

GOVERNORS OF BARN'S GREEN PRIMARY SCHOOL

MINUTES OF A MEETING OF THE FULL GOVERNING BODY HELD AT 5PM on 8 July 2026

Barn's Green Primary School

Our Values are:

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

Our Vision is:

At Barn's 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:

Name

Alex Nicholson
Tracey Newbold
Jessica Martin
Dawn Martin
Sue Whittle
Tom Plowman
Simon Gale
Adam Rood
Olly Morley
Richard Bates
Sue Fishbourne

Attendance

Apologies (Weald Governor Meeting) - arrived at 18.41
Present
Apologies
Present
Present
Present
Present
Present
Absent – intended to arrive late.
Apologies
Present
Apologies

Clerk

Nicola Milton Present

1	To receive and record apologies and declarations of interest AN's wife is a teacher at the school. Apologies received and accepted from Alex Nicholson, Jessica Martin and Olly Morley. Adam Rood had intended to arrive late but was delayed. Chair's Action: Holiday approval for HT – Last day of term due to airline changing flight times after booking was confirmed.	
2.	Previous minutes and matters arising Minutes approved. Matters arising – not all completed, see Action spreadsheet for outstanding matters: • Drafting of SDP (2026-27): Headteacher confirmed priorities – see Item 4. SDP on track but action remains open until September. • Headteacher Performance Management & Wellbeing Report: An end of year meeting is scheduled for next Monday with Sue Whittle and Sue Fishbourne. The panel will meet again in	

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	September with the County Adviser to celebrate this year's achievements and set targets for next year. County's smart targets and watertight framework were highly praised. • Solar Panel Export Income: Income appeared lower than expected compared to benchmarking with the village hall. Rachel may have investigated. Action: Simon Gale to investigate further for the next meeting. • Voluntary Funds Auditing (follow up from SFVS): Left open due to AN's absence. • Prevent Training: Link found and shared by Nicola. Action: Governors to ensure training is complete before September. • Policy Review Cycle Update: Updated, but the new Allergy Policy will need to be explicitly integrated.	
3.	Governors' terms of office and roles Membership Update: Sue (SW) agreed to stay on until the date of FGB1 (September 2026) (the technical end of her term) to conclude the Headteacher Performance Management cycle. Jess Martin (JM) formally stepped down due to workload and maternity return changes, leaving a co-opted vacancy. Two other potential governor contacts declined due to lack of capacity. Recruitment Strategies: Suggestions were made to advertise in the Big MAG, the local Horsham magazine, and to contact the local Vicar (Caroline Armitage) for community links. Expression of Interest: A parent with a strong interest in SEND has approached DM. It was agreed to strategically balance co-opted vs. parent appointments and hold off until skills audits are reviewed over the summer. HTPM Panel Replacement: A replacement for JM is required for the panel ASAP. Parent governors can sit on this, but staff members cannot. DM noted that as Chair, it is not sensible for her to hold this role, but she will support technicalities. Allergy Governor (Benedict's Law): All schools must designate an Allergy Governor starting September. A brief role description was drafted by DM. Question: Could this new statutory responsibility be rolled into the existing Health and Safety governor portfolio? Yes, that is an excellent suggestion. It prevents overcomplicating the structure, provided it remains an explicit, distinct strand of the health and safety reporting framework. It was agreed that TP will take up the role of Allergy governor.	
4.	Headteacher Update Class Structure & Staffing: The class structure remains identical for September. A rigorous recruitment process led to the appointment of an experienced Year 3/4 teacher who has finished her two ECT years. She has a strong background in music, English, and managing complex classes. A transition support programme is in place. Academic Outcomes: Internal assessments indicate pleasing progress, particularly regarding closing gaps for disadvantaged groups. External data highlights: • Y1 Phonics: Remained at 90%. This would have been 95%, but a new, previously home-schooled child was admitted in the week of testing. The school is currently pursuing an official retention request for her to remain in Year 1 next year to protect her educational journey. Question: Recognition was given to the remarkable improvement from the 2025 GLD (55.6%) to the 90% Phonics outcome in 2026 for this cohort. Is this highly successful practice being actively shared across West Sussex? Sharing practice across the County is historically problematic as it requires reciprocal engagement. The school has consistently offered support. Strategically, Jo (Reception Lead) has been put forward to lead the locality network within EYFS and participate in a County-level project. Representation has been made to the County that challenging conversations regarding ownership of school improvement need to occur at the local authority level, not just school level. • Y4 Times Tables Check: 68% scored 20 and above. • Y6 Writing Moderation: Highly successful West Sussex statutory moderation. Judgements were entirely upheld as accurate, with 86% moderated at expected level and 7% Greater Depth within a small cohort where each child represented 7%. • Y6 test results have been delayed to 16.7.26.	

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	School Environment & Weather Mitigation: The 10-year-old building handles high humidity poorly due to the greenhouse effect of the central atrium. Allowing children to wear sensible home clothes during the peak heat week worked highly effectively but it was still necessary to close the school for three afternoons, as classroom temperatures became dangerously high. School will review whether their response to this extreme heat (red weather warning) could have been handled better and whether any other actions could be taken to manage future episodes of extreme heat better. School Improvement Visit: The local authority progress review visit on June 23rd was highly successful, noting wonderful active learning and highly engaged children despite the heat. Self-Evaluation Form (SEF) & School Development Plan (SDP): The rewritten SEF aligns fully with current Ofsted grading frameworks. Quality of education, classroom teaching, and the disadvantaged pupil agenda remain key priorities. Attendance remains a monitored vulnerability. Question: Concerns were raised regarding the admissions situation where the school is forced to turn away local families and siblings due to strict Planned Admission Number (PAN) limits, despite having physical capacity, especially in Year 2 and Year 6. What can the governing body do to challenge this? The current number on roll for September is expected to be 130 (losing 14 Year 6 pupils and gaining 20 Reception pupils). The school has lost three local families to alternative schools because the local authority refused appeals to place siblings together, creating stressful situations where siblings are in separate schools. The school will continue to manage operations sustainably at 130 on roll. It was felt that admission protocols were beyond our control and while there are spaces in nearby schools, it is likely that we will lose families for whom Barnes Green is the first choice, even where we have spaces for some of the siblings and are willing to go over PAN for the others. Wraparound Care – will be in place in September - but a frustrating process to implement. Premier Sport is waiting on Ofsted site accreditation and can only operate until 5.15pm until then. Question: What are the final registration timescales for the new wraparound care provision ahead of September? Premier Education applied for Ofsted registration the exact day the contract was signed. The school is completely dependent on Ofsted's processing times. It is fully anticipated to be active and well-supported by September. SENDCO visit - an excellent report and reassuring of how much best practice is being implemented. A good summary of the school that has all key interventions. Governors having a teacher background with the skillset and background to understand the needs and the ability to write detailed reports is an advantage but not essential going forward as SW steps down. Question: Clarification was sought regarding the rollout of the new Individual Support Programmes (ISPs). What are they, and do they apply to all SEND pupils or just those at the higher need threshold? ISPs are essentially West Sussex's newly streamlined version of Individual Learning Plans (ILPs) or 'plan-do-reviews'. They function as singular, cohesive documents that track a child universally. The school trialled a variant four years ago but found it too onerous; however, the SENDCo confirms the updated version is significantly streamlined and efficient. The ISP will apply universally to all children currently placed on the SEND register, not just high-threshold pupils. SDP priorities for 2026 -27 (full details here) 1. Quality of Education–To continue to focus upon teaching and learning to ensure that all pupils, regardless of background, continue to thrive both academically and socially. 2. Personal Development and Well-Being - To successfully implement the Jigsaw PSHE programme to ensure a high-quality, progressive PSHE curriculum that supports pupils' personal development, wellbeing, behaviour, and readiness for life in modern Britain. 3. Inclusion – To place inclusion at the heart of all we do - our pupils' attitudes to their education are extremely positive. They're committed to their learning, know how to study effectively and do so. They take pride in their achievements. Safeguarding The Single Central Record (SCR) has been externally audited. No key actions were found but a few minor recommendations have been made. The Safeguarding Governor will check this on his next visit.	
5.	Governors' visits to school since last meeting New monitoring schedule for 2026/27 - DM met with HT for new timetable – draft to be developed further – a dynamic document, linking to school development plan. Question – whether the volume of Governor visits was right? DM and HT are happy with the new plan which will be: Finance group to x4 / year. SEND x2 / year.	

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	Disadvantaged pupils will be each term. Timing for Governors reports should be ahead of time to ensure early delivery for the Clerk to manage ahead of next FGB. Summertime Governor newsletter - AR was unable to undertake this so DM took on the role. Rachel to distribute Friday. And Clerk to put on website Attendance and Disadvantaged Pupils Visit - data has been reviewed and progress has been made, with 100% of non-SEND Year 6 reaching the expected level (according to teacher assessments). A high percentage of disadvantaged children do have SEND – so case studies are important. There are a few challenging families that are reducing the attendance percentages in small cohorts. School Sports Premium review - the 2025-26 review was noted, and the 2026-27 strategy was provisionally agreed upon. To be on website by July 2026. Thanks to OM for leading on this. Advisor for HTPM – it was agreed to approve Louise Stallard as advisor for the upcoming HTPM cycle, with dates already in the diary. Thanks to SW for all the work she has done in leading this.	
6.	Finance - Budget update - the current budget parameters were reviewed and deemed stable. It was noted that IT is expensive and there needs to be an understanding on spending to ensure focus is kept in the future. - Solar panel income update, placed on the action track for next month. - Voluntary funds auditing under SFVS - no feedback yet. Clarification is required on whether PTA funds need to be audited and then monitored by Governors.	
7.	Update on training undertaken by Governors Prevent training - NM to resend link to the 2 people who need to do this this year. <u>KCSIE 2026</u> - All governors are reminded to read the updated KCSIE (Keeping Children Safe in Education) guidance to ensure full compliance before the September term begins. Governor Training: - DM – 12.6.26 - IT conference. - DM – 7.7.26 - Focus on Governance DM encouraged Governors to undertake further training, especially <u>finance</u> (13.10.26 at 18.15), to help understand funding streams and to also undertake <u>Appeals Panel training</u> (20.10.26 at 09.30).	
8.	Policy review - The following policies were reviewed and approved: <u>Admission policy</u> - approved <u>Menopause guidance policy</u> - approved <u>CCTV policy</u> – approved Question: What monitoring arrangements are in place to ensure that the new CCTV policy maintains strict adherence to data protection and GDPR regulations? The policy explicitly outlines restricted access permissions, formal data retention periods, and regular audit schedules. The Data Protection policy evaluated alongside it ensures full alignment with local authority guidelines and security standards. TN to check with RC that a Data Processing Impact Assessment (DPIA) was carried out prior to installation and to ask that School Privacy Notices include CCTV prior to issue in September. <u>Attendance and punctuality policy</u> – approved <u>Positive handling policy</u> – approved. Question: Does the newly updated Positive Handling Policy properly reflect the latest statutory guidance regarding Restrictive Interventions? The policy has been thoroughly cross-referenced with the latest County guidelines, emphasizing de-escalation strategies. TN to check alignment with the latest DfE 'restrictive intervention' guidance and update accordingly. <u>Data protection policy</u> - approved <u>Managing staff sickness and attendance policy (new County policy)</u> – approved Question – have any staff reached any of the triggers this year? None have. Most of supply cover is for CPD. Sickness absence has significantly reduced and this was celebrated.	

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9.	Update on governor correspondence including social media Complaints update. Outcome: Process completed and paperwork filed. Special thanks were given to DM for commitment and support on handling the complaint.	
11.	Any other urgent business Filtering and monitoring systems – no incidents to report – to become a standing point in the HT report. As it was her last meeting, Sue Whittle was thanked for her dedicated and impactful service as a Governor over the past seven years.	
12.	Date for next FGB meeting – 23rd September 2026 at 5.00pm. Meeting closed at 18:41.	

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

Signed

Date