

# GOVERNORS OF BARNs GREEN PRIMARY SCHOOL

## MINUTES OF A MEETING OF THE FULL GOVERNING BODY HELD AT 6.15PM ON 16 SEPTEMBER 2019

### Barns Green Primary School

Our Values are:

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

Our Vision is:

Promoting independent thought and learning<sup>[SEP]</sup>

Providing a broad-based education<sup>[SEP]</sup>

Respecting individuality and difference<sup>[SEP]</sup>

Emphasising the importance of team work<sup>[SEP]</sup>

Nurturing physical health, emotional security and spiritual richness

Our pupils will learn to become self-confident, enthusiastic, resilient and tolerant.

Item	Action	By
6.	Send risk register round to all governors and ask for confirmation of risk owners and identify areas to review in subsequent FGB, F&P & T&L committee meetings.	AN
6.	Share risk register with staff.	AN
6.	Ensure all agendas include risk register review (FGB, T&L and F&P)	JSH
6.	Attend SEND meeting with PB	RH
6.	Send last school visit report to JSH for filing	PB
6.	As PTA for funds to cover sports kit for outside-school visits	SS
6.	Write to Jez Prior at county about the lack of support for head teachers on behalf of the governing body - CM - C/F. JSH to check if CM did this.	JSH
6.	Write article for Big Mag and BBH Magazine to include: <ul style="list-style-type: none"> <li>- a copy of Jeremy Quin's letter</li> <li>- photographs of sports events where the school has done well (photographs of art) - PB - We cannot have a pull-out section but can have an editorial piece. PB to write and send round for comments. Must include request for governors.</li> <li>- School results</li> <li>- A request for governors to come forward</li> </ul> Send article round to governors for comments.	PB
6.	Review the accessibility plan with a view to adding a new column to the document for actions complete. Ensure section 3 on page 6 is clarified - (C/F from last meeting and owner changed from CM to AN)	AN
6.	Add succession planning to the FGB agenda for July - JSH - C/F	JSH
8.	Consider holding an annual staff/governor get-together	SS
9.	Call PP to ask if she might consider standing as chair of the T&L committee.	AN
9.	Go on Head Teacher Performance Management course	PB
9.	Complete Safer Recruitment (online) and the Taking the Chair course	AN
9.	Complete Safer Recruitment (online) training	TN
9.	Find out cost of online course, 'Safer Recruiting'.	JSH
11.	Start the process for recruiting a new LA governor and to tell the LA what skills we are looking for (from the skills matrix).	JSH
11.	Regarding the Co -opted governors:	JSH

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	<ul style="list-style-type: none"> <li>• JSH will remind PB what skills we are looking for in new co-opted governors.</li> <li>• PB will write a big mag advert (to be circulated before publication).</li> <li>• SS will put a notice in the weekly school newsletter.</li> <li>• JSH will ask the PTA committee if anybody with the right skills would consider a governor position.</li> <li>• SS to mention governorship to the new reception children's parents at the curriculum meeting on Wednesday morning.</li> <li>• SS to arrange for the Head Boy and Girl to do a letter to parents asking for nominations. This will then be sent out in book bags.</li> <li>• JSH to run a targeted Facebook advertisement. Budget is £50 and SS needs to add JSH as an admin on the school's page first.</li> </ul>	PB SS JSH SS SS JSH
12.	Create long sign off sheet for code of conduct and put it with governor sign off book.	JSH
12.	Sign governor code of conduct before the next FGB	All
13.	Create a rolling schedule of all policies and send this round for information and arrange for all the policies to be updated with their new review dates in line with the schedule. Rolling schedule to include if a policy is mandatory or not.	SS
13.	Child Protection Policy - update the policy with our personalisation and publish it.	JSH
13.	Put model complaints policy in our brand and publish it.	JSH
13.	Change the governor details on the board in the staff room.	SS
13.	RC will update the pen portraits area on the website.	SS
13.	Bumped policies up the agenda order and arrange a review of the status at the next FGB.  Ensure that policies go to the relevant committees the term before they are due for renewal.	JSH
14.	Come into school to see SS before HT regarding safeguarding.	PB
15.	Write formal thank you to JC and JB and CM.	AN
15.	Thank all staff on behalf of the governors for the excellent end of year results.	SS
16.	Ensure a Learning walk is on the agenda of the T&L with the focus of - environment scaffolding learning.	JSH
16.	Suggest 30 September or 7 <sup>th</sup> October afternoons to AH and PP for daytime meetings about development plan and then set meeting for their preferred date.	JSH
16.	Create schedule for future meetings and send them out to everybody.	JSH

### Governors:

Peter Bird	Present
Alyson Heath	Apologies
Penny Pavey	Apologies
Alex Nicholson	Present
Rob Hammond	Present
Simon Simmons	Present
Tracey Newbold	Present

### Also present:

Jeanette Harwood (Clerk)

1.	<p><b>To receive and record apologies and declarations of interest</b></p> <p>The meeting opened at 6.20 and the secretary took the chair for the first part of the meeting.</p> <p>Declaration of interest - AN's wife is the current Chair of the school's PTA.</p>	
2.	<p><b>Renewal of governor term</b></p> <p>Peter Bird's position as governor expired at the end of August 2019 and he offered to stand again for a further term. SS proposed the appointment and AN seconded the motion. PB was then voted in as a governor for a further term.</p>	

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3.	<p><b>To review governor correspondence, including social media feedback</b></p> <p>JSH advised that two governors had resigned since the last meeting. Janet Chambers and Claire Mitchell. PB expressed thanks on behalf of the whole governing body for their service. PB said that CM has been an outstandingly good chair and we will miss her in the role. All agreed with this sentiment.</p> <p>There had been no social media correspondence.</p>	
4.	<p><b>Election of Chair of Governors</b></p> <p>JSH advised that she had received one nomination for the position before the meeting. AN had offered to stand.</p> <p>AN then left the room while a vote was held.</p> <p><b>Q: It was asked if it was an issue that the chair of governors is married to the chair of the PTA.</b> TN said that the Governing Board is a democracy in that decisions are voted on so there should be no real issues with the link with the PTA. JSH pointed out that every now and again the Chair is called upon to make a decision and tell the Board later but these situations are few and far between and JSH can only remember that happening once in the last 3 years.</p> <p>SS said that the previous chair had extended the link between the governors and the PTA and that funding requests had started to be sent to the PTA from the governors and suggested that this practice ceased and that requests were sent from the Head Teacher rather than the governors.</p> <p>JSH said that from the perspective of other parents and carers it might look odd that the Nicholson family chair both the PTA and the Governing Body.</p> <p>A vote was held and AN was appointed as Chair of Governors.</p> <p>SS welcomed AN to the role of Chair of Governors and explained to AN that it had been suggested that the Governing Body would no longer play a part in requesting funds from the PTA and AN agreed with this suggestion.</p> <p>A further discussion was held on the external perception of having the Nicholson family chairing both the PTA and the Governing body. AN said that his daughter had also been made Head Girl that day so the family had three positions at the school. It was agreed that if any parent voiced dissatisfaction then we should invite them to get involved in the PTA or consider becoming a governor. It should also be noted that the Head Girl is chosen by the school staff and her appointment was made before the previous Chair of Governors communicated her resignation.</p>	
5.	<p><b>Election of the Vice Chair of Governors</b></p> <p>PB nominated himself as Vice Chair of governors. There were no other nominations. He then left the room while a vote was cast. It was agreed to appoint PB as the Vice Chair.</p> <p>PB re-entered the room and AN confirmed his appointment. AN expressed that he was grateful that PB had agreed to continue in the role.</p> <p>PB then took the chair of the meeting as it was AN's first meeting as Chair of Governors.</p>	
6.	<p><b>To approve minutes of last meeting and matters arising/actions</b></p> <p>The minutes of the meeting of 23 April 2019 were signed off as a true reflection of that meeting with a handwritten amendment to the date so that it reads 2019 and not 2018.</p> <p><b>Matters arising:</b></p>	

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<p>PB explained that there are a lot of actions outstanding and that as the main purpose of this meeting is to elect governors into positions we would discuss some key items now and confirm completed actions separately.</p> <p><b><i>Follow up suggestions for a replacement for our independent advisor (asking Tim Rogers if he can suggest somebody, Martin Garret and TN's contact, Becky) - C/F from last meeting - SS</i></b> - SS advised that he has appointed Pav Saunders who has had her first 'Blink' visit. The agreements from that visit is that:</p> <ul style="list-style-type: none"> <li>• We will have a maths focus in the spring term with a dep dive</li> <li>• The summer term will focus on a non-core subject</li> </ul> <p><b>Q: It was asked if SS thought we would get ideas and structure from Pav or just questions to consider.</b> SS said 'Yes we will get ideas and structure if we ask her for this type of input'. <b>Q: It was asked how much PAV costs.</b> SS said that he didn't have the total cost to hand but it's budgeted for. <b>Q: It was asked if SS considers it is worth the money having her input.</b> SS said 'Yes because I needs somebody I can trust from outside to validate our judgements'.</p> <p><b><i>Conduct further review of outstanding sections of risk register and propose the way forward for discussion at the next FGB meeting - AN</i></b> - AN said that the risk register is now set up in its entirety. This morning AN and SS went through the register and talked about mitigation and ownership of the items. The plan now is to finalise that piece of the work and send it around to everybody for comments and confirmation of risk ownership. It will then be reviewed regularly and on the agenda of every committee and FGB meeting.</p> <p>PB said well done to AN - it's been a fantastic job. <b>Q: It was asked how often the risks would be monitored.</b> AN said that the risk register is managed mainly by the governors (committees or FGB) and the risk owners can report back as required. Risks would be reviewed on a schedule and risk register review will be a standing item on all agendas to consider 1 or 2 items from it.</p> <p><b>Q: It was asked if there was anything of note that AN would like to share.</b> AN said that a key thing for him is about having the right number of governors in the right roles. <b>Q: It was then asked if the register has been shared with locality.</b> SS said 'We have shared with the head at Wisborough Green.' TN said it might be worthwhile sharing with the staff. AN agreed to take an action to do this.</p> <p>The following actions were not discussed in details at the meeting but updates are detailed below.</p> <p>JSH to ensure all agendas include the risk register review.</p> <p><b><i>Send JSH visit reports for filing in the folder - JB</i></b> - Closed. JB did not send these reports but he is no longer a governor and the visits are noted in the visits book.</p> <p><b><i>Send copy of SDP for this year and last year to CM</i></b> - JSH - Complete. Action closed.</p> <p><b><i>Attend the next SEND meeting with PP</i></b> - RH - C/F</p> <p>Contact Penny Simpson to ask for a slot at a council meeting so that CM/PB might update the council on the school's results - C/F from last meeting - PB - Complete.</p> <p><b><i>Write to Penny Simpson to invite her into school to talk about the proposed pathway up Muntham Drive - C/F from last meeting</i></b> - PB - Closed. The pathway is now being routed up the other side of the road.</p>	<p>AN</p> <p>AN</p> <p>JSH</p> <p>RH</p>
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<p><b><i>Attend meeting with Paul Allen and Highways about the proposed pathway up Muntham Drive</i></b> - SS - Closed. The pathway is now being routed up the other side of the road.</p> <p><b><i>Meet with SS about the Child Protection Policy and make revisions for ratification at the next FGB - C/F from the last meeting</i></b> - PB - Closed - there is a new model policy for adoption which supersedes this action.</p> <p><b><i>Send report from last school visit to JSH for filing</i></b> - PB - C/F.</p> <p><b><i>Ask PTA for funding for Sports kits for events</i></b> - SS - C/F.</p> <p><b><i>Write a report of the recent H&amp;S visit covering the inside of the school and send it to JSH (along with the risk register) to distribute - C/F from last meeting</i></b> - AN - C/F</p> <p><b><i>Assist AN with the H&amp;S visits - RH - to be discussed further. C/F from last meeting</i></b> - RH - C/F.</p> <p><b><i>Review the risk register and propose which sections should be looked at next for the next FGB. At that stage, owners can be allocated to the actions</i></b> - AN - Closed - see previous action.</p> <p><b><i>Action 7 from the confidential minutes of 4 March 2019</i></b> - SS - Complete.</p> <p><b><i>Ask Big Mag and Broadbridge Heath Mag if we can have a pull-out section in the magazines (or print something to be distributed with them). This should include:</i></b>          - a copy of Jeremy Quin's letter          - photographs of sports events where the school has done well (photographs of art) - PB - We cannot have a pull-out section but can have an editorial piece. PB to write and send round for comments. Must include request for governors.</p> <p><b><i>Add PP's Headteacher PMR training on 21 March to the training log</i></b> - JSH - Complete.</p> <p><b><i>Write to Jez Prior at county about the lack of support for head teachers on behalf of the governing body</i></b> - CM - C/F. JSH to check if CM did this.</p> <p><b><i>Put safeguarding back on as a standard FGB agenda item</i></b> - JSH - Complete.</p> <p><b><i>Check how the date should look on the accessibility plan</i></b> - JSH - Complete. There is no set format but there is a published model plan approved by solicitors. That document has the following approval headings: 1 - Approved by... 2 - Last reviewed on... 3 - Next review due by...</p> <p><b><i>Review the accessibility plan with a view to adding a new column to the document for actions complete. Ensure section 3 on page 6 is clarified</i></b> - CM - C/F (owner changed to AN)</p> <p><b><i>Review the complaints Policy - C/F from last meeting</i></b> - SS - Closed - action superseded by an agreement to adopt the model policy (see below).</p> <p><b><i>Make amendments to Child Protection Policy following meeting with SS - C/F from last meeting</i></b> - PB - Action superseded by an agreement to adopt the new model policy published at the beginning of September 2019 (see below).</p> <p><b><i>Add swimming policy to the agenda for the Autumn term (to look at the swimming offer specifically)</i></b> - JSH - Complete</p>	<p>PB</p> <p>SS</p> <p>AN</p> <p>RH</p> <p>PB</p> <p>JSH</p> <p>AN</p>
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	<p><i>Publish the swimming policy subject to the changes agreed at the previous FGB meeting</i> - JSH - Complete.</p> <p><i>Training - TN said that there is locality moderation coming up that a governor could attend - it is looking at writing from Y2 to Y6. Governors to let TN know if they are interested in attending</i> - All - No governors attended. Closed.</p> <p><i>JSH to send training log and menu of training from county to SS so he can recommend some training for the next financial year</i> - JSH - Complete.</p> <p><i>Add succession planning to the FGB agenda for July</i> - JSH - C/F</p> <p><i>Add the new medicines policy to the website</i> - RC - Complete.</p>	JSH
7.	<p><b>To receive update on training undertaken by governors</b></p> <p>No training has been undertaken since April. PB said that it is always good to come back to the next meeting after undertaking training and discuss what you've learnt.</p>	
8.	<p><b>To receive reports on governors' visits to the school since the last meeting</b></p> <p>The following visits have been conducted since the April FGB.</p> <p>25 April - AH regarding Self evaluation  26 April - JC regarding Design and Technology subject  2 May - CM met SS  14 May - PP - SEND  16 May - AH met SS  20 May - CM and PB met SS  24 May - CM to sign off budget  11 Jun - PP, AH, CM, PB and JC to meet with Malcolm Laverty (LA Advisory)  19 June - SEND  27 June - AH and AN to meet with SS and Anita Bullock  4 July - CM met SS  23 July - CM met SS  16 Sept - AN re risk register  16 Sept - PB re succession planning</p> <p>The outcome of those visits up to 23 July are included in the most recent HT report (where appropriate).</p> <p>SS said that he welcomes governor visits. TN said she certainly values them too.</p> <p>SS said that we need to set a development plan meeting as well as another FGB. This will be discussed under the last item of the agenda (dates for meetings).</p> <p>TN suggested an informal governor/staff get-together once a year. AN and PB agreed that this is a good suggestion. SS to consider further.</p>	SS
9.	<p><b>Elections of Chairs of committees</b></p> <p><b>Teaching &amp; Learning Committee</b>  There have been no nominations for chair of the T&amp;L committee. AN will call PP to ask if she might consider standing.</p> <p><b>Finance and Premised Committee</b>  AN nominated himself as temporary chair until more governors are recruited and can take the position. This appointment approved by a vote.</p> <p><b>Staffing Committee</b>  PB nominated himself as chair. This appointment was approved by a vote. AN thanked PB for standing for this position.</p>	AN

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	<p>Whilst discussing the committees, it was agreed that further training was required to support the new appointments:</p> <ul style="list-style-type: none"> <li>• PB to do the Head Teacher Performance Management course</li> <li>• AN to do Safer Recruitment (online) and the Taking the Chair course</li> <li>• TN to do Safer Recruitment</li> </ul> <p>PB suggested that all governors should do Safer Recruitment training. SS said there is a cost to it - JSH to find out cost of online course.</p>	<p>PB AN TN</p> <p>JSH</p>
10.	<p><b>Confirm Committee membership</b></p> <p>The following committee memberships were approved:</p> <ul style="list-style-type: none"> <li>• T&amp;L - PP, AH, PB and TN</li> <li>• F&amp;P - AN, TN, RH, SS and RC (associate member)</li> </ul> <p>TN said it would be nice for a T&amp;L committee member to come to student council once in a while.</p>	
11.	<p><b>Confirm Terms of Reference for FGB and Committees</b></p> <p>The Terms of Reference was reviewed and approved.</p> <p>Governor vacancies was also discussed. The secretary confirmed that we now have the following vacancies:</p> <ul style="list-style-type: none"> <li>• 1 Local Authority Governor</li> <li>• 4 Co-opted Governors</li> </ul> <p>JSH to start the process for recruiting a new LA governor and to tell the LA what skills we are looking for (from the skills matrix).</p> <p>Regarding the Co -opted governors, it was agreed that:</p> <ul style="list-style-type: none"> <li>• JSH will remind PB what skills we are looking for.</li> <li>• PB will write a big mag advert (to be circulated before publication).</li> <li>• SS will put a notice in the weekly school newsletter.</li> <li>• JSH will ask the PTA committee if anybody with the right skills would consider a governor position.</li> <li>• SS to mention governorship to the new reception children’s parents at the curriculum meeting on Wednesday morning.</li> <li>• SS to arrange for the Head Boy and Girl to do a letter to parents asking for nominations. This will then be sent out in book bags.</li> <li>• JSH to run a targeted Facebook advertisement. Budget is £50 and SS needs to add JSH as an admin on the school’s page first.</li> </ul>	<p>JSH</p> <p>JSH PB SS</p> <p>JSH</p> <p>SS</p> <p>SS</p> <p>JSH</p>
12.	<p><b>All Governors to sign Code of Conduct</b></p> <p>All governors to sign it before the next FGB. JSH to do long sign of sheet and put it with the Governor sign in book.</p>	<p>JSH All</p>
13.	<p><b>To discuss the review schedule and process for policies</b></p> <p>JSH explained that the school policies were not all in good order or published correctly on the website and that a lot of policies all fall due for renewal together (in September) which makes it quite difficult to keep on top of. This has been caused by a number of factors including the length of time some policies take to get reviewed when they reach their review dates and not having an overall owner of the whole process.</p> <p>JSH has updated the master policy list with details of where each one is in the process and this was circulated with the agenda. SS has reviewed this list and added a column to say if it’s a model policy or local. SS proposed that we have a standard 3-year review on some policies and only review certain Key policies</p>	

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	<p>annually. This approach was agreed and SS will create a rolling schedule of all policies and send this round for information. He will also arrange for all the policies to be updated with their new review dates in line with the schedule as a matter of urgency. He will make sure to avoid having a lot of policies falling due together by bringing review dates forward if this looks to be happening. Model policies will be reviewed on their review dates or sooner if County issue changes.</p> <p><b>Q: It was asked if with model policies there is anything extra we need to add.</b> SS said that sometimes we have to personalise them but we do not change them often as to do so might have unwanted implications.</p> <p>JSH asked if SS could also add column to say if a policy is mandatory and SS agreed to do this.</p> <p>It was then agreed to adopt the model safeguarding policy minus annex 1 as these policies are reflected elsewhere. JSH to update the policy with our personalisation and publish it.</p> <p>It was agreed to adopt the model complaints policy too. JSH to put into our brand and publish.</p> <p>SS to change the governor details on the board in the staff room.</p> <p>RC will update the pen portraits area on the website.</p> <p>It was agreed that policies are a priority for the FGB. To ensure they get the attention they need they will be bumped up the agenda order and there will be a further review of the status at the next FGB.</p> <p>AN to monitor on an ongoing basis. In future policies are to be presented to the committees the term before they fall due for ratification by the FGB in the correct term.</p>	<p>SS SS</p> <p>SS</p> <p>JSH</p> <p>JSH</p> <p>SS</p> <p>RC</p> <p>JSH</p> <p>JSH</p>
14.	<p><b>Safeguarding update</b> All staff received safeguarding training on the inset day. PB to come into see SS before HT regarding safeguarding. We have adopted the model policy.</p>	PB
15.	<p><b>Any other urgent business (to be notified to Clerk or Chair at least 24 hours before meeting)</b></p> <ul style="list-style-type: none"> <li>• Governor update -This item was covered under Governor correspondence.</li> <li>• Write formal thank you to JC and JB and CM - AN to arrange.</li> <li>• Results</li> </ul> <p>KS2 - TN advised the following information on results: RWM combined = 71%. (county average 65%) We were the 2<sup>nd</sup> best school in our locality and the top small school in locality. Our averages were really high for standardised score (106 average). TN is thrilled with the results - they were our best-case scenario. Our traveller cohort bucked the national trend and did really well and are secondary school ready. GPS 50% greater depth. Reading 35.7% greater depth and writing and maths 14% greater depth. For the first time ever we got one child (7%) who was greater depth in reading, writing AND maths.</p> <p>KS1 - SS advised the following information: RWM combined 71% against national average of 65%. No greater depth for RWM but did get reading and writing greater depth. One child was being coached for greater depth but she found it stressful so teachers pulled back as the extra push was not in her best interest.</p>	AN

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	<p>Phonics 81% (in line with national average).</p> <p>GLD at the end of reception was down to 63% from 84% 3 years ago. We need to keep an eye on these children as they go through the school.</p> <p>Yrs 4 and 5 must be a focus if we are to sustain good results. Yr 5 has large number of SEN and Yr 4 are a concern with regard to their progress from their starting point. We don't want to see a drop in our combined scores.</p> <p>On behalf of the governing body well done to TN for this set of results. It's a testament to all the staff in the school.</p> <p><b>Q: It was asked if there is anything TN has learned that she wants to carry on through the school.</b> TN said that having aspirational targets is important (as long as it's presented to the children in an appropriate manner so as to encourage them and not put pressure on them).</p> <p><b>Q: It was asked about the intake into reception</b> - SS said that there are some significant early needs in this intake of reception which is challenging. We have piloted the new baseline assessment.</p> <p>SS said there is a data review later this term. SS to thank all staff on behalf of the governors.</p>	<p align="center">SS</p>
<p><b>16.</b></p>	<p><b>To update calendar, including confirmation of date of next FGB meeting</b></p> <p>It was agreed to hold the next FGB on 2 December 6.15.</p> <p>14 Oct was agreed for the first committees of the school year. A Learning walk - should be on the agenda of the T&amp;L with the focus of - environment scaffolding learning.</p> <p>Daytime meeting - suggest 30 September or 7<sup>th</sup> October afternoons to AH and PP and then set meeting for their preferred date.</p> <p>JSH to put future meetings in the same weeks as last year and send them out to everybody.</p>	<p align="center">JSH</p> <p align="center">JSH</p> <p align="center">JSH</p>

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

Signed .....

Date .....

Appendix 1