



St Bartholomew's ASEC Meeting Minutes

Date: 21st September 2023

Time: 15:30

Venue: In School

Meeting Reference: 23/24 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	WE	Parent Representative
Apologies	Initials	Representing
Rhys Cadogan	RC	Parent Representative
Liz Hickling	LH	Foundation Appointed
Ruth Sexton	RS	Foundation Appointed
Attending	Initials	Representing
Rachel Bristow	RB	Deputy Head Teacher
Fiona Holness	FH	Clerk

ACTION SUMMARY

ASEC 2022-23 #05 – 10.05.23 Actions – See Comments below in Section Four

Agenda point	Action number	Action	Owner	By when
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

ASEC 2022-23 #06 – 05.07.23 Actions

Agenda point	Action number	Action	Owner	By when
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



MINUTES

Agenda Items	Actions
1. Welcome, Prayer & Apologies	
The Chair welcomed everyone to the meeting. The meeting was quorate. Apologies were received from RS, RC, and LH. JC led the opening prayer.	
2. Election of Vice Chair	
LH expressed an interest via email in becoming Vice Chair. She was elected unanimously by all Governors.	
3. Annual Declaration of Beneficial Interests & Code of Conduct	
All Governors completed their annual declaration of interests. They have all signed the Code of Conduct. They will need to complete an updated Pecuniary Interest Form. The Clerk will email a soft copy to all Governors, and they will print it off, complete and sign, then return it to the school office.	Action 1.1 Clerk & Governors To circulate updated Pecuniary Interest Form and have physical copies signed. By mid-October
4. Minutes & Matters Arising (not covered elsewhere) from the Previous Meeting and Action List Update	
The minutes of the last meeting, ASEC#06 2022/23 dated 05.07.23, 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 2022-23 #05 Actions <ul style="list-style-type: none">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. The Chair will be able to update further following the first Hub meeting on this year. ASEC 2022-23 #06 Actions <ul style="list-style-type: none">6.3 To involve next year's Year 6's in Collective Worship earlier in the school year. Year 6's are already leading Collective Worship this term.	
5. Strategic Leadership	
a. Communication to/from Trust Board and its Committees The Chair advised that the school has communicated Safeguarding update, there is online training to complete by the end of September.	Action 1.2 Clerk: Safeguarding



<p>The in person Safeguarding Training for Governors is likely to be on Tuesday 7th November 1-3pm.</p> <p>The Head Teacher (HT) confirmed that all Governors need to read KCSIE Part 1 Annex A.</p> <p>b. DSAT Policies for adoption or adaptation A number of DSAT Data Protection Policies are due for review as they are updated annually. The Clerk is working with the Admin Officer to get these completed and signed off and uploaded to the school website.</p> <p>c. School Policies The DSAT CCTV policy will be adapted locally.</p>	<p>Training Invitation to be sent out to all Governors by end September.</p> <p>Action 1.3 Clerk: To work with the Admin Officer to complete the policies. by End October</p>
<h2>6. Ethos</h2>	
<p>a. SIAMs Self-Evaluation Form (SEF) The full SEF has been circulated to all Governors. The Chair recommended that all the Governors have a look at the SEF and see if there are any areas, they can add further information.</p> <p>The Ethos Governor gave some additional feedback on additional areas where the governors offer support, like the SAT's party and the Staff Wellbeing Governor supporting the staff.</p> <p>b. Review of recent Church Schools Flourishing Visit The Head Teacher from The Trinity School, Devizes has visited St Bartholomew's this term and met with some children for a Pupil Voice, she has also looked at our Collective Worship and RE Curriculum. Three key priorities were identified which the Ethos Committee will focus on.</p> <p>The Ethos Governor confirmed that the Ethos Committee had met the previous day on 20th September. The minutes were shared during the meeting.</p> <p>This report can be found on this link: 6b Term 1 Minutes of Ethos Committee meeting 20th September 2023.docx</p> <p>c. Next Steps for Ethos Development – Governor / Community Involvement; aligned with vision and values. The Staff Governor is pleased that some members of Year 6 have already started leading Collective Worship from week one of this term.</p>	<p>Action 1.4 All Governors: To send any comments on the SEF to the HT. By End October 2023</p>
<h2>7. Accountability for Educational Improvement</h2>	
<p>a. Headteacher's Report and Data The HT shared key data in advance of the meeting and talked through it during the meeting.</p>	



Currently there are 377 pupils in the school.

There were 57 new starters into Reception in this September, 60 children are left Year 6 in July.

There will be a census day on 5th October which will secure the funding for 2024/25.

Governor Question:

One Governor asked about the maximum number of children in school?

Response:

The HT responded that the maximum number of children the school can have is 420. But the way our classes are structured we currently can't take any more children in Year 3 or Year 4.

Governor Question:

Another Governor asked about SEND support, as on the HT's data it appears to increase for children further up the school.

Response:

The HT responded that SEND support is given to the children as it's identified that they need it, and this is often not apparent in EYFS.

The HT shared how fantastic the Key Stage 2 SAT's results were, above average for the first time. Also, 65% of children are at the expected level in Reading, Writing and Maths which is an increase on last year and above the national level.

He also shared the staff structure for this year, welcoming four really strong new members of staff.

Governor Question:

The Chair asked about how it was working out with having a Higher-Level Teaching Assistant (HLTA), especially with regards to splitting the classes for Maths lessons?

Response:

The HT responded that this will start from next week, the Year 3/4 classes have been streamed ready for this.

The HT shared that the acting SENDCo is currently due to go on maternity leave in early January. The original SENDCo is currently on maternity leave until possibly June. So, the school may have to look elsewhere for SENDCo support for the time in-between.

Attendance is currently 96.9% with Unauthorised Absence is 0.63%. Authorised Absence is currently 2.5% predominantly due to illness.

A web-based system is now being used to track absentees and the Early Help Coordinator is working very hard with families as September can be a tricky time.

The HT confirmed that he will challenge any request for term time holidays and unless they meet what we see as extenuating circumstances they will be unauthorised. Extenuating circumstances could include attending a religious event, including a funeral.



<p>Governor Question: The Staff Governor asked could other members of staff help with the decision on absence requests if they're tricky.</p> <p>Response: The HT responded that he discusses it with the Deputy Head to ensure there is a consensus.</p> <p>Governor Question: Another Governor asked can't the school just be tough and say no holidays in term time.</p> <p>Response: The HT responded that we need to continue to work with families. So, cooperation is important.</p> <p>There are two AIM's this year – 9th November and 20th March. This is in preparation for a probable Ofsted in 2024/25. The HT invited all the Governors to attend the feedback sessions following these AIM's and said they were welcome to come during the day as well.</p> <p>St Barts is also supporting another couple of schools within Thrive Hub.</p> <p>Governor Question: A Governor asked does the request for support come through DSAT.</p> <p>Response: The HT responded that it's important that the bigger picture is seen, and that DSAT is aware of where St Barts are offering support elsewhere. It's a privileged to be asked to help but we must ensure that everything is covered for the St Barts children.</p> <p>We will continue to work with the Walkthrus this academic year.</p> <p>b. AIP This is nearly complete and will be shared with Governors soon.</p>	
8. Governance Monitoring & Compliance	
<p>a. KCSIE Updates and Safeguarding Training All Governors were invited to attend Safeguarding Training on Tuesday 7th November. They need to complete an online safeguarding questionnaire and read the updated sections of KCSIE by the end of September. See point 5a above.</p> <p>b. Ensure Academy website and GIAS are updated and compliant. The Clerk has checked both of these sources, and all information is correct.</p> <p>c. Link Governor reports The SEND Governor submitted a summary report which can be found here. 8d Term 1 2023-24 SEND Report.docx</p> <p>As it was so early in the term other Governor's didn't submit reports.</p>	<p>Action 1.5 All Governors: To complete Safeguarding Questionnaire & to attend Safeguarding Training in November By End September 2023</p>



9. People, Structures and Evaluation	
<p>a. Skills Audit (share ready for return in Term 2) All the Governors completed a Skills Audit at the end of last year.</p> <p>b. DSAT Governor CPL Programme All Governors were reminded of the importance of attending relevant training. Some Governors have already booked themselves on courses for this year which is really positive. The new Vice Chair is looking into additional relevant courses.</p> <p>c. How are Governors enabling pupils, staff, and the community to flourish? At the end of last term, several Governors responded to the Clerk with strong examples of how they encourage the school to flourish.</p> <p>d. Agree HT Appraisal date. This is agreed with the Chair and the HT.</p> <p>The Chair has met with a new Foundation Governor who will be joining as a Foundation Governor from Term 2. The Clerk has entered her details into the Diocese of Salisbury system and hopefully her application will soon process through the system. This will mean that we have the full complement of Governors for St Barts which is really positive for school governance going forward.</p> <p>The Clerk will email the DSAT Administrator to get the Safeguarding Questionnaire sent to the new Governor.</p>	<p>Action 1.6 Clerk: To follow up on all the actions required to set up the new Foundation Governor. By Mid-October 2023</p>
10. Any Other Business	
<p>The Clerk flagged that the next planned ASEC meeting is at the same time as one of the EYFS open evening (4pm-6pm) The Phase Leader for EYFS wants to attend this ASEC meeting to talk about EYFS priorities and has requested that we start the meeting at 6pm.</p>	<p>Action 1.7 Clerk: To email 2023/24 ASEC dates out again and await a decision on the start time for ASEC #2. By End September 2023</p>
11. Close and date of next meeting	
<p>The meeting closed at 16:45 Date of the next meeting: Wednesday 22nd November XX:XX</p>	



Actions from Term 1 Meeting 21.09.23

Agenda point	Action number	Action	Owner	By when
3	1.1	To circulate updated Pecuniary Interest Form and have physical copies signed	Clerk & All Governors	Mid-October
5	1.2	Safeguarding Training Invitation to be sent out to all Governors	Clerk	End September
5	1.3	To work with the Admin Officer to complete the policies.	Clerk	End October
6	1.4	To send any comments on the SEF to the HT.	All Governors	End October
8	1.5	To complete Safeguarding Questionnaire & to attend Safeguarding Training in November	All Governors	Questionnaire by end September. Training in November.
9	1.6	To follow up on all the actions required to set up the new Foundation Governor	Clerk	Mid-October
10	1.7	To email 2023/24 ASEC dates out again and await a decision on the start time for ASEC #2.	Clerk	End September