



## St Bartholomew's ASEC Meeting Minutes

Date: 22<sup>nd</sup> November 2023

Time: 18:00

Venue: In School

Meeting Reference: 23/24 Meeting 1 Term 2

Members present	Initials	Representing
Dan Oakes	DO	Headteacher
Catherine Hersom	CH	Foundation Appointed (Chair)
Liz Hickling	LH	Foundation Appointed (Vice Chair)
Jane Curtis	JC	Foundation Appointed
Angus Brereton	AB	Staff Governor
Kathryn Brooke-Dean	KB-D	Foundation Appointed
Rhys Cadogan	RC	Parent Representative
Ruth Sexton	RS	Foundation Appointed
Absent	Initials	Representing
Will Essex	WE	Parent Representative
Attending	Initials	Representing
Rachel Bristow	RB	Deputy Head Teacher
Katey Minshall	KM	Curate St Bartholomew's Church
Jacqui Stammers	JS	EYFS Phase Leader
Fiona Holness	FH	Clerk

### ACTION SUMMARY

ASEC 2023-24 #01 – 21.09.23 Actions – See Comments below in Section Four

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	1.3	To work with the Admin Officer to complete the policies.	Clerk	End October



## MINUTES

Agenda Items	Actions
<b>1. Welcome, Prayer &amp; Apologies</b>	
<p>The Chair welcomed everyone to the meeting and introduced Kathryn Brooke-Dean as a new Foundation Governor. As we had some visitors everyone introduced themselves. We now have a full board of governors. The meeting was quorate. No apologies were received, and WE was absent. JC led the opening prayer.</p>	
<b>2. Declaration of Interests</b>	
<p>The Clerk thanked the Governors who had already completed their Pecuniary Interest Form, the remaining Governors present signed a paper copy which will be filed in the school office.</p>	
<b>3. Minutes &amp; Matters Arising (not covered elsewhere) from the Previous Meeting and Action List Update</b>	
<p>The minutes of the last meeting, ASEC#01 2023/24 dated 21.09.23, and were <b>approved</b> 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><b>ASEC 2023-24 #01 Actions</b></p> <ul style="list-style-type: none"><li>1.1 To circulate updated Pecuniary Interest Form and have physical copies signed. All Governors present have signed their forms.</li><li>1.3 To work with the Admin Officer to complete the policies. The Clerk has ensured that the policies for adaption are completed and uploaded. The HT will follow up on the Communication policy and advise if changes are required.</li></ul>	<p><b>Action 2.1 Head Teacher:</b> To follow up with the Admin Officer regarding the school Communication Policy. <b>by end December.</b></p>
<b>4. Strategic Leadership</b>	
<p>a. Communication to/from Trust Board and its Committees</p> <p>The Chair advised that last week there was a DSAT Governor Conference. Previously the Governors had been asked how many hours they spend on Governance. This was discussed during the conference, and they are looking at streamlining the role with particular areas of focus. The Chair shared the report from the meeting and asked that all Governors re-read the report and feedback any comments or observations. <a href="#">4a DSAT GOVERNANCE CONFERENCE 2023_Report.pdf</a></p> <p>b. DSAT Policies for adoption or adaptation</p> <p>The Clerk has worked with the Admin Officer to get the outstanding policies completed and signed off and uploaded to the school website.</p> <p>c. Update on appraisal process</p> <p>The HT has had his appraisal, and the pay panel has taken place.</p>	



5. Ethos	
<p>a. SIAMs</p> <p>The Ethos Governor and HT shared the report of our SIAMS inspection on 1<sup>st</sup> November. The SIAMs inspector studied the SEF. She had met with Mark Lacey, Jo Hicks and Reverend Jane in advance of the inspection.</p> <p>On the actual inspection day, she met with staff, parents, pupils, representative from the church and governors.</p> <p>The report highly praised the school with five areas of strength.</p> <p>There were three areas for development:</p> <p>One was around the children understanding the biblical underpinning of the school but that they need more on what it really means in practice.</p> <p>Alongside regular pupil lead Collective Worship, maybe the last week of every term to reflect on that terms values.</p> <p>The other area was embedding the Emmanuel project in our school.</p> <p>The school leadership term were already aware of and working on these development areas.</p> <p>The Ethos Governor congratulated all the staff. The HT thanked the Governors for their support. The Chair of Governors found it inspiring to see the staff sharing their thoughts with the inspector. She encouraged the Governors to always ask 'how and why' when they do their link governor visits.</p> <p><b>Governor Question:</b></p> <p>One Foundation Governor asked how often SIAMs inspections take place.</p> <p><b>Response:</b></p> <p>The HT responded about every four or five years. It had been seven years since our last inspection but that was partly because of Covid delays.</p> <p>b. Review of Church Schools Flourishing Report Actions</p> <p>This was covered in the section above.</p> <p>c. Next Steps for Ethos Development – Governor / Community Involvement; aligned with vision and values.</p> <p>We will focus on the three development areas from the SIAMs report.</p> <p>d. Feedback on recent CSF Training</p> <p>All Foundation Governors have attended the first module of the Church School's Flourishing training and have signed up for future training modules. The new Foundation Governor was told of the module 1 recording and how to sign up for future training.</p>	



6. Accountability for Educational Improvement	
<p>a. Headteacher's Report and Data</p> <p>The Head Teacher (HT) shared a report about the recent AIM in advance of the meeting and talked through it during the meeting. The main areas of improvement included being aware that we've got a number of new members of staff and to ensure that communication about what we are as a school and what we expect of each other.</p> <p>There is a staff handbook to understand the process we go through to plan each unit of work, the "Teacher Reflection Journal". For example, the fluency section of lesson should be about the pre-requisite knowledge to access the lesson rather than just retrieval practice. Reminding the teachers of the importance of live marking and the feedback journal. Our Walkthrus are at the core of everything we do and if the HT spends time in a classroom, he should see these in action. For example, in cold calling, a question is asked to the whole class, and everyone has time to think before someone is selected to answer it.</p> <p>We are also thinking about the appraisal process using "The Great Teacher Toolkit" to ensure that teachers understand exactly what they are teaching, and they maximise every second of a lesson.</p> <p><b>Governor Question:</b> One Governor asked will the teacher toolkit be used in appraisals.</p> <p><b>Response:</b> The HT responded that it will be, and it gives teachers the opportunity to look at how they can improve.</p> <p><b>Governor Question:</b> A Governor asked will newer teachers be able to see other teachers teaching.</p> <p><b>Response:</b> The DHT responded that the Early Careers Teaching (ECT) programme gives the opportunity for coaching and mentoring pairing so they can role play together before trying it out in class.</p> <p>Currently there are 376 pupils in the school. One child has left to go to a more appropriate setting. There is still an aspiration to move to 14 classes next year.</p> <p>The acting SENDCo is currently pregnant. The current SEND Governor is an experienced SENDCo practitioner and will be acting in this role from January-April until the original SENDCo returns from her maternity leave. The SEND governor stepped down as Vice-Chair due to her temporarily becoming a staff member. Reverend Jane put herself forward as acting Vice-Chair and all agreed.</p> <p>Attendance is better than last year at 95.6%. Authorised absence was down but unauthorised absence was up slightly at 0.79%. This is usually because term time holidays are not being authorised.</p>	



216 My Concerns have been raised since September for 77 children. There are 12 children with a significant amount of My Concerns and these families are receiving a lot of help.

There have been no bullying or racist incidents. The HT was clear that the word 'bullying' is sometimes used when this isn't the case following the situation being investigated.

**Governor Question:**

One Governor asked what does bullying look like in school.

**Response:**

The HT responded that we have a 'Treat Everyone Well' policy and that defines what bullying is and where we would need to put steps in place.

It has been a busy couple of terms so far.

There has been a 'Champion of Church Schools Flourishing' meeting in school.

We've had the second Talk for Writing training for all staff and Team Teach training.

The support for Southbroom St James has reduced but the work with Marden Vale is continuing, currently half a day a fortnight and it may intensify for a short term. This isn't finalised yet.

**Governor Question:**

One Governor asked how will this support in other schools affect the budget if St Barts has to employ supply teachers?

**Response:**

The HT responded that he is fortunate to have some very skilled TA's who can cover on a cost neutral basis.

The DHT added that it's important that we lead the support and share resource for what we both need where we can.

**Governor Question:**

The Chair asked how this was being received in other schools?

**Response:**

The HT said that he feels that St Barts have a good relationship with other schools and it's about working together and valuing where we can both support each other. It's about working collaboratively.

**Governor Question:**

A question was asked about how the HT would respond to parents who were concerned about their child's teacher being outside the classroom.

**Response:**

The HT responded that it's not uncommon for teachers to be out of the classroom and the TA's are known to the children and the lessons have been well planned in advance and it would be consistent. Also, if a teacher was out, for example, it would be one day in a block of time.

There was a well-attended coffee morning for parents held recently with a wide range of parents who wanted to talk to staff and to each other.

**Governor Question:**

The Chair asked how things were going with the HLTA and taking maths separately in years 3 and 4.



**Response:**

The HT feels that it's going really well and the HLTA is enjoying it. It enables us to have bespoke smaller groups for maths for children as they move up from KS1.

The HT wanted to offer his gratitude to all the staff for their commitment to the school.

b. SIAMS

The school had their SIAMS inspection on Wednesday 1<sup>st</sup> November.

c. AIP

This was covered within the main report.

d. Progress on Pupil Premium and Sports Premium – The update on Sports Premium was presented by the PE lead.

In PE there is funding of £19,900. In terms of tournaments there has been a KS1 fair play award and St Barts won a trophy. There are also teams going to the netball and dodgeball tournaments soon.

62% of children in Year 6 are swimmers and the other children who can't swim 25 metres will be able to have a block of six lessons between February-April 2024.

With Pupil Premium, the Chair and Acting Assistant Head Teacher were meeting the following day to review the year outturn and some case studies, together with looking at this year's strategy.

e. Update on EYFS Baseline

The EYFS Phase Leader joined the meeting to give us an update on EYFS. There are 58 children currently in EYFS. Her full presentation can be found here [7e Term 2 EYFS Governors Presentation.pdf](#).

There are seven areas of the curriculum with seventeen key areas which sit underneath them. Some subjects are under one heading, such as history and geography are referred to as understanding the world.

The EYFS team completed the baseline data in literacy and maths in the first six weeks. The school does further monitoring beyond the basic Government data.

**Governor Question:**

One Governor asked what would this data look like at the end of the year?

**Response:**

The EYFS Phase Leader offered to return with an update later in the academic year.

They have started RWI earlier this year and are focusing on 3 sounds a week. In writing they are focusing on prewriting skills. Which is making marks which will mirror letters. They are doing PE with stretch bands once a week to build upper body strength.

In maths numerical patterns are the main focus – counting to twenty and talking about greater than and less than.

The Governors thanked the Phase Leader for giving up her time to come to the meeting.



7. Governance Monitoring & Compliance	
<p>a. KCSIE Updates and Safeguarding Training Almost all Governors attended Safeguarding Training on Tuesday 7<sup>th</sup> November and everyone apart from the new governor has completed the online safeguarding quiz. She will be sent a link to complete the online quiz by the end of the year. The Chair asked all governors to complete the online cyber training.</p> <p>The Church links page of the school website will be updated with the current Curate's details. Some flightpaths need to be updated and this will happen soon.</p> <p>b. Ensure Academy website and GIAS are updated and compliant. GIAS has been updated with our new Governor's details.</p> <p>c. H&amp;S Audit / Walkabout Report Our Health and Safety Audit took place on 6<sup>th</sup> November. The H&amp;S Governor submitted a report in advance of the meeting <a href="#">7e Term 2 H &amp; S Report November 2023.docx</a>. Michael Harvey are trying to standardise Health and Safety walkabouts across DSAT.</p> <p>On 16<sup>th</sup> November there was a walkabout in Upper KS2. They recorded items such as doors wedged open and excessive dust. The findings were recorded during the walkabout on an interactive form which is sent directly to Michael Harvey. He then prioritises what to do and sends a PDF back to school which can be shared with the ASEC.</p> <p>d. Link Governor Reports linked to AIP. These were covered in point e.</p> <p>e. Other Link Governor Reports Several reports were shared in advance of the meeting including Safeguarding <a href="#">7e Term 2 Safeguarding - 5th October 2023.docx</a>, a PSHE Report <a href="#">7e Term 2 PSHE - 20th November 2023.docx</a>, an EYFS visit <a href="#">7e EYFS Visit November 2023.docx</a>, and Staff Wellbeing <a href="#">7e Term 2 Staff Wellbeing Report November 2023.docx</a>.</p> <p>f. Allocation of Statutory Lead Roles The Chair shared the table of current Governor responsibilities, and asked one Foundation Governor if she would like to continue as both the EYFS and Health and Safety link governor, she said she would like to. The Staff Governor will also support with a link to EYFS. The Clerk will check with one of the Parent Governors if he can still be the Science and DT link. There is quite a focus on DT.</p> <p>g. Deep Dive Schedule The Chair has shared the schedule for deep dives, and the teacher subject leads will be communicated once they are finalised.</p> <p>The new governor will pick up a subject / curriculum focus in due course. Initially she will become the interim SEND Governor for terms 3 and 4.</p>	<p><b>Action 2.2</b> <b>Clerk:</b> To arrange for the new Foundation Governor to be sent the safeguarding quiz link <b>By End November 2023</b></p> <p><b>Action 2.3</b> <b>Church Foundation Governor:</b> To provide updated material for the church links page of the school website. <b>By End December 2023</b></p> <p><b>Action 2.4</b> <b>Clerk:</b> To check if a parent governor can continue as science/DT link. <b>By End December 2023</b></p>



8. People, Structures and Evaluation	
<p>a. Skills Audit This needs to be sent to the new governor for completion.</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 Staff Governor has completed his Staff Governor Training. The Chair emphasized the importance of the new governor completing training with DSAT, Right Choice etc.</p> <p>The new Foundation Governor will work through the induction pack with the Chair and the new Governor.</p> <p>c. Self-Evaluation of the impact of governance evident from this meeting including flourishing It can be celebrated that the community came together for the SIAMs inspection showing that all are passionate about the children flourishing.</p> <p>It can be celebrated that the Governors are so passionate that the children in the school flourish, that the SEND Governor will be coming out of retirement and working as a consultant to continue to help SEND children.</p> <p>The Chair asked why did the new governor join as this is a moment to celebrate someone approaching the school unsolicited? The new Foundation Governor responded that she feels it's important to be involved in the school community in a structured way.</p>	<p><b>Action 2.5</b> <b>Chair:</b> To send Skills Audit to the new Governor <b>By End November 2023</b></p> <p><b>Action 2.6</b> <b>Clerk:</b> To work through the new governor onboarding <b>By End December 2023</b></p>
9. Any Other Business	
<p>The Finance report has shared with the Governor for information. However, it is being looked at as it contains a lot of information, and a top line template would be better.</p> <p>The Staff Wellbeing Governor suggested that the staff and governors have a meet up to get to know each other better.</p> <p>The Clerk will ask the School Business Manager to set up the new Foundation Governor on the signing in system.</p>	<p><b>Action 2.8</b> <b>Clerk:</b> To email all Governors for a 'meet the team' session. <b>By End November 2023</b></p> <p><b>Action 2.9</b> <b>Clerk:</b> To set the new governor up on the sign in system. <b>By End November 2023</b></p>
10. Close and date of next meeting	
<p>The meeting closed at 20:07 Date of the next meeting: Wednesday 17<sup>th</sup> January 17:30</p>	





### Actions from Term 2 Meeting 22.11.23

Agenda point	Action number	Action	Owner	By when
3	2.1	To follow up with the Admin Officer regarding the school Communication Policy	HT	End December
7	2.2	To arrange for the new Foundation Governor to be sent the safeguarding quiz link	Clerk	End November
7	2.3	To provide updated material for the church links page of the school website	Church Foundation Governor	End December
7	2.4	To check if a parent governor can continue as science/DT link	Clerk	End December
8	2.5	To send Skills Audit to the new Governor	Chair	End November
8	2.6	To work through the new governor onboarding	Clerk	End December
9	2.7	To email all Governors for a 'meet the team' session at 5pm on 17 <sup>th</sup> January	Clerk	End November
9	2.8	To set the new governor up on the sign in system.	Clerk	End November