



St Bartholomew's ASEC Meeting Minutes

Date: 6th March 2024

Time: 17:30

Venue: In School and on Teams

Meeting Reference: 23/24 Meeting 1 Term 4

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

ASEC 2023-24 #03 – 17.01.24 Actions – See Comments Below in Section Three

Agenda point	Action number	Action	Owner	By when
3	3.1	To follow up on skills audit. This will be arranged in the coming weeks	Chair, KB-D & Clerk	Complete



3	3.2	To formulate a response to the H&S report.	H&S Governor & Chair	Complete
5	3.3	To arrange a date for the Safeguarding Audit.	Safeguarding Governor & HT	Complete
5	3.4	To follow up on the website compliance report.	HT	Complete
6	3.5	To send a parent mail in advance of future Faith/Isaiah Days.	HT	Complete
6	3.6	To speak to DSAT re schools (governors) having to pay towards SDBE courses.	HT	Complete
8	3.7	To liaise with Admin Officer re Parent Governor advertisements in new starter packs.	Clerk	End April
8	3.8	To share questionnaires with all Governors.	Chair	End April
9	3.9	To confirm if the Finance Report is useful for them.	All Governors	End April

MINUTES

Agenda Items	Actions
1. Welcome, Prayer & Apologies	
The Chair welcomed everyone to the meeting. The meeting was quorate. Apologies were received from RC. JC led the opening prayer and prayed that the school flourishes.	
2. Declaration of Interests	
There were no declarations of interests.	
3. Minutes & Matters Arising (not covered elsewhere) from the Previous Meeting and Action List Update	
<p>The minutes of the last meeting, ASEC#03 2023/24 dated 17.01.24, 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. This has now been completed and the website updated. <p>ASEC 2023-24 #03 Actions</p> <ul style="list-style-type: none"> 3.1 To follow up on the Skills Audit. The Clerk will suggest some dates for the Chair and Foundation Governor and Clerk to meet to discuss the outcomes from the Skills Audit. 	<p>Action 4.1 Clerk: To arrange a follow up to discuss the Skills Audit by end March.</p>



<ul style="list-style-type: none">• 3.2 To formulate a response to the H&S report. This was discussed later in the meeting; the new H&S reporting system has been rolled out.• 3.3 To arrange a date for the Safeguarding Audit. The audit has been completed and submitted. The HT commented that the scoring system was inconsistent.• 3.4 To follow up on the website compliance report. This is due to take place in late March.• 3.5 To send a parent mail in advance of future Faith/Isaiah day. The proposed Isaiah day is 15th May and this will be communicated in advance.• 3.6 To speak to DSAT re schools (Governors) having to pay towards SDBE courses. The HT confirmed that the School Business Manager is happy to pay for courses for Governors and it should be in the budget going forward.• 3.7 To liaise with Admin Officer re Parent Governor advertisements in new starter packs. The advert and letter have been agreed and the Clerk will communicate this to the Admin Officer.• 3.8 To share questionnaire with all Governors. The EYFS questionnaire has been shared with EYFS parents and responses received. They are being reviewed next week.• 3.9 To confirm if the Finance Report is useful to them. It was felt that it is interesting but that some of the information is duplicated in the HT's report. The HT is going to liaise with the Business Manager about the content of the report as it is a report which also has to be produced for Hub meetings.	<p>Action 4.2 HT: To follow up with School Business Manager about Finance Report. by end April.</p>
4. Strategic Leadership	
<p>a. Communication to/from Trust Board and its Committees</p> <p>The Chair advised that there was a Thrive Hub meeting last week, although St Barts were the only school represented from the schools, this means that some of the collaboration opportunities are lost. On 1st December it was the 10th anniversary of DSAT. There have been three SIAMs inspections and two OfSTED inspections in DSAT in recent months. Four new DSAT schools have joined and three schools looking into a nursery pilot scheme. There was also a Blog link which the Chair said was interesting to read and she would circulate to the other Governors.</p> <p>Question: The Deputy Head Teacher (DHT) asked who the Blog is from?</p> <p>Response: The Chair confirmed it's at the end of the Regional Director of Education's (RDE) report.</p> <p>The Chair also confirmed that there is a big push on attendance. All the schools in the Hub were at 95-96% attendance.</p> <p>There was a discussion around the recent Government announcement of increased fines for taking children out of school for holidays during term time. The Head Teacher (HT) confirmed that the fine is for each parent.</p>	<p>Action 4.3 Chair: To send out the Blog link from the RDE by end March.</p>



<p>b. DSAT Policies for adoption The 2025/26 Admissions Policy has been circulated and will be added to the school website. There are a lot of policies overdue for review, which will be reviewed by DSAT during their next meeting before Easter.</p> <p>Governor Question: The Ethos Governor asked if there are new policies.</p> <p>Response: The Chair confirmed that there are policies being reviewed and some St Barts policies are looked at to incorporate into the DSAT policies.</p> <p>c. Policies for adoption or adaption See point b above</p> <p>d. AIM meeting reports and progress towards actions. Friday 26th April is our next AIM. There will be a WALKTHRU day on Wednesday 20th March. The Staff Governor said that the previous WALKTHRU day was very positively received.</p> <p>Governor Question: The Chair asked if Governors could attend too.</p> <p>Response: The HT confirmed that the Governors would be very welcome.</p> <p>e. Other School Improvement Visit reports and progress towards actions. Several Governor reports were received in advance of the meeting and were discussed later in the meeting.</p>	
5. Ethos	
<p>a. SIAMs The Ethos Governor shared the minutes and actions from the Ethos meeting held on 7th February. 5a Minutes of Ethos Committee meeting 7th February 2024.docx</p> <p>Governor Question: The Chair asked how the Year 6 pupil led worship is going.</p> <p>Response: The DHT said it is happening and it's going really well, encouraging children to speak in front of the school.</p> <p>The Chair was asked to write a report for the Annual Parochial Church Meeting (APCM) at St Barts Church on 24th March. The Chair thought this would be better from a pupil of the school, HT agreed and will action.</p> <p>We are awaiting the Religion & World Views (R&WV) Deep Dive to be shared.</p> <p>The Ethos governor feels blessed to work with the leads for Religion and World Views (R&WV) including on Hymnpact.</p>	



<p>b. Foundation Governor updates re Vision and Values This was covered in the section above.</p> <p>c. Next Steps for Ethos Development – Governor / Community Involvement; aligned with vision and values. This was covered in the section above.</p>	
6. Accountability for Educational Improvement	
<p>a. Headteacher's Report and Data Welfare, Safety, Attendance, Behaviour and Attitudes of Pupils and Staff Wellbeing The Head Teacher (HT) shared a report in the meeting and talked through the slides.</p> <p>The HT attended a meeting about attendance in DSAT yesterday. There is a unified DSAT policy on attendance, including a flow chart to identify persistent absentees and Arbor will be able to send an email which is standardised across DSAT. Arbor is the school's management system and where attendance is recorded. Currently, the complexities of our existing systems slows down communicating with those families who need conversations about their child's attendance.</p> <p>The HT felt that one of the positives of the new scheme is that there is flexibility enabling the school to intervene and talk to families directly if it is felt that receiving a letter would not be the best course of action in the first instance.</p> <p>Governor Question: One Governor asked who is responsible for unticking names to not receive the letter.</p> <p>Response: The HT responded that currently 57 families might receive a letter, and the HT, the Early Help Coordinator and the Admin Assistant would sit down together and look at the list of families who were due to receive a letter.</p> <p>Question: The DHT asked how often letters would be sent to families.</p> <p>Response: The HT said that the system would produce a report every term of those children with 100% attendance and those children whose attendance is causing concern.</p> <p>Governor Question: One Governor asked is attendance recorded daily?</p> <p>Response: The HT responded yes, and it's a strength that the flow chart is different in Term 1 when children have only been in a school for a short time and percentages of absence can appear higher.</p> <p>The HT also welcomed that the email to families has been purposely worded so it's easy to read and understand. The new system will speed up our ability to communicate with families. There are already families which the Early Help Coordinator works closely with, and this will continue.</p>	



Governor Question:

The Chair asked will the system record when attendance has been escalated through the system.

Response:

The HT replied that we already send letters, which some schools don't.

The HT feels that it formalises the process in a helpful way because the letter is in about three concise paragraphs. It's been trialled in DSAT, and parents have found them easier to read. The letters can also be automatically populated rather than having to manually type in the addressee for each letter.

Governor Question:

The Chair asked will DSAT see who has received letters.

Response:

The HT isn't certain but believes that there will be some top line reporting data. DSAT has appointed an Inclusion Lead to help with behaviour and attendance.

Currently there are 374 pupils in the school. Attendance is at 95.1%.

482 My Concerns have been raised since September for 123 children. There are 30 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 reshared the learning model of the 'Simplexity' which had been shared at the last meeting. He asked the Governors what they remembered about the model, one Governor said about distractions for children in the classroom. The HT reminded Governors about the need to focus on getting the key content of the lesson into the children's working memory and on into their long-term memory.

He also shared the learning plan of every single lesson which is taught in school, this means that the structure of the lessons is consistent every single time. It always starts with Fluency and follows the backward fading model that we are following as a WALKTHRU.

There have been discussions about how vocabulary is taught in class.

Potentially, as many as 30 million additional words are heard in a professional family environment than in a more vulnerable family home (Hart and Risley study of 1995 involving 42 families). Although other research suggests that it could be a closer to nine or twelve million more words but that's still a considerable number.

When teaching vocabulary Teachers face three challenges Word Assumption, Word Submersion and Static Word Lists. Now the Teachers are looking at three Tiers of vocabulary. Words like house, dog, cat etc are in Tier one.

Tier three words are subject specific vocabulary which children will only encounter in the school subject specific. So, how do we make sure that the children know these words. We are looking at an explicit cycle of teaching the words, first the Teacher says the word and the children repeat it MTYT (My Turn, Your Turn) and then they talk about the words in different contexts. The Teachers are identifying the Tier



three words and looking at the definition of words and where they come from, rather than just one simple definition.

Governor Question:

A Governor asked what about the Tier two words, how do we get security with the Tier two words.

Response:

The HT said that the Tier two words will cross into different domains and will be used in different lessons, examples of Tier two words are analyse, observe or cell, because you use them in different contexts, for example you can have prison cell, battery cell and cell phone.

The DHT shared that she is enthused when a new idea like this about how to teach these words comes along.

Governor Question:

One Governor asked would these words be part of the pre-teach for children in advance of the main lesson.

Response:

The DHT responded that they would be included, especially with the Tier three subject specific words.

Governor Question:

The Chair asked how it was received by the Teachers.

Response:

The Staff Governor said that he feels there was a buzz on the recent TTD.
The HT said that it will be reviewed going forward.

Governor Question:

A question was asked how long this will continue for before you start to expect it to be embedded and you see results in assessments.

Response:

The HT responded that new initiatives are done in cycles of two terms (12-13 weeks) and then reviewed as to how they've been embedded.

Governor Question:

The Chair reminded the governors that this is something they can look at during their monitoring visits.

Response:

The HT feels the Governors should see this in practice going forward.

b. AIP

This was covered within the main report.

c. Governor Monitoring Reports

A number of Link Governors shared reports in advance of the meeting on each of their areas:

There was a discussion on how pupils and staff keep themselves safe online.



Understand what information pupils should share online and what they need to keep private. Whilst they're savvy about IT safety in school, there are things that they are accessing at home which they shouldn't be viewing.

The DHT shared that in advance of Safer Internet Day the KS2 children completed a survey about whether they use Social Media and games they play at home. The letter was sent home asking parents to talk to their children about the apps they were using and about making their accounts private.

Governor Question:

There was a question around the mutual respect policy, which has been shared with parents.

Response:

The HT responded that it has been circulated to staff, so they are aware of it.

The Safeguarding Governor shared a report during the meeting. [6c Safeguarding - 31st January 2024.docx](#)

There was concern that the Safeguarding quiz had become too much like a game, with a league table.

The newest Foundation Governor queried that she hadn't received a certificate since completing her safeguarding training. The Clerk will follow up with the DSAT services team.

The EYFS link governor and the Staff Governor shared how much they had enjoyed seeing the Neli programme in action. [6c EYFS Link Governor Report January 2024.docx](#)

Governor Question:

The Chair asked if it was the same children at the same time every week.

Response:

The HT replied that starting last term all children are now receiving some Neli training, and that the Neli focused training has really helped children who could barely speak a sentence at their baseline to make up a story using five pictures. The EYFS Link Governor has read a lot about Neli data about its successes.

The 'pilot' scheme on Health and Safety has now been rolled out across the DSAT. The Chair thanked the Business Manager and the Facilities Manager for their focus on responding quickly to any small issues. Nothing further has been heard about the GDPR issues around the yellow slips in the first aid bags. [6c H & S Report February 2024.docx](#)

The new Science Link Governor has met with the new Science Teaching lead. She's really enthusiastic about it and they will both watch some lessons being taught in the near future. [6c Science Link Governor Report.docx](#)

The SEND governor has met with the Acting SENDCo. She had a few questions about the link between SEND and PP and how the money is spent. The Chair confirmed that there is some overlap, but that PP money is separate. [6c SEND Link Governor Report 06.03.24.docx](#)

Action 4.4

Clerk: To follow up on Safeguarding Certificate. **By End March**



<p>The HT shared that a few years ago there was a survey to Pupil Premium (PP) families about how we could most support them, most parents responded that uniform is the biggest challenge. So the school gives a school uniform bundle to these families at the start of each school year. There is also academic support, and a contribution to paid clubs is also given.</p> <p>The Chair shared a report on IT monitoring 6c ASEC AIP Link Governor Written Report Internet Monitoring and Reviewing Jan 24.docx</p> <p>There is a follow up meeting later in the year. The Chair felt it was interesting to see the amount of notification emails received by HT and DHT showing potential banned searches. The Chair said that Oakford had helped with this, but we need some parameters of what should be flagged up immediately.</p> <p>One Governor shared that the new template for reports is much easier and focused. However, another Governor said that the words around the side of the template were problematic if completing their report on a mobile phone.</p> <p>The Chair is meeting the Maths and PP Link on Friday morning.</p>	
7. Governance & Compliance	
<p>a. Agree timetable for Governor monitoring and evaluation in Terms 5&6 linked to AIP. The Chair feels that there is so much to celebrate in school, some of the Governors are visiting next Tuesday at 2pm.</p> <p>It was confirmed that it's fine for Link Governors to directly contact the Teachers that are their links in school. But please put any meetings in school diary.</p>	
8. People, Structures and Evaluation	
<p>a. Recruitment and Succession Planning: Skills Audit Discussion The Parent Governor advertisement is complete and ready to be included in the New Starter Packs for EYFS children and the final 'St Bartholomews' of the school year. This was tabled in the meeting and met with high praise.</p> <p>There will be the annual Skills Audit later in the year for all but the newest Foundation Governor.</p> <p>b. Wellness Strategy The Staff Wellness Governor has kept in touch with the school but there was no specific update at this meeting.</p> <p>c. Governor Training and Shared Learning</p>	<p>Action 4.5 Chair: To send link to Church School Flourishing session 4. By End March</p>



<p>The evening session for session 4 the Church School's Flourishing training has been cancelled, but the lunchtime one will be recorded so all Governors will be able to access it if they can't attend the lunchtime training.</p> <p>The newest Foundation Governor has her Induction training on 24th April and 1st and 8th May with Right Choice.</p> <p>Following on from the Safeguarding Audit, there will be top up Safeguarding training and on 26th March, at 1:15pm. This is for new members of staff and one Parent Governor who was unable to attend the training earlier in the year. There will also be additional safeguarding training for the DSL and DDSL. Also, there will be an audit of the Single Central Record.</p> <p>d. Self-Evaluation of the impact of governance evident from this meeting including flourishing Several of the Governors have met with members of staff which has promoted inclusion and has been a positive and welcoming experience.</p>	<p>Action 4.6 RC: To contact the Admin Officer to book onto Safeguarding Training on 26.03.24. By End March</p>
9. Any Other Business	
<p>The Finance report has shared with the Governor for information.</p> <p>One of the Church Link Governors asked about the St Bartholomew's Church Parochial Church Council (PCC) running a summer holiday breakfast club for Free School Meals (FSM) children. Would it be feasible to run it within St Barts school, including accessing the school kitchens?</p> <p>The HT advised her to contact the School Business Manager for further information and to share dates.</p> <p>The chair said it would be lovely to get parents involved in volunteering with helping with the breakfast club.</p>	<p>Action 4.7 RS: To email the School Business Manager re a Summer Holiday Breakfast Club. By End April</p>
10. Close and date of next meeting	
<p>The meeting closed at 19:42 Date of the next meeting: Wednesday 8th May 17:30</p>	



Actions from Term 4 Meeting 06.03.24

Agenda point	Action number	Action	Owner	By when
3	4.1	To arrange a follow up to discuss the Skills Audit	Clerk	End March
3	4.2	To follow up with School Business Manager about Finance Report	HT	End April
4	4.3	To send out the Blog link from the RDE	Chair	End March
6	4.4	To follow up on Safeguarding Certificate	Clerk	Complete
8	4.5	To send link to Church School Flourishing session 4.	Chair	Complete
8	4.6	To contact the Admin Officer to book onto Safeguarding Training on 26.03.24	RC	Complete
9	4.7	To email the School Business Manager re a Summer Holiday Breakfast Club	RS	End April