



St Bartholomew's ASEC Meeting Minutes

Date: 18th January 2023

Time: 17:00

Venue: In School and on Teams

Meeting Reference: 22/23 Meeting 1 Term 3

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

ACTION SUMMARY

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 shared a link to DSAT Share Point training.</i>	CH	Complete

ASEC 2022-23 #02 – 30.11.22 Actions

Agenda point	Action number	Action	Owner	By when
3	2.1	To circulate a link to the DSAT Share Point Training.	Chair	Complete
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. <i>HT to speak to Thrive Hub Chaplain who led the sessions on the Life Bus.</i>	HT	March 2023



6	2.4	To share a breakdown of authorised absence data with the Governors.	HT	Complete
7	2.5	To circulate the current table to responsibilities for all Governors. <i>Feedback received at Term 3 ASEC, table updated and recirculated.</i>	Clerk	Complete

MINUTES

Agenda Items	Actions
1. Welcome, Prayer & Apologies	
The Chair welcomed everyone to the meeting The meeting was quorate. Apologies were received from RS and LH both due to illness. The Chair advised that meeting that Hannah Lawrie is no longer a Foundation Governor. JC led the opening prayer.	
2. Declaration of Beneficial Interests & Code of Conduct	
There were no declarations of interest, and all Governors present signed the updated Code of Conduct.	
3. Minutes & Matters Arising (not covered elsewhere) from the Previous Meeting and Action List Update	
<p>The minutes of the last meeting, ASEC#02 2022/23 dated 30.11.22, 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 2022-23 #01 Actions</p> <ul style="list-style-type: none"> 1.4 – Share Point Training – The Chair had circulated a link to DSAT Training and encouraged all Governors to familiarise themselves with it so that they are more confident in using Share Point in future. <p>ASEC 2022-23 #01 Actions</p> <ul style="list-style-type: none"> 2.2 The Ethos Governor will continue to encourage Governors to attend Collective Worship, some Governors are going to share dates with the Head Teacher (HT) and see what can be arranged. 2.3 The HT will speak to the Thrive Hub Chaplain who ran the Life Bus sessions. 2.4 The HT shared data on authorised absence in advance of the meeting. 2.5 The Clerk has updated the table of responsibilities and will reissue to all Governors. 	<p>Action 3.1 All Governors To share dates of when they could attend Collective Worship By Mid-February 2023</p> <p>Action 3.2 Clerk To reissue the table of Governor responsibilities By End January 2023</p>



4. Strategic Leadership	
<p>a. Communication to/from Trust Board and its Committees The Chair praised the new DSAT videos. The HT felt that they can be shared with parents of existing DSAT schools to give more background information about the Trust and what it does. They can also be used to promote DSAT to schools who are considering joining DSAT. The Governor video will be used to promote Governor recruitment.</p> <p>The Chair asked how much time Governors feel they spend on Governance, as it's something which DSAT are looking at. The thought is Governors will spend about four hours per month on Governance including training. The Chair asked each Governor to estimate how many hours per month they spend, and she will send an average to DSAT.</p> <p>b. DSAT Policies for adoption or adaptation There are three policies from DSAT which are due for adoption Health and Safety Policy Admissions Policy Exclusion Policy</p> <p>The Clerk is to meet with the Admin Officer on 25th January to discuss the school policies and confirm that the DSAT policies are up to date.</p> <p>c. School Policies See comments above on policies.</p> <p>d. AIM Meeting Reports and Progress towards Actions The Chair is going to meet with the HT to discuss the Hub and Academy Improvement Plans. The HT will also discuss this in his report.</p>	<p>Action 3.3 All Governors To share the number of hours which they feel they spend on Governance per month. By Mid-February 2023</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 Ethos meeting was postponed until the beginning of February. The agenda will be collated and will mainly be to discuss the SIAMS SEF. The RE staff lead and the Ethos Governors will meet to discuss the Emmanuel Project and the RE Deep Dive.</p> <p>The Ethos Governor praised the reflection spaces in each classroom and confirmed that the St Bartholomew's Parochial Church Council (PCC) will pay for them.</p>	<p>Action 3.4 HT: HT to chase an invoice with School Business Manager By Mid-February 2023</p>



6. Accountability for Educational Improvement	
<p>a. Headteacher's Report and Data</p> <p>The Head Teacher (HT) shared a report in advance of the meeting. There are now 367 children in the school. There are a number of staff changes; an ELSA has been recruited who has settled in very well. One Teacher is currently on maternity leave and another Teacher has moved to a different DSAT school. There will be recruitment for two Teaching Assistants soon, one permanent and one maternity cover.</p> <p>St Barts is doing work to support Marden Vale Academy, the HT acknowledged that previously there was a concern that St Barts would lose resource when Teachers were helping Marden Vale but it's working very well in practice.</p> <p>As part of the AIM there were questions about the 'Teach it ('I Do') section of our mastery lesson design. As a response there are two WALKTHRUS being focused on each term, this term it's Establishing Expectations and Live Modelling, the latter expects the teacher to give a clear demonstration of how to complete a piece of learning that can serve as a scaffold to the class.</p> <p>It can vary in different year groups, for example in EYFS it can involve conversations between adults in the classroom whereas in Year 6, it's more tightly modelled. But the five stages of the WALKTHRU give consistency.</p> <p>The Governors expressed an interest in being involved in future drop ins to see how it all fits together.</p> <p>In terms of curriculum, we are still focusing on Key Concepts (Big Ideas). For example, talking about an invasion and other invasions the children are aware of from previous learning. Or faith and how different beliefs over time relate to each other. For example, how the story of Ruth is important in Judaism and Christianity.</p> <p>Second Order Concepts consider the questions which Historians ask and the sources of their information.</p> <p>The Deputy Head Teacher (DHT) introduced the new History timeline which is now displayed as a wall wrap. The idea is that for every piece of work, the year groups go to the timeline to see where in history they are studying and what comes before and afterwards.</p> <p>The HT shared that the results of the parent survey were really positive. There is also more Trust communication to be shared with parents in due course.</p> <p>The HT has given the responses from the Staff Survey to the Wellbeing Group along with areas to look at, one of them being workload. There is going to be an opportunity for more live modelling in the lessons to reduce the time taken to prepare slides. The HT shared some staff comments which were very positive.</p>	



<p>The HT shared that by 10am any persistent absentees are phoned by the school office or the Early Help Coordinator (EHC).</p> <p>The report from the Church Flourishing schools was very positive and they were really pleased about the positive understanding of the children about Christianity.</p> <p>Governor question: One Governor asked about Years 3 and 4 still being combined classes when all the other classes are single year groups.</p> <p>Response: The HT responded that he doesn't think we can move to 14 separate classes financially as yet, but we need to look at the figures in the fullness of time. The last census number was 345. We don't know yet how many children will join us in Reception next year.</p> <p>b. Review Pupil Premium and Sports Premium Strategies The Sports Premium Governor shared a report following the meeting which is attached at the end of the minutes.</p> <p>c. Outcome of Tests and Teacher Assessments This was covered in the main report.</p> <p>d. Analysis of key data This was covered in the main report.</p>	
7. Governance & Compliance	
<p>a. AIP Link and Designated Governor reports – Safeguarding, Health and Safety, SEND, Disadvantaged and Vulnerable The new Foundation Governor will pick up SEND and will meet the SENCO on 1st February. The Chair will also attend this meeting to discuss Disadvantaged and Vulnerable children and Gifted children.</p> <p>b. Update on Health and Safety Audits The Health and Safety walkaround took place and small areas were identified. The risk assessment will be examined, especially relating to out of hours procedure.</p> <p>c. Update on Safeguarding Audits The Safeguarding Governor met with the Early Help Coordinator last term. There will be an internal and external audit soon, the Governor feels that the school is in a robust position.</p> <p>Additionally, safeguarding training for those Governors who have yet to complete it for this academic year will take place on Wednesday 1st February.</p> <p>d. Update on Website Compliance The school website is up to date and reviewed regularly.</p>	



8. People, Structures and Evaluation	
<p>a. Governor feedback on training and shared learning, including Foundation Governor training attended. 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>b. Feedback on Training undertaken The Chair asked the Governors to undertake the DSAT Share Point training which she has recently sent out so that they can complete the training spreadsheet rather than the Clerk having to do it.</p> <p>c. Updates on Governor Recruitment and Succession Planning We now have a vacancy for a Foundation Governor and will start to explore possible candidates.</p> <p>d. To self-evaluate the impact of governance evident from this meeting All Governors were reminded to send the Chair an estimation of how long they spend on Governance each month, see action 3.</p>	
9. Any Other Business	
Parents have been asking about dates for the 2023/24 school holidays so that they can book holidays in advance. The dates need to be confirmed and this will probably occur in Term 4.	
10. Close and date of next meeting	
The meeting closed at 18:50 Date of the next meeting: Wednesday 8 th March 2023 13:00	

Actions from Term 3 Meeting 18.01.23

Agenda point	Action number	Action	Owner	By when
3	3.1	To share dates with the HT of when they could attend Collective Worship	All Governors	Mid-February
3	3.2	To reissue the table of Governor responsibilities	Clerk	End January
4	3.3	To share the number of hours which they feel they spend on Governance per month.	All Governors	Mid-February
5	3.4	HT to chase an invoice with School Business Manager	HT	Mid-February



Reports Received in advance of the meeting

Health & Safety Report

ASEC Member: Ruth Sexton (Health & Safety)		Date of Report: 10 January 2023
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) Fire Risk Assessment undertaken by Vikki Hamer in November 2022.		
Activity / Format / With whom: Meeting requested for this school term between Cat Hersom, Ruth Sexton. and Vikki Hamer to discuss outcomes of assessment. Date TBA.		
Key questions to seek answers to: To look at a few issues highlighted in the assessment including 3 rd party hirers responsibilities in the event of a fire.		
Outcomes: To be reported at the next meeting.		
Actions to be taken: Possible meeting dates to be emailed.	By whom: Vikki Hamer	By when: ASAP
Further comments: Date for next H & S walkabout to be agreed for Term 4		

Reviewed at ASEC meeting on: 18 January 2023.



ASEC Member: Ruth Sexton (Staff Wellbeing)		Date of Report: 10 January 2023
<p>Focus of Visit (in person or virtual) / Activity e.g., linked to Academy Improvement Plan / Subject Action Plan:</p> <p>1. Staff Welfare Group meeting which took place on 29 November 2022.</p> <p>2. DSAT undertook a Trust wide staff wellbeing survey in December 2022.</p>		
<p>Activity / Format / With whom</p> <p>1. Agreed information to be displayed in staff room about warm spaces in RWB and also, a route for any staff in need during the Christmas holiday to access food bank provision.</p> <p>Agreed dates for further meetings in 2023 and items that need addressing.</p> <p>2. The survey results for St Bartholomew's have been received. And the group were asked to discuss the results at a meeting on 10 January 2023. Currently, the results have not been shared with all staff, so the group were asked to be mindful of this.</p>		
<p>Key questions to seek answers to:</p> <p>a) How is everyone following the Christmas break?</p> <p>b) How best to recruit a member of KS1 staff to attend meetings?</p> <p>c) When to hold staff social events?</p> <p>2. Results discussed some questions raised, plus some suggestions made to alleviate issues.</p>		
<p>Outcomes:</p> <p>a) Staff currently feeling ok, but pressures are building partly due to the number of meetings being held</p> <p>b) SM to speak with 2 KS 1 staff to see if one will agree to join the group.</p> <p>c) SM to ask a member of the Admin team to join the group.</p> <p>d) Meetings impact on arranging a regular staff activity so plans to be made to arrange social events on different days.</p> <p>2. Further details to be shared with ASEC in the next report.</p>		
Actions to be taken:	By whom:	By when:
Meeting notes to be circulated with actions.	SM	ASAP
<p>Further comments:</p> <p>Most staff are currently feeling refreshed after the Christmas holiday and acknowledge they are supportive of each other, when they meet during the working day, but this is sometimes infrequent due to the timetable.</p>		
<p>Reviewed at ASEC meeting on:</p> <p>18 January 2023</p>		



ASEC Member: Rhys Cadogan (Sports Premium)		Date of Report: 18/01/2023
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) PE Report (Sports Premium)		
Activity / Format / With whom: Email Update – Jacqui Stammers		
Key questions to seek answers to: Progress to date and any booked activities or updates		
Outcomes: Since October half term we have: Taken a team of girls to St Sampsons to play football against other schools in the cluster. Phil Smith (PE teacher and coordinator from RWBA) came and did football sessions with our Y2s after their event was cancelled due to bad weather. Year 5 children completed their level 1 fencing badge. Year 5/6 competed in the crystal dome in the school hall collecting gold and silver tokens. Provided for free by H5. We received an award at the RWBA Sports Awards Evening for our participation in cluster events during the last academic school year. We are currently planning to compete in the swimming gala, hockey event and dance festival all before the Easter holidays. We also have H5 coming in for the Y3/4s after Easter, and are looking to book the climbing wall, caving and skipping man to visit. Olympian skeleton athlete Lizzy Yarnold is also coming to visit in June		
Actions to be taken: NA	By whom: NA	By when: NA
Further comment		

Reviewed at ASEC meeting on:
