



St Bartholomew's ASEC Meeting Minutes

Date: 5th July 2023

Time: 17:00

Venue: In School

Meeting Reference: 22/23 Meeting 1 Term 6

Members present	Initials	Representing
Dan Oakes	DO	Headteacher
Catherine Hersom	CH	Foundation Appointed (Chair)
Angus Brereton	AB	Staff Governor
Rhys Cadogan (arrived 17:45)	RC	Parent Representative (Vice Chair)
Jane Curtis	JC	Foundation Appointed
Will Essex	WE	Parent Representative
Liz Hickling	LH	Foundation Appointed
Ruth Sexton	RS	Foundation Appointed
Apologies	Initials	Representing
Rachel Bristow	RB	Deputy Head Teacher
Attending	Initials	Representing
Fiona Holness	FH	Clerk

ACTION SUMMARY

ASEC 2022-23 #04 – 15.03.23 Actions – See Comments below in Section Three

Agenda point	Action number	Action	Owner	By when
4	4.2	To ensure that they attend some of the DSAT tailored training courses.	All Governors	Complete

ASEC 2022-23 #05 – 10.05.23 Actions

Agenda point	Action number	Action	Owner	By when
4	5.1	To circulate the new policies as hard copy once they are available.	Clerk	Complete
5	5.3	To lead the Ethos Committee in examining the new IQs.	Ethos Governor	Complete
7	5.4	To follow up with the Hub Committee for guidance on answering the question on what Governors have done to assist the school in flourishing.	Chair	End October



MINUTES

Agenda Items	Actions
1. Welcome, Prayer & Apologies	
The Chair welcomed everyone to the meeting. The meeting was quorate. Apologies were received from RB; RC was absent until 17:45. JC led the opening prayer.	
2. Declaration of Beneficial Interests & Code of Conduct	
There were no declarations of interest.	
3. Minutes & Matters Arising (not covered elsewhere) from the Previous Meeting and Action List Update	
<p>The minutes of the last meeting, ASEC#05 2022/23 dated 10.05.23, 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 #04 Actions</p> <ul style="list-style-type: none">4.2 To ensure that all Governors attend some of the DSAT Tailored Training Courses. The Chair encouraged Governors to look at various training providers, which they have committed to do. The Staff Governor has already booked onto a Staff Governor course in September. <p>ASEC 2022-23 #05 Actions</p> <ul style="list-style-type: none">5.1 To circulate the new policies as hard copy once they are available. The revised policies have been circulated, all except the CCTV policy are to be adopted by the Academy.5.3 To lead the Ethos Committee in examining the new IQs. The Ethos Governor covered this in her section of the meeting.5.4 To follow up with the Hub Committee for guidance on answering the question on what Governors have done to assist the school in flourishing. There will be Church School's Flourishing training during Term 1.	
4. Strategic Leadership	
a. Communication to/from Trust Board and its Committees The Head Teacher (HT) confirmed that there will be Safeguarding Training carried out on Friday 1 st September in school in the morning. He invited all Governors to attend this training.	



The Chair advised that Southbroom St James is adopting a policy of 'no marking'. The HT confirmed that St Barts has adopted a similar approach and use a 'Feedback Slide' the following day to feedback to the whole class what was good and what needed checking in the children's work. Children use RCA (Read, Check, Action) to show that they have read the feedback slide, checked their work and actioned.

Governor Question:

The Ethos Governor asked about 'green pen checks' which the children had described when she conducted a Pupil Voice session about RE and Collective Worship.

Response:

The HT explained that the children do their original writing in pencil or blue pen and then once the work has been reviewed in class and suggestions/model sentences shared in class on the feedback slide; the children then read through their work and make any corrections in their books in green pen.

Governor Question:

A Governor asked what if a child doesn't recognise that they need to make a correction following the feedback slide, as it's shared with all children at once.

Response:

The HT responded that the Teacher may highlight individual lines in the child's book in yellow to indicate where 'green pen checks' are required. If the child still doesn't understand what needs to be changed, the Teacher or TA will sit with the child and go through the required corrections.

(The school uses colour coded highlighters to indicate 'Blue for SOAR, Yellow for More').

The Trust held a strategy day looking at how they plan to increase to forty schools in the next five years. There are two criteria for joining DSAT a) Educational sense and b) Geographic sense, or that they are in a local cluster of at least four local schools.

The Trust also looked at a Risk Assessment for the strike action so they could act when appropriate.

An Estate Manager has been appointed for the whole of DSAT and he will oversee the buildings, looking at conditional assessments and sustainability going forward.

b. DSAT Policies for adoption or adaptation

A suite of DSAT Data Protection Policies is due for review. Copies have been circulated and Governors have read them, they will advise any comments by the end of July.

c. School Policies

The DSAT CCTV policy will be adapted locally.

d. AIM Meeting Reports

The school will be holding two AIMs next year in preparation for the upcoming OfSTED inspection.

e. Other School Improvement Visits

There have been no improvement visits this term.

Action 6.1 All

Governors: To review the Data Protection Policies and advise any comments.
By End July



<p>f. OfSTED Self Evaluation Form This is a work in progress.</p>	
<p>5. Ethos</p>	
<p>a. SIAMs Self-Evaluation Form (SEF) This is being kept updated and will be circulated at the appropriate time. The school's RE lead is looking at updating the SEF into the new format.</p> <p>b. Foundation Governors update re Vision and Values The Ethos Governor circulated a report in advance of the meeting containing the minutes of the last Ethos meeting. They will be meeting again in Term 1. This report can be found on this link: 5b Term 6 Minutes of Ethos Committee meeting 17th May 2023.docx</p> <p>The Ethos Governor was very impressed with the Year 6 children who are currently leading Collective Worship every Tuesday this term. Comments from the Ethos Governor can be found on this link: 5b Term 6 Collective Worship 27th June 2023.docx</p> <p>The Ethos Governor shared some excellent feedback which she had received as part of Pupil Voice on RE and collective worship. This report can be found on this link: 5b Term 6 RE and Collective Worship Pupil Voice 27th June 2023.docx</p> <p>c. Next Steps for Ethos Development – Governor / Community Involvement The Staff Governor is hoping to encourage next year's Year 6 to start leading Collective Worship sooner in the year.</p>	<p>Action 6.2 Clerk: To send invitations for all the Ethos meetings for next year. By End July 2023</p> <p>Action 6.3 Staff Governor: To involve next year's Year 6's in Collective Worship earlier in the school year. By Term 2 2023/24</p>
<p>6. Accountability for Educational Improvement</p>	
<p>a. Headteacher's Report and Data The HT shared a report in and talked through it during the meeting. Currently there are 371 pupils in the school, this time last year we had 347 children in school, so we've grown by a whole class in a year. There are 58 new starters coming into Reception in September, 60 children are leaving Year 6. The Year 4 cohort will be increasing as they split into two classes and new children will be joining these Year 5 classes in September. There will be a census day in October which will secure the funding for 2024/25.</p> <p>The HT shared the staff structure for 2023/24. The school has a number of principles which have underpinned the decisions, and these will be shared with parents along with the staff structure.</p> <p>Having a Higher-Level Teaching Assistant (HLTA) in one of the Year Three / Four classes means that they can split into Year 3 and Year 4 for Maths.</p>	



Governor Question:

A Governor asked about TA support in the classes when they are split into four groups (2 x Year 3 and 2 x Year 4) as it would leave the new Teacher and the TA in separate classrooms.

Response:

The HT responded that as the children were being split between Years 3 and 4 for Maths the groups would be smaller and therefore more manageable. It will be reviewed as the term progresses; but as the curriculum is different for Year 3 and Year 4 in Maths then it does mean that each Teacher/TA can focus on teaching the lesson appropriate to that school year.

Once again there is a pot of money through the Tutoring Fund that will carefully be allocated to children in need of additional support.

Then the HT shared some results from various recent assessments. All of these results are better than last academic year.

EYFS Good Level of Development – 76.4% compared with 68% across both Wiltshire and other DSAT schools.

Year 1 Phonics 80% of children passed their phonics screening.

Year 2 The following percentage of children were at the expected level - 78% in Reading, 74% in Writing, and 84% in Maths.

Year 4 Multiplication Check – 82% achieved 21 marks or more out of 25. 48% got 25/25. The average mark was 23/25.

Governor Question:

The Governors were pleased that the phonics results were strong again, but asked what happens to the 20% who didn't pass their phonics screening.

Response:

The HT responded that during the last year there has been a lot of focused 1-2-1 phonics interventions by the TA's in Year 1/2 which had helped identify where the children were struggling and give them the confidence and understanding about phonics. The 20% of Year 1's who didn't pass this year will receive further 1-2-1 interventions next year and will re-take their phonics screening at the end of Year 2.

The KS2 (Year 6) results are due next week.

When they were released, they showed that the school's results are above the national average for the first time which is a fantastic achievement.

Attendance is currently 95.4%, with Unauthorised Absence is 0.63%, Persistent Absentees are 9.6%.

Next year, DSAT have put protocols in place for persistent absentees, so the families will be contacted earlier in the term, and it will continue to highlight the number of sessions missed rather than just a percentage attendance given. A web-based system will be used to track absentees.

Governor Question:

A Governor asked about the action that was being taken with persistent absentees.

Response:

The Staff Governor responded that relating it to the number of sessions missed is more effective than saying for example that a child has 80% attendance as 80% can seem like a high percentage, whereas it's the equivalent of missing a day of school every week.



Governor Question:

Another Governor asked if it's the same children who have issues with attendance throughout their time at St Barts.

Response:

The HT responded that for some children it's an ongoing issue and that the Early Help Coordinator works consistently with these families. However, for other children a particular change in family circumstances can cause short term issues with attendance.

We now have no children at Child Protection (two have been stepped down this week) although we are still keeping an eye on these children and are ready to offer support if needed.

77 My Concerns have been raised for 35 children this term, last year it was 80 My Concerns raised for 41 children. The Governors welcomed that the drop in the number of children having My Concerns raised about them, but were still mindful that a small number of children have a large number of My Concerns raised about them.

b. Review Pupil Premium and Sports Premium Strategies

The Staff Governor, who is also the Pupil Premium Champion for the school, and acting Assistant Head Teacher gave an update on a Pupil Premium conference he had recently attended. A number of questions and comments were asked around how the school, can best support PP children and nourish their head and their heart. These included:

- How many children attend extra curriculum activities?
- Poor behaviour can really disrupt all children's learning, this can affect PP children even more than their peers.
- Ensure PP children have access to reading and the library on a regular basis.
- Be aware that with silent reading; those who can read and have a good vocabulary will thrive; but it doesn't support children who haven't become good readers yet. Ideas for this time need to be adapted, such as members of staff listening to readers.
- One way to support PP children, is getting the children to feel at home in their school, that they belong here, how much positive affirmation do we give them.
- Consider which week's/months have the lowest attendance, can we plan in advance to mitigate this? Then have positive 'welcome back' conversations when these pupils return from absence.
- Those who have low attendance in September have lower attendance throughout the year. How can we set up a child for a positive year?
- Have a culture of achievement and celebrate academic success.
- What's the daily diet of their written and spoken words, school trips can really help this as it broadens their horizons.
- Pre-teaching and preventing problems rather than reacting to them.
- EYFS visits to understand where the child comes from before they start school.

Governor Question:

A Governor asked about trips, can we support those children financially?

Response:



<p>The Staff Governor responded that we look to financially support them and refer them to the Richard Jones Foundation, a local charitable trust, for trips like the Year 6 Residential.</p> <p>Governor Question</p> <p>The Safeguarding Governor asked about the children who didn't attend the Year 6 Residential?</p> <p>Response:</p> <p>The Staff Governor responded that three children didn't attend. The HT said that the children missed an amazing experience just prior to half term. But on returning to school, they soon focused on transition to secondary school and the Year 6 production.</p>	
7. Governance Monitoring	
<p>a. Link Governor reports</p> <p>The Safeguarding Governor shared a report during the meeting, focusing on attendance. She praised the school's relationship with families and the visible presence in the playground of the Early Help Coordinator and the acting SENDCo during drop off and pick up. The report can be found on this link: 7a Term 6 Safeguarding.docx</p> <p>The Staff Wellbeing Governor submitted a report in advance of the meeting, which can be found on this link: 7a Term 6 Staff Wellbeing Report July 2023.docx</p> <p>The Health and Safety Governor shared a report, the school was recognised as the only school in the Hub having a separate Health and Safety meeting. The School Business Manager and the School Caretaker were thanked for their vigilance to all Health and Safety issues. The report can be found on this link: 7a Term 6 H & S Report July 2023.docx</p> <p>The SEND Governor shared a report in advance of the meeting, she has met with the acting SENDCo, to share ideas and best practice. They have been looking at initiatives for dyslexic children. The report can be found on this link: 7a Term 6 SEND Report.docx</p> <p>b. Agree Term 1 Governor Visits (where possible)</p> <p>The Chair has suggested a monitoring day of Wednesday 27th September, to enable Governors to meet with their relevant contacts and then prepare reports in advance of the Term 1 ASEC meeting. (See meeting dates below in section 9).</p> <p>c. How are Governors enabling pupils, staff, and the community to flourish?</p> <p>There will be training on Church Flourishing in Term 1 2023 which will hopefully offer more guidance in answering this question.</p> <p>In the meantime, the Chair asked for all Governors to respond to the Chair and Clerk with evidence of their impact during the past year.</p> <p>A document will be added to ASEC Share Point once responses have been received from the governors.</p>	<p>Action 6.4 All Governors: To respond with evidence of their impact during the past year. By End July 2023</p>



8. Governor Succession Planning and Recruitment	
<p>a. ASEC Composition (recruitment, succession planning) The Chair confirmed that one of the Foundation Governors has been allowed to extend her term of office by a further two years. The Clerk and Chair need to follow up with SDBE to ensure that this is captured on the various systems.</p> <p>We have one Foundation Governor vacancy and continue to seek possible candidates.</p> <p>b. Consideration of the election of Vice Chair in September The Chair asked if anyone was interested in being Vice Chair. The Governors are considering this and will let the Clerk or Chair know.</p> <p>c. ASEC CPL (courses – upcoming and attended See comments above in outstanding action 4.2.</p>	<p>Action 6.5 Clerk & Chair: To ensure SDBE have updated systems for governor term extension. By End July 2023</p> <p>Action 6.6 All Governors: To consider being Vice Chair next academic year. By End August 2023</p>
9. Any Other Business	
<p>The Chair shared proposed meeting dates for the next academic year. Term 1 ASEC TBC Term 2 ASEC TBC Term 3 ASEC TBC Term 4 ASEC TBC Term 5 ASEC TBC Term 6 ASEC TBC</p> <p>The Clerk will email these dates to the Governors.</p> <p>The Chair thanked all the Governors for their hard work, and the HT and the team for all they do.</p> <p>The HT thanked the Governors for all they do and wished everyone a lovely summer.</p>	<p>Action 6.7 Clerk: To email proposed ASEC meeting dates for next year to all Governors. By End July 2023</p>
10. Close and date of next meeting	
<p>The meeting closed at 18:51 Date of the next meeting: TBC</p>	



Actions from Term 6 Meeting 05.07.23

Agenda point	Action number	Action	Owner	By when
4	6.1	To review the Data Protection Policies and advise any comments.	All Governors	Complete
5	6.2	To send invitations for all the Ethos meetings for next year.	Clerk	End July
5	6.3	To involve next year's Year 6's in Collective Worship earlier in the school year.	Staff Governor	Term 2 2023/24
7	6.4	To respond with evidence of their impact during the past year.	All Governors	End July
8	6.5	To ensure SDBE have updated systems for governor term extension.	Clerk & Chair	Complete
8	6.6	To consider being Vice Chair next academic year.	All Governors	End August
9	6.7	To email proposed ASEC meeting dates for next year to all Governors.	Clerk	End July