copy of it is also in the ASEC Share Point in the Term 1 meeting folder.</p>	
8. Governance & Compliance	
<p>a. KCSIE updates & annual safeguarding training for Governors All Governors were reminded of the requirement for them to attend annual Safeguarding training and to read KCSIE 2022 plus other updates. There will be additional sessions for members of staff and ASEC members who were unable to attend the original training.</p> <p>b. Ensure Academy website & GIAS are updated and compliant The Clerk has checked the Academy's GIAS data is correct and that the information on the website is accurate. The Clerk and the Chair are going to review and simplify the ASEC page of the school's website over the coming months.</p>	
9. People, Structures and Evaluation	
<p>a. ASEC Committee Membership Updates No update yet, as there haven't been any Committee or Hub meetings yet this year.</p> <p>b. Skills Audit Outcomes</p>	Action 1.5



<p>The Chair confirmed that all Governors had completed the skills audit. No feedback have been received yet.</p> <p>c. Share link to DSAT Governor CPL Training The Clerk will circulate a link to the latest DSAT CPL Training.</p> <p>d. To self-evaluate the impact of governance evident from this meeting The Governors are looking forward to the year ahead. In terms of monitoring, they're planning to visit school approx. 2 weeks prior to an ASEC meeting.</p>	<p>Clerk To send a link to all DSAT Training. By Mid-September</p>
<p>10. Any Other Business</p>	
<p>A Governor asked about fuel costs for the school and will there be support from DSAT.</p> <p>The HT responded that the school have budgeted for a 100% increase in fuel costs but are waiting to see what the Government announces as support for businesses.</p> <p>The Governor responded with a plea to remind families that the Foodbank is available especially if they are struggling with energy bills.</p> <p>The Deputy Head Teacher announced that we are now an Eco School, something which the whole school, including the children have worked very hard to achieve.</p> <p>We have also had Thames Water in to fix leaks etc, the newer building is very well insulated.</p> <p>This term we are going to focus on switching off lights and switches, driven by colour coded stickers so that the children know whether a switch can be turned off or not.</p> <p>The HT Confirmed that 29th and 30th November are the Foundation Stage Open Afternoon and Evening for 2023 Reception entry. The Governors were invited to get involved with them if they wished to do so.</p>	
<p>11. Close and date of next meeting</p>	
<p>The meeting closed at 14:50 Date of the next meeting: Wednesday 23rd November 1pm.</p>	

Actions from Term 1 Meeting 21.09.22

Agenda point	Action number	Action	Owner	By when
3	1.1	Resend link to Code of Conduct and print for signature at Term 2 meeting	Clerk	Complete
5	1.2	Send LH Scheme of Delegation	Clerk	Complete



6	1.3	To upload the SIAMS presentation to Share Point.	CH/DO	Complete
6	1.4	Chair to look at Share Point Training Session for Term 2 ASEC	CH	Mid-November
9	1.5	To send a link to all DSAT Training.	Clerk	Complete