

GOVERNORS OF BARNS GREEN PRIMARY SCHOOL

MINUTES OF A MEETING OF THE FULL GOVERNING BODY HELD AT 5PM on 26 NOVEMBER 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:

Name	Attendance
Alex Nicholson	Present
Tracey Newbold	Present
Jess Martin	Apologies
Dawn Martin	Present
Sue Whittle	Present
Tom Plowman	Present
Simon Gale	Present
Adam Rood	Present
Olly Morley	Present (by video link)
Richard Bates	Present
Philippa Berry	Present

Also present:

Gemma Lovegrove (Clerk)

GOVERNORS OF BARNS GREEN PRIMARY SCHOOL

1	<p>To receive and record apologies and declarations of interest AN's wife is an HLTA at the school. Apologies received and accepted from JM. Resignation received and accepted from RM (LA Governor). GL to transfer DM to a LA governor. This leaves a vacancy for a co-opted governor. All Governors were asked to think about any local contacts they may have to approach. Ideally, this would not be a parent at the school. PB due around 17:20. OM dialed in via Teams (on active service overseas).</p> <p>Following the skills audit, small gaps have been identified in financial planning and accounting, economics, premises and facilities management, legal, IT, and PR/marketing. Although we are currently a strong team, this would help with succession planning. New Governors are asked to consider what roles they may wish to adopt. TP believes all governors could make better use of the training available and, as Link Governor, will request details of relevant courses and resources.</p>	<p>GL All</p> <p>New Govs</p>
2.	<p>To approve the minutes of the last meeting and matters arising Minutes approved. PB arrived 17:20.</p> <p>AI policy due for approval. Q – Where did the template come from? The template came from JSPC. AI policy approved.</p>	
3.	<p>To receive the Headteacher's report and</p> <ul style="list-style-type: none"> a) School Improvement Visit (postponed to 24.11.25) update b) SDP progress report c) Updated SEF. d) IDSR <p>Headteacher's Report:</p> <p>Lots of areas of positive impact were noted. It was pleasing to see how much support there had been for the new member of staff to adapt to 'the Barns Green way'.</p> <p>Q – What cover has been arranged for EG when on parental leave? EG will be away for a term. AMN, MM and AH will job share for the first 4 weeks. LK, MM, AH will cover for the rest. (LK covered the first part of EG's parental leave last Summer term, but is unavailable for the first 4 weeks this time). This solution was deliberately chosen to ensure that cover was provided by strong teachers who are already known to the school and who know the pupils well. Extensive planning is being done in advance to ensure the 3 teachers integrate well and release time has been provided to ensure consistency. The change will be communicated to parents in the next week. Cover will be required for the other classes MM and AH currently support. EG will be back full-time in the Summer term, then part-time In Sept, when the plan will be a job share between EG and AH.</p> <p>Q - Has the increase in SEND numbers correlated with an increase in formal diagnosis? Some parents have chosen to have children diagnosed externally. Some are moving into the school with an EHCP.</p> <p>Q – Is there a strategic plan on how the children who did not achieve GLD in 2025 will be supported? Children who haven't quite met GLD have stayed in Dormouse and others went into Hedgehog and that does seem to be helping. The movement of JC has really strengthened provision within EYFS/KS1.</p>	

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

	<p>Q – Is the school bound by the terms of an EHCP and is there the support and infrastructure in place to support that? It is a legal document and is a statement of the provision that the child should have in an ideal world. Due to financial restrictions, the school has to be creative in the way that it provides this. The work that TN has done while covering for the SENDCO's maternity leave has bought in extra money; this was recognised by Governors and the needs of the children are met.</p> <p>Q – Is a change needed in terms of provision? Every year group is individual and support is adapted to meet the children's needs.</p> <p>Q – The Year 4 multiplication test score seems at odds with the other data. Is the percentage for scoring 25 out of 25 or 20 out of 25? TN to clarify and report back.</p> <p>Q – What are the new house names? – the children voted for the theme and the names are Griffin, Pegasus, Kraken, Phoenix. Staff house heads assigned. House t-shirts with the name on the back to be offered from next September.</p> <p>Q – What has been the impact of the university students? Impact is mixed depending on the student. One of the three was excellent, one alright and one weaker. They are first years, engaging in observation practice from the University of Chichester.</p> <p>Q – Is there anything that can be done to mitigate the impact of the ongoing complex situation? There is ongoing careful management with external agencies involved. Governors are very aware of the impact of this on staff wellbeing.</p> <p>a) The School Improvement Visit (SIV) was extremely positive. It was particularly pleasing to note that staff in Early Years/KS1 and new staff performed strongly in line with upper KS2 colleagues and that all actions from previous visits had been met. The formal report will follow in due course. TN was asked to pass on congratulations to all staff.</p> <p>b) SDP progress report – great to see so much 'Green' so early in the year.</p> <p>c) Updated SEF – This had been well-received in the SIV meeting.</p> <p>d) IDSR – attendance is highlighted 'red'. This is due to a small number of vulnerable children who are being very closely tracked. There have been improvements for most from October to November due to careful follow up of the monitoring. It was pleasing to see that so much of the IDSR is 'Green'.</p> <p>e) Parental survey results. 14 responded. Some interesting points to take action on and TN looking at what else can be done as a staff. In an upcoming newsletter, TN to communicate the results of the parental survey and identify any action points.</p>	<p>TN</p> <p>TN</p>
4.	<p>To check progress against the governors' monitoring schedule since last meeting:</p> <p>a) Safeguarding report/update – very thorough. No questions.</p> <p>b) Cyber security audit – No issues.</p> <p>c) SEND report – c/f from FGB1. Will next meet at the beginning of the summer term. Not useful to meet before then. Pleased to see that the Inclusion Team (SEND, Disadvantaged Pupils, Children known to Social Services, Travellers) has been set up and that TN will guide strategically as Inclusion Manager.</p> <p>d) T&L visit linked to SDP - interesting to hear the pupils' perspective.</p> <p>e) Termly website check – c/f from FGB1. AN to send website check form to HK.</p> <p>f) Governor newsletter – AR to reflect changes of governors and new vacancy. Will go out on Friday.</p> <p>g) New monitoring template – adapted to meet the new Ofsted report card headings and to strengthen our reporting of impact by including the follow up of next steps more formally. Please use new template going forward.</p>	<p>AN AR</p>

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

	<p>To approve school three-year budget and updated PDP</p> <p>The school is currently in a good financial position thanks to reserves which are projected to be depleted over the next three years. Key points discussed included:</p> <ul style="list-style-type: none">• The impact of small year groups (Y5, Y6) on future budgets• The importance of realistic supply budgeting• The positive impact of staff CPD and the importance of providing this for staff morale and wellbeing as well as for raising standards.• The consequences of overly optimistic forecasting in previous years have led to more realistic projections being adopted now.• The need for rolling IT investment and thanks to SG for his negotiations to replace the broken Clevertouch board. As all the boards are now seven years old, it is likely that others will need replacing in the near future.									
5.	<p>Q – What is included in the lettings line, and can the agreement be renegotiated?</p> <p>The lettings income relates to Pioneer Childcare. TP will review the contract with the new company.</p> <p>Q – Why have admin costs peaked and then reduced across the three years? The current year reflects the very high staff absence supply costs linked to a member of staff no longer employed at the school plus a particularly high IT cost (new Clevertouch screen).</p> <p>Q - Why have central costs peaked and then reduced across the three years? This is linked to the PE and Sports Grant and UIFSM carry forwards.</p> <p>The PDP has been deferred until after the County Premises visit which will be arranged now that the three-year budget is completed. Thanks was expressed to RC and the finance governors for their continued hard work and support.</p>	TP								
6.	<p>Performance management 24-25/25-26</p> <p>a) HTPM, including wellbeing discussion – went well and had an excellent advisor.</p> <p>b) Teaching staff – targets agreed and aligned with SDP.</p>									
7.	<p>To either agree the following or agree action to work on policies</p> <p>All approved:</p> <p>a) New Child Protection and Safeguarding policy and guidance notes – West Sussex model adopted.</p> <p>b) Behaviour Policy - also need ‘principles’ written statement. TN to ask HK to identify the first 4 sentences of the policy as the ‘Behaviour Principles Statement’ and to upload it to the ‘Key Information’ section of the website. HK to do the same for the ‘Equalities Statement’ (also included in the Behaviour Policy).</p> <p>c) Emergency Plan (not to be uploaded to the website)</p> <p>d) Health and Safety</p> <p>e) Lettings Policy (Hire Agreement)</p> <p>f) EYFS policy – changes highlighted (GL to remove highlights and update the dates)</p> <p>g) Managing serial and unreasonable complaints and contact – current policy adapted to include ‘and contact’</p> <p>To adopt all West Sussex HR Policies including the following: (you will need to be logged in to the West Sussex Services for Education (https://secure2.sla-online.co.uk/) site to access these links). (2min)</p> <table><tr><td>Statutory policies – the following policies are key. However, Barnes Green Primary School adopts all West Sussex HR policies.</td><td>Non-Statutory policies</td></tr><tr><td>h. Teachers’ Pay Policy</td><td>n. Sickness Absence Policy</td></tr><tr><td></td><td>o. Industrial Injuries Policy</td></tr><tr><td></td><td>p. WSCC Standards of Conduct</td></tr></table>	Statutory policies – the following policies are key. However, Barnes Green Primary School adopts all West Sussex HR policies.	Non-Statutory policies	h. Teachers’ Pay Policy	n. Sickness Absence Policy		o. Industrial Injuries Policy		p. WSCC Standards of Conduct	<div>TN</div> <div>GL</div>
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GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

	<div> <div> i. Appraisal Policy j. Capability Policy k. Discipline Policy including procedure on managing allegations of abuse against staff l. Grievance Policy m. Confidential Reporting Policy </div> <div> q. Drugs and Alcohol Policy r. Smoking Policy s. Redundancy Policy t. Emergency Situation Policy </div> </div>	
8.	<p>To review governor correspondence including social media</p> <ul style="list-style-type: none"> a) Complaint update - process has been followed to its conclusion and the complaint is now closed. b) Pioneer rebranding – has been bought by another company. This will not result in local changes. c) Chair’s Conversation Feedback - The school has been recognised as having a strong and effective governing body, capable of supporting other governing bodies, which reflects positively on the strength and expertise within the team. DM is currently supporting a governor in another school. The governing body is considered fortunate to have such a committed and skilled group. <p>Recommendations:</p> <ul style="list-style-type: none"> • All governors should attend the Introduction to Finance course • The wellbeing of the headteacher should be formally recorded in the minutes • An appraisal process should be put in place for the clerk 	
9.	<p>To receive update on training undertaken by governors</p> <ul style="list-style-type: none"> a) Rainbow Flag training - Governors recorded their commitment to ensuring that the school is an LGBT+ inclusive environment with a proactive stance held against transphobia, homophobia and biphobia. b) Other Governor training: <ul style="list-style-type: none"> - DM - Introduction to Chairing 1.10.25 and 22.10.25 - Experienced Governor training 7.10.25 - Chair’s Role in Ofsted 15.10.25 - Ofsted briefing 20.10.25 - Focus on Governance 6.11.25 - Ensuring a Focus on Impact 19.11.25 	
10.	Any other urgent business -None	
11.	<p>Date for next FGB meeting – Monday 26 January at 5pm Strategy meeting – Monday 23 February at 5pm</p>	

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

Tables of Actions

Open actions:

090725 05	Finance governors' to meet to ensure that the costs in the SDP are included in the budget. AN to action. 22/09/25 - C/F. 26/11/25 - c/f	AN
220925 05	AN to update Scheme of Financial Delegation re pay panel changes. 26/11/25 - c/f. GL to do and send to Alex	GL
261125 01	GL to transfer DM to a LA governor.	GL
261125 02	Recruit a new co-opted Governor	All
261125 03	New Governors to consider which roles they wish to adopt.	New govs
261125 04	The Year 4 multiplication test score seems at odds with the other data. Is the percentage 25 out of 25 or 20 out of 25? TN to clarify and report back.	TN
261125 05	TN to communicate the results of the parental survey and identify any action points in an upcoming newsletter.	TN
261125 06	AN to send website check form to HK.	AN
261125 07	AR to update and circulate the Governor Newsletter	AR
261125 08	TP to review the Pioneer Childcare contract	TP
261125 09	TN to ask HK to use the first four sentences of the Behaviour policy to create a 'Behaviour Principles Statement' and to include it and the 'Equalities Statement' as separate items in the 'Key Information' section of the website.	TN
261125 10	GL to remove highlights from the EYFS Policy and to update the dates.	GL

Actions closed this meeting:

220925 06	TN to check WSCC financial audit is required or if there is an opt out on the basis of workload?
220925 07	TN to ask JSPC to update wifi password and update policy to change password every 6 months. GL to update online safety policy.
220925 01	GL/TN to hold an election for Parent Governor vacancy.
220925 02	TN to invite expressions of interest for a new staff governor.
220925 03	GL to update roles and responsibilities on website
220925 04	GL to add fourth core function, 'Ensuring the views of stakeholders are heard', to the TOR to align it with the Code of Conduct

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

Signed

Date