



St Bartholomew's ASEC Meeting Minutes

Date: 8th May 2024

Time: 17:30

Venue: In School and on Teams

Meeting Reference: 23/24 Meeting 1 Term 5

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
Beth Dixon	BD	Staff Governor
Ruth Sexton	RS	Foundation Appointed
Apologies	Initials	Representing
Kathryn Brooke-Dean	KB-D	Foundation Appointed
Attending	Initials	Representing
Rachel Bristow	RB	Deputy Head Teacher
Fiona Holness	FH	Clerk

ACTION SUMMARY

ASEC 2023-24 #05 – 08.05.24 Actions – See Comments Below in Section Three

Agenda point	Action number	Action	Owner	By when
3	4.2	To follow up with School Business Manager about Finance Report	HT	End April
9	4.7	To email the School Business Manager re a Summer Holiday Breakfast Club	RS	End April

MINUTES

Agenda Items	Actions
1. Welcome, Prayer & Apologies	
<p>The Chair welcomed everyone to the meeting. The meeting was quorate.</p> <p>Apologies were received from KB-D.</p> <p>The Chair welcomed the new Staff Governor Beth Dixon.</p> <p>Both the Parent Governors have resigned due to work commitments. We've received three expressions of interest, and the Clerk will be sending application forms to the parents following their conversations with the Chair. JC led the opening prayer.</p>	<p>Action 5.1 Clerk:</p> <p>To send application forms to parents expressing interest by mid-May.</p>



2. Declaration of Interests	
There were no declarations of interests. The new Staff Governor signed the Code of Conduct and there is a new Governor Induction check list which will be worked through with the new Governors.	
3. Minutes & Matters Arising (not covered elsewhere) from the Previous Meeting and Action List Update	
<p>The minutes of the last meeting, ASEC#04 2023/24 dated 06.03.24, 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 #04 Actions</p> <ul style="list-style-type: none">• 4.2 To follow up with School Business Manager about Finance Report – This will be completed soon.• 4.7 To email the School Business Manager re a Summer Holiday Breakfast Club – An initial conversation has taken place, although the Breakfast Club may now not happen until summer 2025.	
4. Trust, Hub and ASEC Communications	
<p>a. Recent Correspondence received by the Chair.</p> <p>The Chair had forwarded the Governance Bulletin and signposted some useful links for the Governors. She encouraged all Governors to complete the PSHE survey.</p> <p>There is a Spirituality Day on 26th June, in person, and Governors were encouraged to attend.</p> <p>There was an email about the Terms of Reference for the new Scheme of Delegation.</p> <p>The links to the Church School Flourishing training – 4 sessions – are now also on the website, and the Governors can listen to any of the training which they may have missed.</p> <p>With the DSAT 2030 Strategy questionnaire, the Chair asked all Governors to respond to the four questions, she forwarded this email to all Governors following the meeting along with example questions which can be used when Governors are completing a Link Visit.</p>	<p>Action 5.2 All Governors: To read the information on, and respond where appropriate to, the links circulated on each of these subjects. By end May.</p>
5. Compliance	
<p>a. Update on Health and Safety Audits</p> <p>The Chair advised that there was a Health and Safety Audit a couple of months ago. There was one accident following a Netball match which has been reported.</p> <p>b. Update on Safeguarding Audit</p> <p>There was a Safeguarding Audit today, the Single Central Record is up to date. There were a couple of recommendations. For example there is data held on Arbor and</p>	



other data on My Concerns and they don't always talk to each other very well, as a result data is sometimes duplicated.

The Safeguarding Governor recommended using My Concerns to drill down into the data to see if there is anything further, we can be doing to support. Also to identify main trends, currently Emotional Health, followed to Home Issues are of the most concern. Later on, this analysis could feed into staff safeguarding training.

Governor Question:

The Chair asked about how My Concerns were monitored.

Response:

The HT advised that there are automatically generated emails, which have to be actioned and dealt with. There are emails at every step of the process, but the DHT confirmed that the concern record could be accessed, and several notifications completed at one time.

The Safeguarding Auditor feels that the school looks after it's children really well and has the procedures in place to protect the children.

c. Update on Website/GIAS Compliance

The school website will be redesigned, and St Barts will be one of the first schools to go through this. Juniper will be completing the compliance checks in due course. GIAS has been updated to reflect the recent changes in the ASEC.

d. New Revised Policies for adoption (Trust) or approval (School)

1. Admissions Policy 2025/26
2. Trustee & ASEC Remuneration Policy
3. Business Continuity Plan
4. Disaster Recovery Plan
5. Employment Manual Updates
6. Charging and Remissions Policy

The HT asked about the Charging and Remissions Policy, section 2.2 regarding parents needing to notify the HT when they aren't paying the full amount for a school trip. This isn't something which currently happens. Parents are invited to make a voluntary contribution to a school trip up to a suggested amount, for example £15.

There is a trip tomorrow, and the total cost of trips are often subsidised by the school. There was a discussion about how to approach parents and how to word a letter, so that it opens up a conversation with parents about contributing towards a trip.

Governor Question:

The Safeguarding Governor, asked about the Disaster Recovery plan, which states that there are three alarm bells when the school need to evacuate if the event of a disaster. Or alternatively a lockdown if there is an intruder.

Response:



<p>The HT confirmed that there are different bells, for lockdown and for fire evacuation. At the induction training at the beginning of the year, all staff hear both bells to be able to tell the difference.</p> <p>Governor Question: The Chair asked about the lockdown simulations at RWBA.</p> <p>Response: The HT confirmed that there have been no discussions from the children. There was one incident at RWBA of which one parent was aware.</p> <p>The Chair also asked the governors to look at the local policies during the next two weeks and feedback any action.</p> <ol style="list-style-type: none">1. First Aid Policy2. Food and Healthy Eating3. Young Carers	<p>Action 5.3 All Governors: To read the local policies on the Share Point and feedback comments. By end May.</p>
6. Church School Flourishing & Ethos	
<p>a. Review of SIAMs SEF and priorities from last CSF Review</p> <p>b. Ethos Committee and Link Governor Reports 6b Minutes of Ethos Committee meeting 23rd April 2024.docx The Ethos Governor shared a report in advance of the meeting. There is a Right Choice course about changing guidance on Collective Worship and Assemblies on 21st May for one hour. The Chair circulated the email and encouraged all Foundation Governors to attend this training.</p> <p>c. Sharing of Recent PCSF/SDBE CPL The Chair advised earlier in the meeting that all the PCSF training sessions are on the DSAT Governors share point.</p>	<p>Action 5.4 Foundation Governors: To attend the Right Choice training course on new Collective Worship Guidance. By 21st May.</p>
7. Accountability for Educational Improvement	
<p>a. Headlines for discussion The Head Teacher (HT) shared a report in advance of the meeting and talked through the content.</p> <p>b. Contextual Information There have been several staff changes recently. The phase leader for Year 5/6 has been appointed Head Teacher of Trinity School Devizes. The SENCO has returned from maternity leave. The Assistant Head Teacher post will not be re-advertised.</p> <p>Governor Question: The Chair asked about how the Teacher who had returned to Year 6 has settled back into the school.</p> <p>Response: The HT responded that it could have been a challenge to have a Year 6 Teacher leave at this point in the year. But she's settled in really well and it's going brilliantly.</p>	



Governor Question:

The Safeguarding Governor asked about absent rates and the period covered in the report.

Response:

The report covers the school year to date.

The Chair confirmed that the percentage of persistent absentees has improved during the year.

The HT said that the pastoral team do a great job working with families and the EWO is being supportive in discussions. There is also more government focus on school absences nationally.

Governor Question:

The Chair asked about SEN support for children, it has gone from 94 in Term 3, to 116 in Term 5.

Response:

The HT responded that when a member of staff returns from maternity leave at the end of this year, she will become an associate SENCO and effectively we will have a full time SENCO.

Several members of staff are working towards and or have completed their National Professional Qualifications (NPQ's). The RE lead is becoming the RE and Collective Worship lead for Thrive Hub.

The school will be expanding to 14 classes next school year. There is a member of staff who will starting Teach First and this will enable the move to 14 classes. A replacement Teacher for Year 6 is being advertised and will be shortlisted next week.

The AIM went really well, there were three actions coming out of it, but the HT felt that they were tweaks to current practices and could be easily incorporated into the lessons.

There is a wish to set up a new worshipping community in the town and they want to explore using St Barts as a venue, nothing has been decided yet. The Diocese of Salisbury is behind the new initiative, the Pattern Church is also involved.

Governor Question:

One Foundation Governor asked how much of the school they wanted to use.

Response:

The HT responded that there were several areas including the Studio, the Hall, the Staff Room and the Meeting Room. It would generate some income for the school, which the HT felt would result in additional money to spend on the children.

The HT highlighted the response to the parent survey, particularly three areas. There were some responses about homework confusion and communication. Overall responses were very positive and above the Trust average.

The HT asked for volunteers to be involved in a working party to look in more detail. Two governors are interested, and the HT will send out dates.

Action 5.5 HT: To send out dates for Parent Survey response working group. **By end May.**



<p>The HT shared My Concerns data, one child had a lot of My Concerns early in the school year, we've worked a lot with the family, and this situation has improved.</p> <p>c. Effective Leadership & Management (including Subject Leadership) This was covered in the main report.</p> <p>d. Analysis of data regarding – Progress, Welfare, Safety, Attendance, Behaviour and Attitudes of Pupils and Staff Wellbeing Currently there are 374 pupils in the school.</p> <p>575 My Concerns have been raised since September for 136 children. There are 4 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.</p> <p>e. Progress towards milestones 1 & 2 of 2023-24 Academy Improvement Plan (AIP) This was covered in the main report.</p> <p>f. Presentation of Link Governor Reports Some of the Link Governors shared reports in advance of the meeting on each of their areas: 7f Safeguarding - 18th April 2024.docx, 7f Staff Well-being Link Report March & April 2024.docx, 7f Whole Class NELI.docx</p>	
8. Effective Governance	
<p>a. Updates/Actions regarding Attendance, Recruitment, Succession Planning, Induction Current Parent Governor recruitment programme Beth Dixon has been recruited as Staff Governor, she will be focusing on Reading, Writing on Phonics. We have two Parent Governor vacancies and three possible candidates. Once they have all completed their application forms, we will need to hold an election.</p> <p>All parents will get to vote online, or in person via the office if they are unable to do it electronically. Everyone will have a first and second preference vote. The voting process will be anonymised so the candidates will only appear at Applicant 1, 2 or 3 on the voting form. Potentially we could elect two governors and have the third one as an associate governor.</p> <p>There is someone else who is interested to be involved in the governance of the school, they may become an Associate Governor in the fullness of time.</p> <p>b. ASEC Training (Attended/Planned) A number of Governors have undertaken training this year, and the spreadsheet is being regularly updated.</p> <p>c. Self-Evaluation of the impact of governance evident from this meeting including flourishing The Chair was delighted that the Staff Governor wanted to join and in the interest from Parents for the Parent Governor role.</p>	



9. Any Other Business	
It was confirmed this LH has returned to the Vice Chair position.	
10. Close and date of next meeting	
The meeting closed at 19:11 Date of the next meeting: Wednesday 3 rd July 17:30	



Actions from Term 5 Meeting 08.05.24

Agenda point	Action number	Action	Owner	By when
1	5.1	To send application forms to parents expressing interest	Clerk	Mid-May
4	5.2	To read the information on, and respond where appropriate to, the links circulated on each of these subjects.	All Governors	End May
5	5.3	To read the local policies on the Share Point and feedback comments.	All Governors	End May
6	5.4	To attend the Right Choice training course on new Collective Worship Guidance.	Foundation Governors	21 st May
7	5.5	To send out dates for Parent Survey response working group.	HT	End May