



Name	Type of Governor	Present	Apologies
Katie Blood	Headteacher	Yes	
Father Ben Eadon (Chair)	Foundation (Ex Officio)	Yes	
Tony Firmin (Vice Chair)	Foundation	No	Yes
Nikki Harper	Parent	No	Yes
Catherine Wilson	Foundation	Yes	
Dan MacIntyre	Parent	Yes	
Ian Beggs	Staff	Yes	
Ben Scott	Foundation	Yes	
Mary Nixon	Foundation	No	Yes
Roger Fine	Local Authority	Yes	
Fiona Keeling	Associate (Deputy HT)	Yes	
Tom Way	N/A (Clerk)	Yes	
Sarah Foster	School Business Manager	No	Yes
Rachel Christie-Davies	SEND lead	Yes (items 1 – 3)	
Vacancy	Foundation		
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Quorum: 7 out of 10 governors were present. The meeting was quorate (at least 50% attending).

Questions from the governors to the HT and DHT are highlighted in **bold**.

1. Welcome / Opening Prayer / apologies for absence and declarations of interest

The Chair asked BS to commence the meeting with an opening prayer.

The Chair confirmed that apologies had been received by TF, MN, NH and the SBM.

There were no declarations of interest for this meeting.

2. Minutes of FGB meeting held on 25.05.22 accuracy / matters arising

The GB agreed that the minutes were an accurate representation of the meeting.

The following actions have been met:



- The HT and Chair put together a draft induction pack for new governors and agreed to send to RF, BS and MN for feedback (*see action 2.1 below*)
- All governors have read the DfE safeguarding document and confirmed with RCD
- The Chair has confirmed with the Diocese that non-foundation governors can attend Diocese training
- The Clerk has informed the Diocese of TF's governor term renewal and the LA of RF's appointment as LA governor
- The Clerk has numerated the meeting documentation in line with the agenda going forwards and collated into one email

Matters arising, not otherwise on the agenda:

N/A

ACTIONS

- 2.1** Chair/HT to send draft induction pack to RF, BS and MN for feedback
- 2.2** NH and HT to look into costings for replacement school toilets – ***ongoing***
- 2.3** IB and RF to conduct a premises inspection in the Autumn term – ***ongoing***
- 2.4** DM to investigate the process for taking on EHCP pupils with governors' approval – ***ongoing***

3. End of year SEND presentation

The Chair welcomed RCD to the meeting and thanked them for attending in order to provide the end of year SEND presentation.

RCD provided a report for governors and gave an introduction to the presentation, and then gave a breakdown of the SEND pupil enrolment, leaver and classification statistics. RCD clarified that ASC refers to Autistic Spectrum Condition, and that there are currently 26 pupils that fall under this category, and that there are also some pupils with further issues relating to communication. RCD advised that nurture groups have been set up, and that they are reviewing varying levels of needs ranging from permanent to long-term and short-term. RCD gave a further breakdown of the focuses of the nurture groups and the matching up of children with similar issues. RCD advised that the groups have been successful in reducing exclusions, and that one pupil in particular who'd had previous instances of this in Year 2 has had none in Year 3 and that the group has been very positive for them. RCD provided examples and quotes from parents giving positive feedback on the groups.

The HT advised that SEND provision available in specialist settings is not sufficient in Brighton and Hove to meet the needs of all SEN pupils and that Nurture groups have been a useful tool for supporting pupils with SEN, including those who may be better placed in specialist settings. The HT also advised that the groups can help ease up the pressure on the classroom for 2 days a week, but that the main purpose of nurture is to support pupils



who the school can identify will benefit from additional support. There was a further discussion around this.

RCD provided positive examples and quotes given from pupils in the report. RCD advised that IEP refers to Individual Education Plans and that these are recorded on the Scholarpack software so that these are now accessible for all teachers. There was a further discussion around Scholarpack and how it works. RCD highlighted the Brighton and Hove inclusion support service (BHISS) training that staff have received. RCD further advised that there are three morning drop-in sessions for SEND Parental/Carer Support, and that these have not been very well attended since the pandemic, and that they will aim to raise the profile of these in the next year. RCD summarised other plans for 2022/23 in the report.

The Chair thanked RCD for the presentation and asked if governors had any questions.

The Chair asked if St Bart's had a higher number of EHCP's (Education, Health and Care plans) than average, and RCD confirmed that there was a higher-than-average amount, and there was a further discussion around this and the possibility of more being required with the new reception intake.

Governors thanked RCD for attending and providing the presentation and report.

RCD left the meeting.

Will we still have the financial capacity to run nurture groups going forwards?

The HT advised that in theory they currently will do, and that if this changes then the HT will go back to BHCC asking for more support, but that the issue may be that there will not be enough staff, in which case pupils would need to join the groups a bit later.

ACTIONS

3.1 Clerk to add end of year SEND presentation as an annual item

4. Finance

A) Monthly budget monitoring

The HT advised that this is not available as the data is not provided at this point in the year usually, and that the SBM has confirmed this in recent correspondence.

B) Monthly reconciliation report

Governors confirmed that they had read this in advance and that there were no issues to be highlighted.



C) Credit card statements

Governors confirmed that they had read this in advance and that there were no issues to be highlighted.

D) Staffing structure

The HT and Clerk confirmed that this item was originally on the annual planner but that it was not required now.

ACTIONS

4.1 Clerk to contact SBM asking for a document analysing parental debt for the next FGB meeting

5. Headteacher's 'School at a Glance' Report

The HT confirmed that they had circulated the report in advance.

A) Progress against SDP

The HT asked governors if there were any questions on this, and advised that they felt they had not done everything outlined in the aims as they always put too much in it to begin with and that there were also significant staffing issues from October-April due to covid. The HT further advised that the summer term has felt far more normal and that pupils and staff have been able to do all the things they need to do with less pressure for staff to provide cover.

Governors confirmed that there were no questions regarding progress against the SDP.

B) Evaluation of SDP

The HT presented a report of this to governors via screen display.

The HT went through the highlights of this and advised on key school improvement points and which governors were assigned for doing these, and advised on the areas where Ofsted and SIAMS link up. The HT clarified how the school will measure itself against the Ofsted indicators stated in their guidelines and provide explanations as to whether they think they are doing well in particular areas or not and what could be improved upon. The HT further advised on the key objectives and the plans for achieving them, and provided a summary of the other sections in the report.

The HT advised that this is still a draft and that they can send it to governors to review. The HT also advised that they want to try and keep it shorter as it is already quite long and they



want to keep it accessible and manageable. The HT agreed to send the section on key targets to governors as a draft.

Governors confirmed that there were no questions on the evaluation of the SDP.

C) End of year data

The HT presented the Key Stage 2 data report via display screen for governors and confirmed that this is internal data and confidential.

The DHT provided an explanation of the data and how it compares to the national average, and advised that the scores have dropped against what was expected, and that there were a few particular circumstances with some pupils that may have contributed to this. The HT and DHT further advised that they are not quite sure why the results are as they are, and that the data tracking over the year showed better results than what was achieved. The HT and DHT advised that they have reflected on this and suggested that the following might have contributed to the lower scores -

- Social distancing/separation in classrooms
- Budget cuts to TAs and support directed towards behaviour management
- High emotional needs of the class meant that teachers put less pressure on the pupils

There was further discussion around this and the circumstances of the class. The HT advised that it may just be that this cohort have had a particularly difficult time and circumstances to contend with, and the next cohort are currently predicted to do much better.

The pupils' maths results have been highlighted in particular here; is reading and writing also lower than expected?

The DHT advised that most pupils managed to get their expected results for reading and writing, and that it is maths that is the main problem.

The HT advised that they are a very vulnerable cohort, and that they got the least amount of support at home during the pandemic. The DHT advised that there are also issues with the single test format for Key Stage 2 compared to the teacher assessment format for Key Stage 1.

How will you document this in terms of analysis so that the school is ready for scrutiny from assessors?

The HT advised that they will add more to the data report here as required and advised that this was only prepared last week as soon as the data became available.



There was a further discussion around the level of parental engagement with their child's education during lockdown being a big determinant of their progress, and also that the data for the other year groups has generally been fine. The HT gave broader advice around the varying types of cohorts, attitudes and parental support levels.

Can we revisit the summary of this cohort's data at the next FGB meeting?

There was a discussion around this, and the HT and IB advised that there will be additional data available by then and that this will be covered in the new development plan (*see item 5b above*).

D) Sports Premium report

The HT confirmed that they had circulated this to governors in advance and advised that this needs to be ratified by governors, and the Chair asked if there were any questions.

Is the swimming funding sufficient to cover all requirements?

The HT advised that the school can't use the Sports Premium money for the core swimming lessons and that it can only be used for top-up lessons, and also that core lessons are currently running at a loss. The Chair advised that a governance development aim is for governors to look at the school spending and what works best so that they can offer further advice going forwards. The HT advised further on the swimming booking restrictions and that there have not been enough parents paying for swimming. There was a further discussion around swimming lessons.

The Chair confirmed that there were no more questions from governors, and asked them if they were happy to ratify the Sports Premium report.

All governors agreed to ratify the Sports Premium report.

E) Pupil Premium Strategy review

The HT confirmed that they had circulated this to governors in advance and advised that this also needs to be ratified by governors, and the Chair asked if there were any questions and confirmed that there were none.

All governors agreed to ratify the Pupil Premium Strategy review.

ACTIONS

5.1 HT to send the evaluation of the SDP section on key targets to governors as a draft



6. Health & Safety

The HT confirmed that there were no updates to be provided.

IB and RF confirmed that a premises inspection date is in the diary for the Autumn term.

7. Feedback from Governor training/visits

The Chair thanked governors for providing their visit reports in advance of the meeting, and asked if there were any questions on any of these, to which governors confirmed that there were none.

The Chair asked if any governors had attended training since the last meeting and confirmed the following –

- DM attended the SEN forum
- The Chair, BS and MN attended the recent Diocesan briefing

8. Urgent business not on agenda / The Grace

The Chair advised that they and the HT have drafted the FGB meeting dates for the next school year, and the Clerk agreed to send these out with the draft minutes.

The Chair advised that they and the HT met earlier and discussed that some of the policy reviews have fallen behind this year, and that this is less of an issue when they are only renewing older policies, but that it is important to make sure that there are no mandatory policies missing. The HT agreed to check the statutory policy requirements and update governors on this.

The Chair advised that this will be the DHT's last FGB meeting as they are leaving their role at the school after having worked here for 19 years, and gave a huge thanks to the DHT for everything they have done for the school and what they have brought to the role, and all governors gave the DHT their best wishes for their new role at the new school.

ACTIONS

8.1 Clerk to send the FGB meeting dates for the next school year to governors with the minutes

8.2 HT to check the statutory policy requirements and update COG

St Bartholomew's CE Primary School
Full Governing Body Meeting
Thursday 14 July 2022 at 5.45pm



The Chair concluded the meeting by saying the Grace.

The meeting closed at 7.41pm

Signed[*Signed copy kept in school office*]..... Chair of Governors

Date.....19.10.22.....

The next FGB meeting will be on Monday 12th September at 5.45pm.