

GOVERNORS OF BARNs GREEN PRIMARY SCHOOL

MINUTES OF A MEETING OF THE FULL GOVERNING BODY HELD AT 5PM on 27 JANUARY 2025

Barns Green Primary School

Our Values are:

- Respect
- Responsibility
- Perseverance
- Compassion
- Community
- Inclusion

Our Vision is:

At Barns Green Primary School, we encourage every individual to be the best they can be, to become confident, secure and caring individuals who are ambitious in their learning and who welcome every opportunity, embracing each challenge, so they can confidently look forward to the future, ready for adventures that await.

Governors:

Alex Nicholson	Present
Tracey Newbold	Present
Jess Martin	Present
Rob McDonald	Apologies
Dawn Martin	Present
Sue Whittle	Present
Tom Plowman	Present
Simon Gale	Present
Adam Rood	Apologies
Tom Bouet	Present
Eoin Griffin	Present
Richard Bates	Present (virtual)

Also present:

Gemma Lovegrove (Clerk)

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1	<p>To receive and record apologies and declarations of interest (17:01-17:02) AN's wife is an HLTA at the school.</p> <p>Apologies received and accepted from RM. Apologies received but not accepted from AR.</p>	
2	<p>To review governor correspondence, including social media feedback (17:02-17:02) Positive local online news article listing BGPS as the 2nd best primary school in West Sussex based on results. Well received within the village community.</p>	
3	<p>To approve the minutes of the last meeting and matters arising (17:03-17:21) Approved.</p>	
4	<p>To receive update on training undertaken by governors (17:22-17:22) DM: Monitoring Early Years, 10.1.25. TP: Chair Module- Importance of the Agenda 15.2.25</p>	
5	<p>To receive safeguarding update including attendance and SCR check (17:23-17:24) No referrals since start of term. One open early help case.</p>	
6	<p>To receive wellbeing update (17:24-17:28) Staff questionnaire drafted and sent to TN. Questionnaire to be sent out at the start of the summer term and TN to inform staff that it will be delayed due to recent Ofsted.</p>	
7	<p>To receive update on governors' visits since last meeting (17:28-17:39)</p> <ul style="list-style-type: none"> a. Termly website check – c/f to FGB4 b. Finance meeting – receive proposed TOR for Finance Governors (c/f from FGB1) – suggestion to add wording to indicate the strategic input provided by the FGB, but otherwise agreed. All Governors have a right to attend the Finance meetings. c. Feedback and Marking Policy monitoring – c/f to FGB4 d. Accessibility Plan review – report received. To combine with SEND role going forward as found there was a lot of cross over. DM to move to Autumn term on monitoring schedule. e. H&S – fire risk assessment – report received. 	DM
8	<p>Finance Reports (17:40-17:53)</p> <ul style="list-style-type: none"> a) Budget update The budget for the upcoming financial year was reviewed, highlighting significant staffing cost increases and efforts to control other expenses, such as admin and premises costs. The impact of solar panel savings was noted. Income from after school clubs will be turned over to income from childcare provider which has risen from £6,000 to £10,000. <p>There is a need to move to cloud based IT system. SG to get a cost and identify what the roll out to staff would look like. If there is any additional funding to be carried forward, discussions around priorities will take place, but the importance of balancing budget priorities and meeting the needs of the children was emphasized.</p>	SG
9	<p>Review Autumn data report (17:53-18:29) <u>Early SDP thoughts</u> This year's SDP was about consistency, and the next can be more aspirational. Key priorities include quality first teaching writing, being a small school of excellence,</p>	

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	<p>EY/KS1 and SEND inclusion. The development of the SDP will be collaborative with input from both Governors and staff. RB left 17:58.</p> <p><u>Autumn data report</u></p> <p>YR 6 is expected to be another strong year- they are a more diverse year group which means that results profile will differ from last year. Putting smaller YR 5 and YR 4 group together is working out well. The YR 5 data looks ok when comparing year on year. YR 4 have some children working significantly below age expectations. YR 3 - current teachers don't feel data is truly reflective of the cohort. There is a high proportion of need. YR 2 is a complex group and there will be an increasing number that will be on the SEND register. Working to ensure that the quality of provision is in place. A trial is underway for teaching YR 2 as an individual year group for maths as well as phonics and TN will monitor the effectiveness of this throughout the year, with an awareness of the wellbeing of the teacher managing YR R and YR 1. YR R – high percentage of GRT children and starting point is low. The big conversation will be around whether the classing structure needs to change moving forward and this is being looked at by school leadership.</p>	
10	<p>Receive School Council minutes (18:29-18:31)</p> <p>The school council have been actively involved in choosing charities to support so far this year and raised £200 for Holbrook Animal Rescue.</p>	
11	<p>Review policy database (18:32-18:32)</p> <p>Changes are now made on a rolling basis, so a review doesn't need to be discussed as an annual agenda item going forward.</p>	
12	<p>The following policies are due for review and/or ratification by Governors. To agree next steps: (18:32-18:36)</p> <ul style="list-style-type: none"> a) RSHE b) Accessibility plan c) Emergency Lockdown Procedures – drill due. TN to report back. d) Equalities Policy and review/update our Equalities Statement within it and on the website. e) Equalities and Diversity in Employment f) Remote Learning g) Use of the School Credit Card – c/f from FGB1 h) Business Travel Policy – c/f from FGB1 <p>Approved.</p>	
13	<p>Any other urgent business (18:37-18:43)</p> <ul style="list-style-type: none"> a) SLA review – agreed to renew. 	
14	<p>Date for next meeting (18:47)</p> <p>Date for next FGB meeting – Wednesday 19 March at 5pm</p> <p>Strategy meeting – Monday 24 February at 3pm</p>	

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Tables of Actions

Open actions:

230924 01	Roles were agreed, except for Link Governor. TP to look at responsibilities spread. 4/12/24 - Outstanding role to be covered by January. All to consider if they can take this on. 27/1/25 - TP to approach Governors	TP
230924 03	AR to check website for compliance 4/12/24 - new website going live in January so to be checked then. 27/1/25 - Migrating from old to new taking place. SG to request copy of contract from new company from HB.	AR
041224 02	SG/TP to work out the scope of the pay committee powers. 27/1/25 - TN to ask HR advisor about a TOR document. SG to develop.	SG/TP
270125 01	Accessibility Plan review to be combined with SEND role going forward. DM to move to Autumn term on monitoring schedule.	DM
270125 02	SG to identify costs and staff training requirements for a move to a cloud based IT system	SG

Actions closed this meeting:

041224 03	TN to confirm whether notice requirement for Pioneer Childcare is 1 year or different
041224 01	TN to share ISDR as soon as possible. EHCP is above average. School description - above average for white and gypsy/romany. Absence considered high (traveller impact). RWM above average.
230924 02	Suggestion to review date of 3 year budget for next year. DM to update Governor monitoring document. 4/12/24 - New deadline is 20 December. Teams meeting follow up to be arranged. Budget signed as a Chairs action.
080724 02	All governors to review 'Self evaluation of FBG impact on raising standards ' document and to add notes specific to their area of the circle of governance. C/F 23/09/24. Finance Governors to complete impact section of the Finance section. All to look at Strategy meeting. 4/12/24 - All to read
080724 05	Additional training to use the IT tools should be a focus of the strategy action plan. TN to add. 4/12/24 - Take discussion to Finance Group and agree next steps

Signed as being a true record of the proceedings of the meeting

Signed

Date