



## St Bartholomew's ASEC Meeting Minutes

Date: 18<sup>th</sup> September 2024

Time: 16:15

Venue: In School and on Teams

Meeting Reference: 24/25 Meeting 1 Term 1

Members present	Initials	Representing
Dan Oakes	DO	Headteacher
Catherine Hersom	CH	Foundation Appointed (Chair)
Beth Dixon	BD	Staff Governor
Jane Curtis	JC	Foundation Appointed
Liz Hickling	LH	Foundation Appointed
Richard Holman	RH	Parent Governor
Kirsty O'Neill	KO'N	Parent Governor
Apologies	Initials	Representing
Kathryn Brooke-Dean	KB-D	Foundation Appointed (Vice Chair)
Ruth Sexton	RS	Foundation Appointed
Attending	Initials	Representing
Rachel Bristow	RB	Deputy Head Teacher
Fiona Holness	FH	Clerk

## MINUTES

Agenda Items	Actions
<b>1. Welcome, Prayer &amp; Apologies</b>	
The Chair welcomed everyone to the meeting. The meeting was quorate. Apologies were received from KB-D and RS. Although KB-D joined part of the meeting on Teams. JC led the opening prayer.	
<b>2. Election of Chair and Vice Chair</b>	
<p>a. Appointment of Chair – The Governors confirmed that they wanted Catherine Hersom to continue as Chair of the St Barts ASEC. The Head Teacher (HT) has emailed the Head of Governance.</p> <p>b. Election of Vice Chair – Kathryn Brook-Dean was elected Vice Chair of the St Barts ASEC.</p>	<p><b>Action 1.1 HT:</b> To email the Head of Governance confirming that the St Barts ASEC supports the Chair remaining in role. <b>By End September.</b></p>



<b>3. Declaration of Interests</b>	
There were no declarations of interests. All Governors present signed the Pecuniary Interest Form and the new Code of Conduct.	
<b>4. Minutes &amp; Matters Arising (not covered elsewhere) from the Previous Meeting and Action List Update</b>	
<p>The minutes of the last meeting, ASEC#06 2023/24 dated 03.07.24, and were <b>approved</b> as a true and accurate record of the meeting.</p> <p>The Actions from Term 6 were reviewed. The HT spoke to the School Business Manager she has confirmed that the Finance Report is in a new template.</p> <p>The Chair confirmed that the Governors are now receiving key communication from the office.</p> <p>The Chair has discussed with all of the ASEC Governors and has constructed a proposed table for all Link Governor responsibilities. <a href="#">Link Governors September 2024.xlsx</a></p> <p>Each focus area has now been allocated to a Lead and Second Governor; the Chair checked with all the Governors that they are happy with their link areas. The Chair also recommended that the Lead and Second link Governors get together to discuss objectives. The Chair requested all Links to agree an area of focus and to construct a SMART objective to track throughout the year.</p> <p>The Chair confirmed a schedule of Governor Monitoring Days would be issued once agreed with the HT.</p> <p>During the new term walkaround of the Chair and Parent Governor, EYFS identified a high level of need within the new intake.</p> <p><b>Governor Question:</b> The Ethos Governor reminded the Ethos Committee that dates of future meetings would need to be amended as they clashed with ASEC dates.</p> <p><b>Response:</b> The Chair said that they would circulate the revised dates soon.</p>	<p><b>Action 1.2 All Governors:</b> To advise the Chair of their Link Governor objectives. <b>By End September</b></p> <p><b>Action 1.3 Chair:</b> To issue schedule of Governor Monitoring Days. <b>By mid-October.</b></p> <p><b>Action 1.4 Ethos Governor:</b> To circulate the revised Ethos Committee meeting dates. <b>By mid-October.</b></p>
<b>5. Strategic Governance Leadership</b>	
<p>The Chair updated the ASEC following recent DSAT communication and meetings. The Chair hasn't received much communication from DSAT or the Hub Committees yet this school year.</p> <p>She reminded all Governors to sign up for training. The Staff Governor has signed up for a one-day course with Right Choice, the two new Parent Governors have also signed up for Induction courses.</p>	<p><b>Action 1.5 New Staff &amp; Parent Governors:</b> To listen to the recording of the DSAT Induction Training. <b>By mid-October.</b></p>



<p>The Chair also recommended that the new Governors listen to a recording of the DSAT Induction Training, this has been previously circulated to the newer Governors.</p> <p>The HT confirmed that St Barts has an AIM on 8<sup>th</sup> October, the Chair encouraged Governors to attend all or some of the day.</p> <p><b>Governor Question:</b> One Governor asked the difference between the Right Choice and DSAT Induction Training.</p> <p><b>Response:</b> The Chair responded that it was necessary to do both courses, the Right Choice one Wiltshire Council based, whereas the DSAT Induction course focuses on internal DSAT Governance.</p>	
<b>6. Church School Flourishing (CSF)</b>	
<p>a. Actions/monitoring focus from the last CSF Review or SIAMS Inspection outcome The Ethos Governor confirmed that this was still updated following last year's SIAMS inspection.</p>	
<b>7. Accountability for Educational Improvement</b>	
<p>a. Head Teacher's Report and Statutory Data The HT circulated two reports in advance of the meeting. The Academy Improvement Plan (AIP) and his statutory data report with key headlines.</p> <p>There are currently 383 children on roll. 54 EYFS children started in September. There were also 14 in year admissions.</p> <p>We moved to 14 classes from September 2024. The HT shared the structure and confirmed how well new members of staff were settling in. There are several children in Year 3 who have 1-2-1 TA's which can be challenging for a new Teacher. The HT is really pleased to see how some staff have been promoted and other staff are taking on additional responsibility.</p> <p>There are some challenges around children who haven't joined us until KS2 and an increase in EAL and SEND children.</p> <p>The SENDCo role will be a job share from next term, with one person in Monday-Wednesday and the other working on Thursday and Friday. Together they are looking at new initiatives which they could introduce.</p> <p><b>Governor Question:</b> The Chair asked if the school were going to recruit for an Assistant Head Teacher in the future.</p> <p><b>Response:</b> The HT said that there are some conversations ongoing about this role, but nothing has been decided at present.</p>	



The HT then shared some results from assessments which had taken place at the end of last year.

EYFS Good Level of Development (GLOD) 75% achieved this compared with 69% of children in Wiltshire.

Phonics Screening 83% of children passed. The Wiltshire average was 81%.

Year 4 Multiplication Check 89% of children passed their times table check. Full marks (25/25) were achieved by 45% and the average mark was 23 correct. The national average is result is 20/25.

Key Stage 1 NTS Tests

Percentage of Children at the Expected Level

Reading 80%

Writing 67%

Maths 80%

R, W & M 63%

Key Stage 2 SATs, they are not as strong as last year. Writing was pleasing, but Reading were slightly below the National Average.

Percentage of Children at the Expected Level

Reading 69%

Writing 75%

Maths 62%

Grammar, Punctuation & Spelling 65%

R, W & M 52%

The school have introduced a new spelling scheme called Emile which looks at key words which children need to be able to spell in each year group.

There is also a new scheme of 'Reciprocal Reading', where children learn to be a Summariser, Clarifier, Questioner, or a Predictor, with increased focus on reading on Monday and Friday and then reciprocal reading including a discussion about the text on the other days.

The HT feels that the current Year 6's are a strong cohort.

One Governor feels that as we are an inclusive school and welcome all children then we can't necessarily expect brilliant results.

The school are also looking at Number Sense in KS1 for Maths.

There have been no bullying or racist incidents this year.

b. Academy Improvement Plan 24/25

The HT shared the AIP, drawing Governor's attention to the key areas.

One Governor had submitted questions in advance about the Academy Improvement Plan (AIP)



**Governor Question:**

On Pg 6 - Teaching One Pagers – global pilot. Can you explain a little more about the purpose of this and what are the expected benefits? How did we get selected for this? I see from the plan that there is little financial investment involved but it would be good to understand the time investment v expected outcomes.

**Response:**

The HT responded that the One Pagers break down a number of tasks into clear steps. For example homework, there is a one pager on homework, how you can approach it in school and thinking about how practitioners are engaging with the pedagogy. How well do we engage with research and how we can use that.

Another governor praised it saying that with more on the job teacher training things like research can be missed so this is a fantastic initiative.

The man behind the research is based in Australia and is working with an Apple distinguished educator school.

The DHT shared that St Barts had applied to be involved and were selected along with other a few other schools across the world. So, it is a fantastic opportunity for our school to be involved with.

The HT shared an example of some of the one pagers so that Governors could see how the information is laid out in one succinct page.

**Governor Question:**

P15 Attendance group trained to use platform 'School Bi' to monitor attendance. Can you provide a little more detail on this?

**Response:**

The HT responded that attendance is a really big push from the government. St Barts are now using 'Schools Bi', which enables all Teachers will know which of their pupils were persistent absentees last year. It gives a really quick snapshot of the attendance by class and within class by name. It enables the attendance group to respond quickly and appropriately.

**Governor Question:**

The Chair asked about how this system might link to My Concerns.

**Response:**

The HT responded there are things like Insite data which show individual schools. Schools Bi shows data from Arbor, but it doesn't talk to My Concerns at present, he understands that this is in development so it will be possible to link Schools Bi and My Concerns in the future.

**Governor Question:**

P16 - Re new behaviour curriculum. This sounds really positive but what thoughts / plans do you have to bring parents on board? You reference pupil voice but what about wider school community?

**Response:**

The HT responded it's about standardising behaviour for example in the corridor, in Collective Worship and the challenges in the lunch hall. Additionally, for the new KS1 play area.



<p>The HT said that the slides about behaviour expectations could be shared with parents in due course, maybe a slide at a time.</p> <p><b>Governor Question:</b> A Governor asked about packed lunches do the children sit together at lunchtime.</p> <p><b>Response:</b> The HT said yes, they did, so that lunch is the same for all children.</p> <p>A Parent Governor suggested that we show these new behaviour expectation slides on the screens during the upcoming parents evening.</p> <p>c. Pupil Premium and Sports Premium strategy The Sports Premium strategy is on the website and the Pupil Premium strategy is in the process of being signed off.</p> <p>d. Sharing of Governor Monitoring Visits Dates will be confirmed soon, some Governors walked around today, and the Chair said that the children had settled really well. The only thing is the acoustics in one of the mobile classrooms.</p> <p><b>Governor Question:</b> There was a question about the pinch point between Year 1 and 2 and Year 3.</p> <p><b>Response:</b> The HT felt that it was improved by the Year 5 and 6's going the other way around the school.</p> <p>However there is a problem with Year 1 / 2 and Year 3 exiting their classes at the end of the day. This will be looked at, including an alternative exit door for one of the Year 3 classes.</p> <p>The Staff Wellbeing Governor had submitted a report. The Chair also confirmed the dates for the Health and Safety Walkaround (4<sup>th</sup> November, 24<sup>th</sup> February and 16<sup>th</sup> June).</p> <p><a href="#">7d Staff Wellbeing Report.docx</a></p>	
<b>8. Compliance</b>	
<p>a. Acknowledgement of KCSIE (Part 1) All Governors were reminded to read KCSIE (Part 1), the majority of them have already completed the online Safeguarding training and in school face to face at the start of the new school year.</p> <p>b. CPL – Safeguarding, GDPR, Cybersecurity training reminder Three Governors are attending mop up Safeguarding training on 9<sup>th</sup> October. Several Governors have completed the Cybersecurity training and are sharing their certificates with the Clerk and the school office.</p> <p>c. Policies for Adoption or Adaption (Child Protection) The Chair and HT have signed the 2024 Child Protection policy.</p>	<p><b>Action 1.6 All Governors:</b> To complete Safeguarding and Cybersecurity Training. <b>By End September.</b></p>



<b>9. People &amp; Structures</b>	
<p>a. Skills Audit The Chair reminded all Governors to recomplete the skills audit if anything had changed</p> <p>b. Continuing Professional Development Opportunities The Chair reminded all Governors to look for training opportunities on Eventbrite and Right Choice.</p> <p>c. DSAT Governor CPL Programme (Share Training Attended) Several Governors have already advised the Clerk of training they have booked, and the Clerk has recorded this in the Training Spreadsheet on the ASEC Share Point.</p> <p>d. Appoint Statutory Designated Lead Governors – H&amp;S, Safeguarding, SEND, EYFS, PP/Disadvantaged. The Chair had shared the proposed updated table earlier in the meeting.</p>	
<b>10. Evaluation &amp; Other Business</b>	
<p>a. Finance Summary Report for Information This had been circulated to Governors in the new template form.</p> <p>b. Self-Evaluation of Governance All Governors are looking forward to the year ahead.</p> <p>c. Any Other Business The Chair checked with all the Governors if they had anything final which they needed to raise.</p> <p><b>Governor Question:</b> The Staff Governor asked about link Governors for subjects.</p> <p><b>Response:</b> The Chair confirmed that we don't need to link to the curriculum any longer this is done with specialists via AIM.</p> <p><b>Governor Question:</b> A parent governor asked does the Assistant HT role need to be in the AIP</p> <p><b>Response:</b> The HT said that the role was required previously but the school is in a very different place now, so we don't need that role at present.</p>	
<b>11. Close and Date of Next Meeting</b>	
<p>The meeting closed at 17:53 Date of the next meeting: Wednesday 20<sup>th</sup> November</p>	



### Actions from Term 1 Meeting 18.09.24

Agenda point	Action number	Action	Owner	By when
2	1.1	To email the Head of Governance confirming that the St Barts ASEC supports the Chair remaining in role for another four-year term.	HT	End September
4	1.2	To advise the Chair of their Link Governor objectives.	All Governors	End September
4	1.3	To issue schedule of Governor Monitoring Days.	Chair	Mid-October
4	1.4	To circulate the revised Ethos Committee meeting dates.	Ethos Governor	Mid-October
5	1.5	To listen to the recording of the DSAT Induction Training	Staff & Parent Governors	Mid-October
8	1.6	To complete Safeguarding and Cybersecurity Training.	All Governors	End September