

GOVERNORS OF BARNs GREEN PRIMARY SCHOOL

MINUTES OF A MEETING OF THE FULL GOVERNING BODY HELD AT 5PM on 12 MAY 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	Present
Dawn Martin	Present
Sue Whittle	Present
Tom Plowman	Present
Simon Gale	Present
Adam Rood	Apologies
Tom Bouet	Present
Eoin Griffin	Apologies
Richard Bates	Present

Also present:

Gemma Lovegrove (Clerk)

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1	<p>To receive and record apologies and declarations of interest (17:02 – 17:02) AN's wife is an HLTA at the school. RM's wife is a HLTA at the school.</p> <p>Apologies received and accepted from AR. EG is on paternity leave.</p>	
2	<p>To review governor correspondence, including social media feedback (17:02-17:02) SG noted TN's verbal update at village meeting was well received and acknowledged in a Facebook post summarising the meeting afterwards.</p>	
3	<p>To approve the minutes of the last meeting, strategy meeting, and matters arising (17:03-17:19) Minutes approved.</p>	
4	<p>To receive update on training undertaken by governors (17:19-17:20) 12/05/25 - Governors attended Rainbow flag training. During training it was suggested that another training session is held at 5pm before FGB6, and for FGB to start at 5:30pm. All agreed.</p>	
5	<p>To receive an update on governors' monitoring visits to school since last meeting (17:20-17:25)</p> <ul style="list-style-type: none"> a. To receive Premises Governor reports b. Termly website check – c/f from FGB3 c. SATS monitoring <p>All reports received. GL to update policy review cycle to align with new website, and to ensure any issues arising from the website check are resolved.</p>	GL
6	<p>To receive Headteachers Report (17:26-17:54)</p> <ul style="list-style-type: none"> a. To receive SDP for strategic discussion Forest School continues to be highly valued by the children. Although staff wellbeing has not yet been formally captured, there are plans to do so after half term. Looking ahead, the key areas of focus will include: enhancing teaching and learning in the pursuit of excellence, deepening understanding of inclusion and addressing the increasing needs of learners, and achieving national accreditation(s) and strengthening partnerships. b. Staffing structure update Staff requests to adjust hours have been considered, and there is confidence that the proposed staffing model will meet the school's needs moving forward. There is an intention to appoint two additional Teaching Assistants from September. Q – Have you decided about class organisation for next year? After reviewing the implications, including the need to replan the curriculum, it has been decided that retaining the current class structure is the most practical and stable option. However, there will be a mixed Year 3/4 class. TN was informed by a prospective parent that they were on a waiting list for Reception. It was not known to the School that there was a waiting list, so the school has made enquiries with WSCC to clarify the position. The school will consider whether it is able to take 31 children in Dormouse and Hedgehog, although it would have knock on consequences for future years. Q – Would accepting above PAN for KS1 be detrimental to pupils? Additional funding that the extra children bring may help towards the employment of another staff member. Whilst the 	

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	<p>recommended maximum is 30, this would only be one extra pupil per class. Ensuring the quality of provision remains a top priority. Q – Can't we move to one-form entry? No, this is not currently possible. There are other local schools that are not at full capacity, so WSCC will continue to distribute children accordingly. Q – How about an additional day for the SENDCo? This has already been factored into the planning. Q – Have HR been supportive? Yes, a positive and productive conversation was held with HR earlier today and they have supported throughout planning.</p> <p>c. Progress review visit report</p> <p>A positive visit with a focus on moving children on in their learning and spotting misconceptions. They weren't able to challenge anything they saw which is really positive, and support staff were credited as having a great deal of impact.</p>	
7	<p>Review Spring 2025 tracking data and predicted outcomes for current year (17:54-18:11)</p> <p>The data presents a "tale of two halves," which reflects a pattern historically seen in the school. While outcomes have previously been high, maintaining these results is becoming increasingly challenging for the coming years. At Barns Green, historical data shows that children tend to make accelerated progress once they reach Key Stage 2, but the real challenge lies in maximising the potential of pupils during Key Stage 1. There are rising challenges within cohorts and a legacy of less effective structure, which the current team is working to address by embedding strong, consistent practice. Q – Has the split teaching trial for Yr1/Yr2 now ended? The previous split teaching model for Years 1 and 2 was helpful for individual needs, but did not lead to accelerated progress desired and did have some unintended impact on our Reception pupils. As such, the school has returned to the earlier model for teaching in Key Stage 1. Q – It seems that from Year 3 down, writing is weaker than maths?</p> <p>This is accurate. However, reading in Year 3 has improved significantly, and the progress in that class is strong. Teachers are working exceptionally well with a challenging group. Writing remains a focus area; expectations are being raised and support structures put in place to improve outcomes. Q – Will that feature heavily in the School Development Plan (SDP)? Yes. Writing is a core focus and is also being addressed regularly in staff meetings. Q – Do you think the staffing structure changes in the next school year will impact children's progress? Will TN be able to share management of a changing staffing structure with HB? When AH returns, TN's capacity will improve. The restructuring is designed to place the right people in the right roles to balance capacity and quality. TN has no significant concerns about the impact on pupils. Q – Will HB have more release time as she'll have a smaller Year 6 cohort? Yes, there's an opportunity to broaden HB's role to provide additional support. Q – How does the cohort match with West Sussex (WS) and national averages? The school's overall results remain stronger than WS and national benchmarks. However, challenges are more prevalent below Year 3. Pupils are starting school with lower baselines, and there is a clear correlation between Early Years starting points and Year 2 results. Q – How does the end-of-Reception GLD (Good Level of Development) compare nationally? GLD data is generally just below the national average. Q – Are you being too hard on yourself by being disappointed with KS1 results, considering it may take longer to see progress in the early years? Potentially, yes. Many schools are facing similar issues, and early progress can be slower. The broader picture suggests the school is on track, even if immediate outcomes don't yet reflect all the hard work underway.</p>	

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8	<p>To receive safeguarding update, including attendance and annual review of the NSPCC checklist (18:11 – 18:12)</p> <p>There is a county audit that will be completed using the information from the NSPCC audit.</p> <p>RB/TN to do at next visit.</p>	
9	<p>Finance (18:13 – 18:22)</p> <p>a. Budget A balanced budget has been set. Staffing costs are projected to increase by 10%. The school will await confirmation of any in-year funding that may become available. Premises costs have changed positively, primarily due to the installation of solar panels and revised figures received from the local authority. Wraparound care is currently providing a minimal financial return, although this may improve over time. Q – Have you factored in parental leave? Yes, parental leave has been accounted for in the budget. There is potential for additional funding through EHCP (Education, Health and Care Plan) provision. While extra needs can generate further financial support, this funding must often be actively pursued. Any additional funds will be allocated toward staffing, which is what those pupils require most. Q – Is there any potential to apply for Apprenticeship Levy funds? There is some doubt as to whether the available funding would be substantial enough to make it worthwhile, but TN is open to investigating further. It was noted that a recent "Focus on Governance" communication suggested schools can apply for more than their allocated share of the levy, as much of the fund remains unused.</p> <p>b. SFVS – c/f from FGB3. Agreed at FGB4 (see minutes) and submitted to County by the 31.3.25 deadline. TP has signed and it has been submitted to WSCC.</p>	
10	<p>To receive wellbeing update (18:22-18:25)</p> <p>a. Thriving in Education Small Grants Programme (Applications by 17.6.25) TN has already looked and the school are not eligible.</p> <p>b. Managing Work Related Stress (page 4 of Focus on Governance Key Messages Summer 2025)</p> <p>c. Staff Survey/Team Stress Risk Assessment. Wellbeing Governors to complete alongside TN.</p>	
12	<p>The following policies are due for review and/or ratification by Governors: (18:25-18:28)</p> <p>a. ECT policy b. First Aid in Schools c. Acceptable use of the Internet (Online Safety) policy d. Harmful Sexual Behaviour policy e. Anti-bullying policy f. Security policy g. AI policy</p> <p>a-f approved. TP to adjust the AI policy to ensure it is relevant for BGPS, and to link it back to Online Safety policy. Anti bullying – change to annual review on policy cycle.</p>	TP
13	<p>Any other urgent business (18:28-18:34)</p> <p>a. Approve INSET dates for 2025-26 - TN to email proposed inset dates for email approval.</p>	

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	b. Dates for 2025/2026 meetings – ideally roll forward to equivalent week next year, except for FGB5 which should move to as late as possible in half term, and not clash with SATs. TP/GL to bring to next meeting.	
14	Date for next meeting (18:34) Date for next FGB meeting – Wednesday 9 th July, 5:30pm Strategy meeting – 9 June, TBC.	

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Tables of Actions

Open actions:

230924 03	AR/AN 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. 19/03/25 - AR to request access TN for website log in to do compliance check. 12/05/25 - GL to update policy review cycle to align with new website, and to ensure any issues arising from the website check are resolved.	GL
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. 19/03/25 - TN to pass on HR information regarding pay committee to SG/TP	SG/TP/TN
190325 01	DM has written a first draft of the Governor Newsletter and it has been sent to Tracey. AR to finalize.	AR
190325 03	AR to send a model AI policy to TN. DM to add to Policy Review Cycle.	AR/DM
190325 04	Governor Handbook – all links updated, and new website link needs to be added when website is launched.	GL
120525 01	TP to adjust the AI policy to ensure it is relevant for BGPS, and to link it back to Online Safety policy	TP
120525 02	TP to bring 2025/2026 dates to next meeting	TP
120525 03	TN to email proposed inset dates for email approval	TN

Actions closed this meeting:

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 19/03/25 - TP to approach Governors 12/05/25 - discuss again next year.
190325 02	Are Governors required at the progress review visit on 28 April? TN to confirm. Report to be brought to next meeting if available.

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

Signed

Date