



St Bartholomew's ASEC Meeting Minutes

Date: 30th November 2022

Time: 13:00

Venue: In School

Meeting Reference: 22/23 Meeting 1 Term 2

Members present	Initials	Representing
Dan Oakes	DO	Headteacher
Catherine Hersom	CH	Foundation Appointed (Chair)
Jane Curtis	JC	Foundation Appointed
Liz Hickling	LH	Foundation Appointed
Ruth Sexton	RS	Foundation Appointed
Apologies	Initials	Representing
Rhys Cadogan	RC	Parent Representative (Vice Chair)
Angus Brereton	AB	Staff Governor
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>The Chair has met with the KS2 subject lead and will take this forward during 2023 as part of the new Talk 4 Writing programme.</i>	CH	Closed

ASEC 2021-22 #06 – 13.07.22 Actions

Agenda point	Action number	Action	Owner	By when
6	6.2	Follow up on Ethos development <i>This will be followed up during the Ethos section of each of our ASEC meetings.</i>	JC	Closed



6	6.3	Identify relevant SDBE training courses <i>Foundation Governors were reminded to investigate SDBE courses. One Foundation Governor felt that there weren't many training courses this year and some were repetitive from previous years, which isn't best use of the Governors time. Also, some Foundation Governors are still awaiting a refresher course when they renew their position on the ASEC.</i>	Foundation Governors	Ongoing
8	6.4	To think about questions on the Curriculum. <i>Following the Clerk's and Chair's Conference there will be more items in this area on future ASEC agendas.</i>	All Governors	Complete

ASEC 2022-23 #01 – 21.09.22 Actions

Agenda point	Action number	Action	Owner	By when
6	1.4	Chair to look at Share Point Training Session for Term 2 ASEC <i>The Chair will share a link to DSAT Share Point training.</i>	CH	January 2023

MINUTES

Agenda Items	Actions
1. Welcome, Prayer & Apologies	
The Chair welcomed everyone to the meeting and introduced LH who is a new Foundation Governor and will assist with the SEND Governor role going forward. The meeting was quorate. Apologies were received from RC, AB, HL, and WE. JC led the opening prayer.	
2. Declaration of Beneficial Interests & Code of Conduct	
There were no declarations of interest, and the new Foundation Governor signed a pecuniary interest form.	
3. Minutes & Matters Arising (not covered elsewhere) from the Previous Meeting and Action List Update	
The minutes of the last meeting, ASEC#01 2022/23 dated 21.09.22, and were approved as a true and accurate record of the meeting. The Actions were reviewed, and the Action Lists updated. The following points were noted: ASEC 2021-22 #01 Actions <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. There is now the new Talk 4 Writing scheme which has been implemented – it will be followed up in Term 4 – We will close this action and open a new one at the appropriate time. 	



<p>ASEC 2021-22 #06 Actions</p> <ul style="list-style-type: none">6.2 – Follow up on Ethos Development – This was covered in Ethos section of the meeting.6.4 – Questions about the curriculum – Following the Clerks and Chairs conference there will be more items in this area on future ASEC agendas. <p>ASEC 2022-23 #01 Actions</p> <ul style="list-style-type: none">1.4 – Share Point Training – The Chair confirmed that there is DSAT Training on the Share Point she will circulate a link.	<p>Action 2.1 Chair To circulate a link to the DSAT Share Point Training. By December 2022</p>
4. Strategic Leadership	
<p>a. Communication to/from Trust Board and its Committees The Hub Committee met; the Chair feels that it's starting to take shape. The Hub have asked if there is a way that they can split the Hub Improvement Plan (HIP) and have one Governor responsible for each of the sections. It's important that the HIP links to each school's Academy Improvement Plan (AIP) and share best practice between the Academies within each Hub. The Trust Lead Teachers (TLT) will lead collaboration between the Hub Academies.</p> <p>The Chair and Clerk attended a one-day Clerks and Chairs Conference at the Diocesan Education Centre (DEC) which was really interesting, and it was an excellent opportunity to share ideas and experiences with the other attendees.</p> <p>b. DSAT Policies for adoption or adaptation There were no new policies to be reviewed at this meeting.</p> <p>c. Admissions Policy This is a standardised DSAT document, the Governors had no further comments to make. The Head Teacher (HT) clarified that the PAN is now 60 in EYFS, but in Year 3/4 it's still 48 as currently these are still mixed year group classes.</p> <p>d. Updates on Appraisal Process – Internal School Staff Exc HT School appraisals have been completed.</p>	
5. Ethos	
<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 minutes of the last Ethos meeting were circulated in advance of the meeting, along with a report about Ethos development. The report is attached at the end of these minutes. The Church School Flourishing visit was very successful. The visitors spoke to some children and had a tour of the school with the House Captains, they were really impressed with ethos of the school and how pupils could articulate how to Soar in</p>	



<p>their academic work, although the children were less confident describing 'soaring' in their personal lives.</p> <p>Governor question: One Governors asked what the children had been asked about their personal Soaring.</p> <p>Response The Headteacher (HT) feels that there is more focus on what the children articulate about their experiences and the wording of the questions can lead to some of the children thinking only about their school lives rather than their wider personal lives.</p> <p>Governor question: One of the Foundation Governors asked do we have a children's reflection area?</p> <p>Response The HT responded that all classes now have a reflection area and there are certain Bibles for the children, a notebook to write thoughts and concerns in, our school values are displayed on coasters, the school prayer, the Lord's prayer, and the candle to bring into Collective Worship are also displayed in this area. The Ethos Governor would love to see Governors attending Collective Worship.</p> <p>The Key to Life bus visited St Barts last week, it was very positively received by both the children and the adults in school. The Ethos Governor did request some feedback for the St Bartholomew's PCC as they had funded the initiative.</p> <p>The Ethos Governor will meet with the RE Lead to discuss 'Emmanuel' going forward.</p>	<p>Action 2.2 All Governors: The Ethos Governor encouraged all Governors to attend Collective Worship in school. By Mid-February 2023</p> <p>Action 2.3 HT To provide summarised school feedback on the Key to Life Bus. By January 2023</p>
6. Accountability for Educational Improvement	
<p>a. Headteacher's Report and Data The Head Teacher (HT) shared a report in the meeting. Five new children have joined since the last ASEC meeting. Our PAN is 60 for Reception, this year there were 54 new admissions in Reception. The PAN is 48 in Year 3 and 4 as these are still mixed year group classes.</p> <p>Twenty families attended the first EYFS Open Evening this week which gives the school an early indication as to the number of families who may make applications in the new year.</p> <p>Governor question: One Governor asked if we have a waiting list at the moment.</p> <p>Response: The HT responded that we have a waiting list for Year 4.</p> <p>Governor question: Do we have children moving into the area or transferring from local schools.</p>	



Response

Several families have moved into the area, others have transferred from other school.

Currently Attendance is at 95.2% for the whole school with Pupil Premium (PP) is attendance at 92.6%.

Authorised Absence is currently 4.1% (PP 5.4%) – This includes Enrichment Courses (approx. 16 days so far this year) and children attending specialist provision.

The Unauthorised Absence figure 0.74% (PP 2%).

The Chair asked for a breakdown of Authorised absence including especially medical absences. The HT will get a breakdown of this data and circulate it to the Governors

The Education Welfare Officer (EWO) is involved with families with very poor attendance, this is very few families at St Barts.

There have been three training days provided by external trainers which were very well attended, and the feedback was very positive.

The HT gave a Staffing update – one member of staff is moving to another DSAT school which is closer to where they live.

A new ELSA has been appointed and will start next week.

70 Children have had Concerns raised about them.

175 Concerns have been raised in total this year. There are seven children which have five or more concerns.

The HT provided a curriculum update. There has been a lot of work on the History curriculum.

We have Key Concepts (The Big Ideas) and then 'Second Order Concepts' such as Chronology, Historical significance, similarity and difference, and Cause and consequence.

These will be the areas which children will be asked questions on, and they will link back to the Key Concepts.

There will be a big History wall frieze displayed in the school along one of the walls.

Governor question:

A Governor asked does every question now reflect the big story (relating to the freeze)

Response

The HT responded that some of the areas are less obvious than others.

The library has been completely redesigned by the Year 3 onwards roadmap of what they should be reading along with different genre of books. All books have been stickered, and we will have barcoding for when books are taken out of the library.

b. Progress and Improvement

This was covered in the main report.

Action 2.4 HT

To share a breakdown of authorised absence data with the Governors.

By January 2023



<p>c. AIP 2022-23 This was covered in the main report.</p> <p>d. Progress on Pupil Premium and Sports Premium strategies – Verbal update and plans for next year – link to AIP The Link Governors will remain focused on Pupil Premium and Sports Premium and will meet with the relevant staff members.</p> <p>e. Website Impact – Review General Impact of Website – Go beyond compliance to impact and content The Clerk and the Chair have recently completed an update of the ASEC pages on the school website making them more user friendly and easier to find out information.</p> <p>f. Review of last AIM report – Progress, Actions, and Impact The most recent AIM report has been circulated to school staff.</p> <p>g. Welfare, Attendance and Behaviour and Attitude of Pupils This was covered in the main report.</p> <p>h. Staff Wellbeing This was covered elsewhere in the meeting.</p>	
7. Governance & Compliance	
<p>a. Agree how to conduct monitoring and evaluation linked to AIP See notes below</p> <p>b. Governor roles and impact areas The Chair shared the Roles and Responsibilities with the Governors and there will be amendments made. The Clerk will then share the updated table with all Governors. The Chair reminded all Governors to please check and respond to emails and communications in a timely manner as a Safeguarding training session was set up in the school and few Governors responded.</p> <p>c. Agree a schedule of Governor visits for the year The Chair confirmed that ASEC meetings will be in person where possible. The Chair wants to encourage Governors to come into school. The Chair will circulate dates for focused monitoring visits in advance of future ASEC meetings.</p> <p>A date will need to be arranged for Safeguarding Training for the Governors who couldn't attend the annual training in September. It will be more Governor focused so it's mandatory for Governors to attend. Following the meeting, a date of Wednesday 25th January 2023 at 9:30am was confirmed.</p> <p>d. Designated Link Governor report The Wellbeing Group met yesterday and will be meeting termly to keep wellbeing front of mind. There are questions around how to register an accreditation for the school as a member of staff has completed a wellbeing course. They will ask all staff to add their ideas to the wellbeing wall so we can share ideas.</p>	<p>Action 2.5 Clerk To circulate the current table to responsibilities for all Governors. By Mid-December</p> <p>Action 2.6 Governors requiring training To advise the Chair of dates they can attend Safeguarding training By Mid-January</p>



8. People, Structures and Evaluation	
<p>a. ASEC Committee Membership Updates This was covered in the Ethos and Health and Safety sections of this meeting.</p> <p>b. DSAT Governor Training and Development Governors were reminded to look into all options for training and ensure attendance is recorded in the training record held on our local ASEC share point site.</p> <p>c. Feedback on Training undertaken No update here.</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. 3 weeks prior to an ASEC meeting.</p>	
9. Any Other Business	
<p>One Governor asked about the impact of heating bills on the school. The HT responded that the cost of heating is currently under control and the school are being vigilant of rising heating costs. They are also waiting for discover what energy support the school may be eligible for.</p>	
10. Close and date of next meeting	
<p>The meeting closed at 15:20 Date of the next meeting: Wednesday 18th January 2023 17:00</p>	

Actions from Term 2 Meeting 30.11.22

Agenda point	Action number	Action	Owner	By when
3	2.1	To circulate a link to the DSAT Share Point Training.	Chair	December 2022
5	2.2	The Ethos Governor encouraged all Governors to attend Collective Worship in school.	All Governors	February 2023
5	2.3	To provide summarised school feedback on the Key to Life Bus.	HT	January 2023
6	2.4	To share a breakdown of authorised absence data with the Governors.	HT	January 2023
7	2.5	To circulate the current table to responsibilities for all Governors.	Clerk	Mid-December 2022



7	2.6	To advise the Chair of dates they can attend Safeguarding training. Following the meeting, a date of Wednesday 25 th January at 9:30am was confirmed.	Governors Requiring Safeguarding Training	January 2023
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Reports Received in advance of the meeting – Ethos

ASEC Member: Jane Curtis	Date of Report: 27 th June 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)	
Impact of Collective Worship	
Activity / Format / With whom: Took part in a Pupil Voice on the Impact of Collective Worship with Mrs Shiles and a number of pupils from various year groups. Mrs Shiles and I first asked the older pupils some questions. These pupils then asked younger pupils the same.	
Questions asked. <ul style="list-style-type: none">• Do pupils understand what Collective Worship is?• How does it make them feel / what does it make them think about?• What makes for a good or bad Collective Worship?• What difference does it make to their day?• Has it changed their behaviour?• What if there wasn't Collective Worship?• Favourite Bible stories?	
Outcomes: responses from the older pupils only... <ul style="list-style-type: none">• Whilst some consider Collective Worship (CW) a distraction (disrupting my flow of work / shortening playtime) others spoke more appreciatively of it (gives you something to think about / helps thinking about the school values / provides space and quiet away from the buzz of the classroom / enjoy having everyone together.• Appreciation of the different gatherings during the week: "Collective Worship is all together and talking about God" / "The candles show respect to God and marks the time we're all together" Golden Book is about celebrating achievements / highlighting the school values. Open the Book is stories about God.• Quality is variable!• What if you're not a Christian?• A couple of responses mentioned feeling more confident as a result of Collective Worship, and being more aware of someone else who'd fallen, and they had gone to help	
Actions to be taken? See how the new scheme for Collective Worship – <i>Simply Collective Worship</i> – lands. Will it encourage greater continuity through the week? Will it encourage teachers to see all these gatherings as Collective Worship?	
Further comments:	

Reviewed at ASEC meeting on: 30th November 2022



Health and Safety

Date: 15 November 2022

Venue: H&S Committee Meeting

Time: 16:00

Attendees	Initial	
Vikki Hamer	VH	Hub Business Manager
Martyn Godwin	MG	Caretaker
Ruth Sexton	RS	Governor
Apologies		
Dan Oakes	DO	Headteacher
Catherine Hersom	CH	Chair of Governors

Actions

Item	Description	Action	Deadline	Completed
5	Completion of COSHH review	MG	16/12/2022	
6	Completion of Risk Assessments	VH	09/02/2023	
7	Include H&S training reminders in H&S email	VH	05/12/2022	
8	Update Fire & Emergency Evacuation Procedures	VH	05/12/2022	

Item	Description
1	Apologies
	Apologies from DO and CH who were both unable to attend due to previous commitments
2	Matters of Urgent Business
ALL	Matters arising from the H&S Termly Inspection <ol style="list-style-type: none"> Merlins – door wedged open Heron's – lights not working Robins – coffee mugs taken to class rather than travel mugs. Y5/6 – additional storage needed Various low risk items not PAT tested. Kitchen – first aid box not found Owls – controlled drug box needs labelling Treehouse – emulsion on shelf Various classes need additional dusting.
3	Statistics on Accident Records, ill health, sickness absence
VH	There have been four accident records since September 2022. These have been injuries due to playing and participating in sporting activities.
4	Accident investigations and subsequent actions
VH	No investigations have taken place in reporting period.
5	Inspections of the workplace by enforcing authorities; management of employee health & safety representatives



Item	Description
VH	The H&S Audit was reviewed by Worknest in October 2022. Guidance was given to ensure all outstanding actions are completed. Only one action remains outstanding. This is expected to be completed by the end of Term 2.
6	Risk Assessments
VH	All Risk Assessments are due for renewal. It is hoped that, using the new Worknest format, these will be produced in zones. Each teacher will be responsible for signing off their own area. This will ensure that staff are aware of the RA.
7	Health & Safety Training
VH	Astute Learning licenses have been rolled out. Staff have been tasked in completing training. The training is quite time consuming. VH to send reminders with the H&S email for staff to complete their training.
8	Emergency Procedures
VH	Fire Drill has been completed for the Autumn Term. All pupils and staff were evacuated in good time. The lockdown drill is yet to be completed. Staff are still unaware of the sound for lockdown. VH & MG to liaise with DO regarding setting a time for a lockdown test and a drill. A secondary site for evacuation needs to be decided upon. This will be included in the updated Fire & Emergency Evacuation Procedures and distributed to staff via the H&S email.
9	Changes in the workplace affecting they health, safety and welfare of employees
RS	The next staff wellbeing is overdue but will be scheduled shortly.
10	Security
MG	There are 3-4 panels that are loose or slightly bent on the perimeter of the school next to the lane. MG will monitor these panels for any deterioration. The metal PE shed roof has been dented. It appears that someone has stood on the roof. It is uncertain whether this has occurred during school time. We will inform staff to be extra vigilant to ensure children do not climb on the roof. The damage may also be caused by an intruder onto the property. Unfortunately, there are no CCTV cameras in this area and we are unable to prove if the damage is caused by an intruder.
11	AOB
All	Hand sanitisers are no longer being used across the school
12	Date of next meeting
CS	Next ASEC meetings will take place on Wednesday 23 Nov 2022 (This is likely to be postponed due to committee member availability) Wednesday 18 Jan 2023 Wednesday 8 Mar 2023 Wednesday 3 May 2023 Wednesday 5 Jul 2023 The ASEC H&S Committee Meeting will be held approximately 3 weeks before the meetings in bold. Dates to be confirmed.



Staff Wellbeing

ASEC Member: Ruth Sexton (RS)		Date of Report: 23 November 2022	
Focus of Visit (in person or virtual) / Activity e.g., Subject Action Plan: 1. Short verbal Staff Welfare update. 2. Email discussion about a meeting date.			
Activity / Format / With whom: 1. Brief face to face discussion with Sarah Macauley (SM) on 11th October 2022. 2. Email communication between SM/RS 8th and 10th November 2022.			
Key questions to seek answers to: <ul style="list-style-type: none">• How is everyone?• Proposed meeting dates.• Recruitment to the welfare group following Heather Brown's departure.• Accreditation• Acts of kindness• Wellbeing board.			
Outcomes: <ul style="list-style-type: none">• There had been a lot of sickness absence in term 1, but everyone seems/ to be coping well.• It was agreed that the momentum of the group needs to increase. The plan was to meet early in term 2 but due to a family bereavement this has not yet happened.• Recruitment of a volunteer to replace Heather Brown to be initiated.• SM had approached Carnegie about accreditation on the successful completion of her course but had not received a response. SM planned to contact the DSAT welfare group lead to seek his advice/ support on the matter.• An anonymous individual has been leaving chocolate in people's pigeonholes. This act of kindness has been greatly appreciated.• SM has been updating the well-being board in the staff room.			
Actions to be taken: <ul style="list-style-type: none">• Email SM week commencing 28th November 2022.		By whom: RS	
		By when: No later than 2 nd December 2022.	
Further comments			

Reviewed at ASEC meeting on: 30 November 2022.