



St Bartholomew's ASEC Meeting Minutes

Date: 17th January 2024

Time: 17:30

Venue: In School

Meeting Reference: 23/24 Meeting 1 Term 3

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

ACTION SUMMARY

ASEC 2023-24 #02 – 22.11.23 Actions – See Comments below in Section Three

Agenda point	Action number	Action	Owner	By when
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



MINUTES

Agenda Items	Actions
1. Welcome, Prayer & Apologies	
The Chair welcomed everyone to the meeting. The meeting was quorate. Apologies were received from WE. JC led the opening prayer.	
2. Declaration of Interests	
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#02 2023/24 dated 22.11.23, 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 2023-24 #02 Actions</p> <ul style="list-style-type: none">• 2.3 To provide updated material for the church links page of the school website. The Ethos Governor is working on updated content, and it will be completed in the near future.• 2.4 To check if a parent governor can continue as science/DT link. The Chair is looking at the list of subject leads and these will be confirmed, she asked Governors to say if they had any preference.• The Chair recommended a different Governor take on responsibility for DT (Design Technology) as there has a Hub Focus. The other Parent Governor is likely to pick this one up, along with his link to PE.• The newest Foundation Governor said she would be interested in being linked to Modern Foreign Languages (MFL) and History.• The Staff Governor will be linked to Reading, Writing and Phonics.• The other Foundation Governors will link to Science, Geography, History, Music, Computing and Art.• The Ethos Governor will retain her links with RE and PSHE.• 2.5 The new Foundation Governor has completed the skills audit; the Chair and Clerk will review in due course.	<p>Action 3.1 Chair, KB-D & Clerk: To follow up on skills audit. by end February.</p>
4. Trust, Hub and ASEC Communication	
<p>a. Recent Communication received by the Chair.</p> <p>The Chair advised that she had reached out to DSAT as there have only been two sways since our last meeting.</p> <p>Next week (23rd January) is the third module of the Church Schools Flourishing course at 12pm and 6pm, the Chair reminded the Governors to attend and that the previous modules have been recorded and could still be accessed.</p> <p>The Chair has a Hub meeting next week and will have a further update for Term 4.</p>	



5. Compliance	
<p>a. Update on Health and Safety Audit The Health and Safety Governor shared a report in advance of the meeting 5a H & S Link Governor Report January 2024.docx</p> <p>The Chair confirmed that there is an official DSAT Health and Safety report following the Chair, the Business Manager and the Health and Safety Governor walking around the school checking everything. See attached file 5a H&S Governor Walkabout Report- Nov 23- St Barts.docx</p> <p>The Chair and the Health and Safety Governor will formulate a response to DSAT as some areas are working better than others.</p> <p>As the document is held in Microsoft Teams it isn't possible to partially complete the form. So, we have to do our walkaround in three sections. We are taking part in a pilot scheme.</p> <p>Question: The Head Teacher (HT) asked which other schools are involved in the pilot scheme?</p> <p>Response: The Chair responded with the names of a couple of schools including Marden Vale; the HT will see how the other schools have completed the form because it would be interesting to get pilot feedback.</p> <p>b. Update on Safeguarding Audits The Safeguarding Audit needs to be completed by 1st March. The Safeguarding Governor and the HT will look for a suitable date.</p> <p>c. Update on Website Compliance The company who used to do our website compliance, has been brought out. The HT is talking to other HTs to see if they have received a report on website compliance for this year. He will advise when this has been received. He has a meeting with a website company coming up but this is more around the look and feel of the website.</p> <p>d. New/Revised Policies for Adoption (DSAT) and Approval (School) The Health and Safety Policy Manual has been updated and signed. There are a few other DSAT policies which will be updated in time for our term 4 ASEC. The Clerk is working with the DSAT policy team and the school Admin Officer to ensure that the policies are updated and uploaded in a timely manner.</p>	<p>Action 3.2 H&S Governor & Chair To formulate a response to the H&S report. By mid-February.</p> <p>Action 3.3 Safeguarding Governor & HT To arrange a date for the Safeguarding Audit. By early February.</p> <p>Action 3.4 HT To follow up on the website compliance report. By early February.</p>
6. Church Schools Flourishing and Ethos	
<p>a. Review of SIAMs SEF and Priorities from last CSF Report Actions The Head Teacher (HT) shared that today the school held a Faith Day today which had been very successful. The Ethos Governor told the Governors that we need to remind the children why Isaiah is important, so we are doing background work on this. Understanding what is so important about Isaiah and the quote from the Bible</p>	



<p>which we use in school. The Staff Governor shared that at Collective Worship this morning they shared some quotes from some famous books and the children had to guess which book it was from. They finished with the Isaiah Chapter 40 Verse 31 quote “They soar on wings like eagles” and nearly every hand went up, the children knew it was from Isaiah which was really nice.</p> <p>During the Faith Day, Rev Jane, Rev Katey and Rob, the Thrive Hub Chaplain looked at key Bible stories, including Ruth and Naomi, Jonah, Sampson, and then Paul and his letter writing. Which has laid the foundations for the school. Then on 28th February we are looking to hold an Isaiah day in school.</p> <p>The Deputy Head Teacher (DHT) advised that the RE Lead is looking to select children from across the school to take part in leading Collective Worship. This would expand this initiative beyond the Year 6’s who currently sometimes lead Collective Worship.</p> <p>Governor Question: One Governor asked do the school equip the parents with information about Collective Worship and the Bible.</p> <p>Response: The HT responded that the Faith Day would be talked about in the next St Bartholomews newsletter.</p> <p>But the HT felt that it would be a good idea to send communication to parents in advance of future Faith or Isaiah days, detailing what the content of the day will contain. The HT feels that a parent mail is the best way of ensuring all parents have received the communication and gives all adults the chance to engage.</p> <p>The Staff Governor shared that for the older children, some of the content from today is on Showbie.</p> <p>b. Ethos Committee and Link Governor Report The Ethos Committee is due to meet in early February and the Ethos Governor will send an update following this meeting.</p> <p>c. Sharing of recent PCSF/SDBE CPL The Chair’s Governor position has been renewed for another four years. The newest Foundation Governor is attending an all-day Foundation course next week. Although there has been an issue where the school now has to pay an amount towards Salisbury Diocese courses. The HT is going to follow this up with DSAT.</p>	<p>Action 3.5 HT To send a parent mail in advance of future Faith/Isaiah Days. By end February.</p> <p>Action 3.6 HT To speak to DSAT re schools (governors) having to pay towards SDBE courses. By end February.</p>
7. Accountability for Educational Improvement	
<p>a. Headlines for Discussion The HT shared a report in advance of the meeting. During the meeting he shared information about the WALKTHRUS training day which the staff had received. It had been very well received by the staff.</p> <p>The HT wanted to emphasize the learning model at St Barts. In every class there are a lot of distractions and it’s important to minimise these to focus the children’s</p>	



attention on the one thing that the Teachers want them to learn so that the information moves from the child's working memory to their long-term memory. Children can hold about six things in their working memory, so it's important to have crystal clear slides and remove distractions in the information which they see. It's stripped back to avoid cognitive overload.

The ASEC will see this in practice when they visit lessons in the school. The WALKTHRUS focus on different areas in bite sized sections. Currently Worked Examples and Backwards Fading are the WALKTHRUS of focus. The key is that the Teacher models the process, using the visualiser and their iPad to do the task in their own books. The children watch the teacher modelling the process – including wrong thinking – so they see a 'good' worked example.

In time the support will be slowly removed, and the children will gradually move the information into their long-term memory. Then in future lessons the Teacher can draw on the children's long-term memory to build on the current lesson. The WALKTHRUS will enable the Teachers to be at their very best when they deliver their lessons.

The DHT said it had helped the Teachers to look at what had to be stripped away, for example using a maths book to model maths so it looks the same as the children use. Even small distractions like someone entering the class can affect children's working memory.

Governor Question:

A Governor asked is this model something which the school has brought into, is it something which Teachers use when they are training.

Response:

The HT responded that WALKTHRUS have been brought into as a Trust. In essence they are looking for learning problems which occur in school, such as distractions, and can be solved through specific WALKTHRUS.

Following their visit here the WALKTHRU experts said, "What a School" and they were pleased by their day here.

Governor Question:

The Chair asked how the WALKTHRUS are used in staff training.

Response:

The HT explained that it helps for Teachers to sit as the children do and see how the lesson is delivered.

The HT added that initially they tried Instructional Coaching, which was very time consuming as the 'coacher' and the 'coachee' had to meet one to one. But now they look at it as a team, they will then work on refining as they see a lesson being delivered and a Teacher has an opportunity to practice delivering the lesson before they teach it.

The DHT talked about the seven-week cycle for WALKTHRUS, with four being achieved in a school year. It is fine for them to cross terms.



The HT said that a key to making the WALKTHRUS work, is giving ample thinking time to the class and the Teacher saying “I’m going to ask at least three people” in the class so that any of the pupils know that they might be asked to answer the question following the thinking time. It’s really working for the professional peers to share best practice.

Governor Question:

The Chair asked about a Governor accompanying the Phase Leader around the school to see the WALKTHRUS in action.

Response:

The HT responded that it’s a new initiative at the moment, but certainly later in the year it would be a great way for Governors to see the new ways of working in action.

The Chair commented that it was really good to walk around two or three classrooms in the same phase and see the same lesson being delivered in ways which mirrored each other. This results in all of the children receiving the same input.

b. Contextual Information

The HT shared some contextual information, recently the Diocese of Bristol Academy Trust (DBAT) have pulled out of running a number of Academies.

The HT then went on to share the number of preferences the school has received for September 2024 EYFS intake. There were 56 first place preferences, 26 second choice and third choice for another 14 people. This is very positive in terms of growing the school.

Wiltshire Council recommends a move to 14 classes once a school has 391 children. We currently have 372 pupils. We are looking to move to completely two form entry from September 2024 throughout the school. But we might not quite be at 391 children. Although Year 3/4 will be so big we may have to move to 14 classes. Currently, the school receive a number of enquiries from Year 3 children, and we have to put them on the waiting list. If we separate Year 3 and Year 4, we could take more children, but it might be challenging in our relationships with other local schools.

The HT is concerned that the Ascend Learning Trust are having nearly all the first week of September as training days, with the Friday 6th September as Year 7 and Sixth Form in only. Then they have two weeks off at the October half term. The HT feels that families may take these as holiday and that could affect attendance at St Barts.

The HT will share the proposed training days and holiday dates for next year for St Barts with parents very soon.

c. Effectiveness of Leadership & Management

This was covered in the main report.

d. Analysis of data regarding Progress, Welfare, Safety, Attendance, Behaviour and Attitudes of Pupils and Staff Wellbeing



<p>The HT shared that there has been an increase in My Concerns. 314 My Concerns have been raised since September for 105 children, but some of this is more vigilance and reporting. Some My Concerns are being raised when children are late or hesitant to come into school. This time of year also sees an increase in coughs and colds. There have been no bullying or racist incidents.</p> <p>The Chair wanted to congratulate the HT and other key members of staff who are completing their National Professional Qualifications (NPQ) as well as keeping everything on track in school and supporting other schools.</p> <p>The Chair said it would be good as Governors to congratulate the members of staff who had completed their NPQ and any other celebrations.</p> <p>The HT said that it would be really well received.</p> <p>Governor Question:</p> <p>The Chair asked about support to other Thrive Hub schools.</p> <p>Response:</p> <p>The HT said the support was a day a fortnight, but occasionally it was more, and a couple of Marden Vale Teachers came to St Barts this week.</p> <p>The Chair had a detailed conversation with the DSAT Head of Governance about the Scheme of Delegation going forward. One of the things DSAT are putting an emphasis on is a Wellbeing Governor, and they were really pleased that it was being pioneered at St Barts.</p> <p>The Staff Wellbeing Governor was pleased that there was an emphasis on this.</p> <p>e. Progress Towards Milestones 1&2 2023-24 AIP</p> <p>This was covered in the main report above.</p> <p>f. Governor Monitoring Reports</p> <p>The other Link Governors has shared reports in advance of the meeting, on each of their areas. 7f Maths Link Governor Report Dec 23.docx, 7f Staff Wellbeing Report January 2024.docx</p> <p>The Chair had spent time with the Staff Governor who is the PP champion. They looked at Pupil Premium children and she was impressed that he was able to give additional information about the children. 7f Pupil Premium Link Governor Report Dec 23.docx</p> <p>The new SEND Governor is going to meet with the acting SENDCo and then the SENDCo who is in maternity leave in the coming weeks.</p>	
8. Effective Governance	
<p>a. Updates/Actions Regarding Attendance, Recruitment, Succession Planning, Induction etc.</p> <p>The Chair asked how the induction planning was going with the newest Foundation Governor and she responded that she's ticking off the boxes.</p>	<p>Action 3.7 Clerk: To liaise with Admin Officer re Parent Governor</p>



<p>The Clerk will liaise with the School Admin Officer about including a Parent Governor advert to start the recruitment of two new Parent Governors in the New Starter Packs, which are sent to all new EYFS parents.</p> <p>The HT asked about a questionnaire on SEND and the onboarding process to new families which was sent out to new parents. Feedback from the questionnaires will be used to inform the experience for new parents next year. The Chair will share copies of the questionnaires with all the Governors.</p> <p>b. Self-Evaluation of the Impact of Governance evident from this meeting including Flourishing</p> <p>The Chair shared that all the governors being present, voluntarily is a great way of showing their commitment to the school. They have asked questions and challenged the HT's report.</p> <p>One of the Foundation Governors said how the school embraced the outcomes of SIAMS and AIM and put actions in place.</p> <p>The Staff Governor shared that hearing the wonderful things the school is doing is really great.</p>	<p>advertisements in new starter packs By End March</p> <p>Action 3.8 Chair: To share questionnaires with all Governors. By End January</p>
<p>9. Any Other Business</p>	
<p>The Finance report has been shared with the Governor for information.</p> <p>The Chair asked for Governors to respond if they felt the Finance Report was useful to them.</p> <p>The Staff Governor and the EYFS Link Governor are going to spend time EYFS next week.</p> <p>The Chair thanked the Staff Governors for setting up the "meet the team" session immediately prior to the ASEC meeting, it was lovely for the staff and governors to meet each other.</p> <p>One of the Foundation Governors asked if notifications could be sent out when new information is uploaded to the ASEC Share Point. The Clerk will do this going forward.</p> <p>The Ethos meeting needs to be rescheduled to Wednesday 7th February at 17:30. The Clerk will resend the meeting invitation.</p>	<p>Action 3.9 All Governors: To confirm if the Finance Report is useful for them. By Mid-February</p> <p>Action 3.10 Clerk: To notify the ASEC when new files are added to the Share Point. By Early March</p> <p>Action 3.11 Clerk: To resend the Ethos meeting invitation. By End January</p>
<p>10. Close and date of next meeting</p>	
<p>The meeting closed at 19:18</p> <p>Date of the next meeting: Wednesday 6th March 17:30</p> <p>Future ASEC Meetings will be held on Wednesday 8th May and Wednesday 3rd July both at 17:30.</p>	



Actions from Term 3 Meeting 17.01.24

Agenda point	Action number	Action	Owner	By when
3	3.1	To follow up on skills audit.	Chair, KB-D & Clerk	End February
3	3.2	To formulate a response to the H&S report.	H&S Governor & Chair	Mid-February
5	3.3	To arrange a date for the Safeguarding Audit.	Safeguarding Governor & HT	Early February
5	3.4	To follow up on the website compliance report.	HT	Early February
6	3.5	To send a parent mail in advance of future Faith/Isaiah Days.	HT	End February
6	3.6	To speak to DSAT re schools (governors) having to pay towards SDBE courses.	HT	End February
8	3.7	To liaise with Admin Officer re Parent Governor advertisements in new starter packs.	Clerk	End March
8	3.8	To share questionnaires with all Governors.	Chair	End January
9	3.9	To confirm if the Finance Report is useful for them.	All Governors	Mid-February
9	3.10	To notify the ASEC when new files are added to the Share Point.	Clerk	Early March
9	3.11	To resend the Ethos meeting invitation.	Clerk	End January