

GOVERNORS OF BARN'S GREEN PRIMARY SCHOOL

MINUTES OF A MEETING OF THE FULL GOVERNING BODY HELD AT 7.30PM ON 27 APRIL 2020

Barn's Green Primary School

Our Values are:

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

Our Vision is:

Promoting independent thought and learning^[L]_[SEP]

Providing a broad-based education^[L]_[SEP]

Respecting individuality and difference^[L]_[SEP]

Emphasising the importance of team work^[L]_[SEP]

Nurturing physical health, emotional security and spiritual richness

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

Table of Actions

| Item | Action | By |
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| 02 (C/F) | <p>Attend SEND meeting with AB.</p> <p>Update 2.12.19 - C/F - workloads have not allowed this to happen. There will be a meeting on 4th December which will be the only meeting this term.</p> <p>Update 27.01.20 - C/F - The next meeting is on 5 February.</p> <p>Update 30.03.20 - Neither PB nor RH have been able to attend yet. PP said that these meetings are open to all governors and she will share dates as they are agreed.</p> <p>Update 27.04.20 - C/F - no action has been taken due to Covid-19. PP will share dates of all future meetings in accordance with action 200330 04. Close this action.</p> | Closed |

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| 02 (C/F) | <p>Write article for Big Mag and BBH Magazine to include:</p> <ul style="list-style-type: none"> - 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. - School results - a request for governors to come forward <p>Update 2.12.19 - The Jeremy Quin letter is now old news so we will not include it now. C/F.</p> <p>Update 27.01.20 - PB has written a piece asking for a governor. VB will work on a further version for the future.</p> <p>Update 30.03.20 - Complete but there is a lot stil to say in the future so PB will write an editorial article and send it out to all for comment (new action created).</p> | Complete |
| 02 (C/F) | <p>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)</p> <p>Update 2.12.19 - The columns have not yet been added but AN is meeting with the school premises manager in January and will address the health and safety inspection and accessibility plan – C/F.</p> <p>Update 27.01.20 - Complete - the appendix has been updated. JSH to send round with with the minutes for comments by 2 weeks from the date it is sent round then if there are no comments it will be considered approved.</p> <p>Update 30.03.30 - JSH to check current situation.</p> <p>Update 27.04.20 - JSH has not been able to add the appendix to the accessibility policy because RC has been unable to find a soft copy of the policy in an editable format. JSH said that she may have to type the whole document up again. AN said not to do that as he thought that he had the whole document in soft copy. He agreed to check and revert to JSH.</p> | AN/JSH |
| 02 (C/F) | <p>Update 2.12.19 - SS has considered this and the staff are in favour of it too. AN suggested we do it straight after school on the next FGB date. AN will arrange.</p> <p>Update 27.01.20 - The next FGB is on the final week of the term - should we do it then? TN suggested that we do it in the summer instead. The last FGB is on 13 July it was agreed to hold it then. VB offered to assist arranging this.</p> <p>Update 30.03.20 - VB sent an e-mail to staff about getting together but this is no longer appropriate due to Covid-19 - C/F.</p> <p>Update 27.04.20 - C/F.</p> | VB |

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| 02 (C/F) | <p>Go on Head Teacher Performance Management course – PB – C/F. PB will arrange via the portal. We also need an additional governor to go on this course.</p> <p>Update 27.01.20 - PB hasn't done this as there are none available in the spring or the summer. C/F</p> <p>Update 30.03.20 - All courses are postponed due to Covid-19 - C/F. Update 27.04.20 - C/F.</p> | PB |
| 02 (C/F) | <p>Complete Safer Recruitment (online) training – TN Update 2.12.19 - C/F. Update 27.01.20 - C/F. Update 30.03.20 - C/F - SS needs to put the payment through before TN can proceed. Update 27.04.20 - C/F. SS has now made the payment and TN needs to now complete the training.</p> | SS |
| 02 (C/F) | <p>Find out cost of online course, 'Safer Recruiting' - JSH</p> <p>Update 2.12.19 - The online course costs £35. JSH has asked RC to buy the training for PB, RH and AN.</p> <p>Update 27.01.20 - PB has completed - AN is part way through RH has yet to start. C/F Update 30.03.19 - C/F. Update 27.04.20 - AN has now completed and sent certificate to RC. RH has not yet started. C/F.</p> | RH |
| 02 (C/F) | <p>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</p> <p>Update 2.12.19 - JSH e-mailed Governor Services in September but has received no response. She chased on 1 December and confirmed we have a candidate in mind – C/F.</p> <p>Update 27.01.20 - RM is here today after completing the appropriate form. AN asked VB if her father would also complete the form. RM has project management experience in various areas. AN to send form to VB'S father.</p> <p>Update 30.03.20 - AN and JSH to catch up before any further action is taken. C/F.</p> <p>JSH and AN have discussed and agreed that RM will be the new LA governor. Other governors in the pipeline can be co-opted as required. JSH is now to confirm this to County.</p> | Closed |

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| 02 (C/F) | <p>Regarding the Co -opted governors: PB will write a big mag advert (to be circulated before publication). JSH will ask the PTA committee if anybody with the right skills would consider a governor position. 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. JSH and VB to pick up on the FB advert side of things.</p> <p>Update 2.12.19 AN will ask locality chairs what they say in their adverts that has been successful. AN said that he was concerned at the loss of our excellent education knowledge next year when PP and AH cease being governors. PP and AH said that they do have people in mind to approach. TN has somebody (Ben) in mind too. Q: Did you ask Anita Bullock? Yes, she has been approached. Q: Is it worth contacting the University of Brighton? Q: Is there anybody at Muntham House? VB will ask her father (ex Tanbridge governor) if he might be interested. - Complete. Q: Do we haven any ex teachers who have retired and would be prepared to return as governors? No, we do not. There were also a couple of other ideas and AN and SS will be speaking to two people.</p> <p>Update 27.01.20 PB has written a piece for the Big Mag and this has been approved by the governors. JSH has raised governorship with the PTA committee and Sue Whittle (a former head teacher and link advisor) has expressed an interest. AN asked if the governors were happy for him to move forward to investigate this with her. This was agreed. AN would like to invite her along to the next meeting. VB has asked her father about governorship and he is interested.</p> <p>Update 30.03.20 - We have had no response from advert although 2 expressions of interest from the church and VB's father's CV. Sue was due to join us but Covid has taken over. AN said that he has spoken to her and she seems like she will be a valuable asset to the team. Q: How recent is her educational experience? RH said 18 months in Surry and consulting in W.Sussex.</p> <p>Update 27.03.20 - FB advert is on hold. Move to new action and close this one.</p> | Closed |
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| 02 (C/F) | <p>Sign governor code of conduct before the next FGB – All – Signed at this meeting.</p> <p>Update 27.01.20 - JSH has sent the document to VB. VB now needs to read, sign a copy and leave that copy with RC.</p> <p>Update 2.12.19 - All governors except VB signed it at this meeting. JSH to send to VB so she can read it and sign at a later date.</p> <p>Update 27.01.20 - JSH has sent the document to VB to read and sign.</p> <p>Update 30.03.20 - C/F. RM and VB will go into the office to sign when we're back to school.</p> <p>Update 27.04.20 - C/F</p> | VB |
| 02 (C/F) | <p>Put model complaints policy in our brand and publish it – JSH Update 2.12.19 - JSH has put the policy into our template and sent it to SS for some personalisation prior to publishing but the previous version still shows on the website. SS confirmed that this is in hand with himself and RC</p> <p>Update 27.01.20 - C/F.Update 30.03.20 - C/F.Update 27.04.20 - C/F.</p> | SS |
| 191202 01 | <p>Ask our independent advisor to deliver training to governors on the Ofsted framework and likely visit experiences in the Summer term.</p> <p>Update 27.01.20 - C/F - SS is agreeing dates.</p> <p>Update 30.03.20 - C/F</p> <p>Update 27.04.20 - C/F</p> | SS |

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| 191202 02 | <p>Arrange a meeting with SS to discuss the use of the One Drive and how to use it more effectively.</p> <p>Update 27.01 - A meeting was held regarding how to evidence actions on the SDP and AN showed the meeting how links to documentation containing evidence actions is included in the SDP document itself.</p> <p>Q - Are teachers who are responsible for different areas going to update this or update our own documents? The teachers will report to governors and governors will update this central document.</p> <p>TN said that we need to make sure we only have one document at the end of the year rather than a governor one and a staff one. TN said that in a previous role she held, the Head Teacher annotated the document for everybody. SS explained that this version came about because governors wanted evidence of the plan being completed. SS suggested that this version would be separate. AN said that it would be too complicated if the teachers updated it as well as the governors. The teachers have their own word document to annotate. It is kept on the teachers' drive. AN said that we should get into a habit of updating the governor document every time they come in on a visit but asked if we could have a copy of the staff one at the end of each term. It was decided to keep this version as the governor evidenced review and receive the school one termly. JSH to add to the relevant agendas.</p> <p>Update 30.03.20 - AH asked how people are finding the sharing of documents. SS said that he can't open some documents. PP finds it tricky to find documents and prefers to be sent. PP said that she has confusion between the shared area and the one drive. JSH/SS and AH to meet to discuss when we are back at school.</p> <p>Update - 27.04.20 - C/F.</p> | AN/JSH |
| 191202 08 | <p>Obtain county version of the Offsite Visits policy with a view to replacing our policy with that one.</p> <p>Update 27.01.20 - SS has looked into this but C/F as not completed investigations.</p> <p>Update 30.03.20 - C/F.</p> <p>Update 27.04.20 - This policy is now ready to share for the next meeting. Complete.</p> | Complete |
| 191202 09 | <p>Place hard copies of the following model policies in a folder and arrange for staff to sign to say they have read them.</p> <p>Confidential Reporting Policy, Appraisal Policy, Capability Policy, Industrial Injuries Policy, Discipline Policy, Pay Policy, Grievance Policy, Drug and Alcohol Policy, Redundancy Policy, Sickness Policy, WSCC Standards of Conduct, Procedure on managing allegations, Smoking Policy, Emergency Situations Policy</p> <p>Update 27.01.20 - C/F</p> <p>Update 30.03.20 - C/F.</p> <p>Update 27.04.20 - C/F.</p> | RC |

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| 191202 10 | <p>Discuss H&S with JC (Premises Manager) to see if what we need to do to prepare for the upcoming audit in March and consider whether the policy needs updating as a result of these measures.</p> <p>Update 27.01.20 - There is a H&S audit being carried out in April by County. AN has undertaken his own visit and there were no matters of real concern. AN will write this up and share it with everybody.</p> <p>Update 30.03.20 - Postponed. C/F. Update 27.04.20 - C/F.</p> | AN |
| 191202 11 | <p>Discuss Clubs policy at the next staff meeting and decide whether prices should be in the policy.</p> <p>Update 27.01.20 - C/F Update 30.03.20 - C/F. Update 27.04.20 - C/F.</p> | SS |
| 191202 13 | <p>Update SEND Policy in time for the next FGB.</p> <p>Update 27.01.20 - This has been updated but will need to be looked at by staff - C/F.</p> <p>Update 30.03.20 - This was discussed at the last T&L this term. PP followed up with AB / SS. E mail response from AB and SS replied that he would follow up. Email: Here is the SEN policy I forwarded on - however, I do think I formatted this further (or tried too as I wasn't too sure about font or the covering page, regarding the school's values etc... which is used as a front page for the school's policies). It is saved on the T-drive, in the #SENCO folder, and if you search for it, using the search bar in the top right hand corner, (SEN policy), it should be there. SS to send to JSH to format and publish.</p> <p>Update 27.04.20 - Complete.</p> | Complete |
| 200127 01 | <p>Make the two amendments requested to the Safeguarding report and file it in the governor visits folder.</p> <p>Update 30.03.20 - C/F Update 27.04.20 - Updates have been made and a soft copy sent to RC for printing. JSH cannot access her pigeonhole until school is back in. C/F.</p> | JSH |
| 200127 03 | <p>Review the health and safety policy in line with the model policy.</p> <p>Update 30.03.20 - C/F Update 27.04.20 - C/F.</p> | VB |
| 200127 04 | <p>Review the data protection policy to understand how it covers off the requirements of GDPR</p> <p>Update 30.03.20 - C/F Update 27.04.20 - C/F. Governors revisited this point during the meeting and confirmed that the requirement is to make sure that the policy complies fully with the GDPR. SS to look at any model policies in place for comparison purposes.</p> | SS |

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| 200127 05 | Review the offsite visit policy in line with model policies. Update 30.03.20 - C/F Update 27.04.20 - Closed. This is a duplication. | Closed |
| 200127 06 | Publish new clubs policy (the version with the fees removed) Update 30.03.20 - C/F Update 27.04.20 - Complete. | Complete |
| 200127 07 | Publish the new charging policy (the one with amendments to remissions) Update 30.03.20 - C/F Update 27.04.20 - Sent to RC for publishing on 20 April. | RC |
| 200127 08 | Give RH all the new policies adopted since RH created the new website version. Update 30.03.20 - C/F Update 27.04.20 - JSH has conducted a full review of the policies on the new website against the master policy database and all inaccuracies have been identified. Steps are now in place to address all issues. | Closed |
| 200127 11 | Suggest some dates for a governor morning on vision and values. Update 30.03.20 - C/F Update 27.04.20 - C/F | SS |
| 200127 12 | Invite the prospective governor with education experience to the next FGB. Update 30.03.20 - C/F Update 27.04.20 - C/F (due to Covid-19) | AN |
| 200330 01 | JSH to get RM a school e-mail address. Update 27.04.20 - Complete. | Complete |
| 200330 02 | Check to make sure the induction e-mail includes prevent training and read the keeping children safe in education - PB to send JSH the necessary safeguarding training to add to the induction list. Update 27.04.20 - JSH obtained the required information from RC. JSH now needs to update her welcome e-mail template | JSH |
| 200330 03 | Send VB's bio and picture to RH for adding to the website. Update 27.04.20 - Complete. RH now needs to update the website. | RH |
| 200330 04 | Share visit dates with all other governors in advance so that new governors can shadow longer-standing governors' visits. Update 27.04.20 - C/F. Update 27.04.20 - C/F. | All |

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| 200330 05 | Write editorial piece for the Big Mag about the school Update 27.04.20 - PB has drafted this and sent it to SS for comments. C/F. | PB |
| 200330 06 | Ensure minutes of 30 March FGB are formally signed upon return to school. Update 27.04.20 - C/F. This action applies to all meeting minutes since lockdown started. | JSH |
| 200330 07 | Share learnings from New Governor course. Update 27.04.20 - C/F (courses currently all cancelled due to Covid-19) | VB/RH/RM |
| 200330 08 | Obtain update on actions outstanding from last safeguarding visit. Update 27.04.20 - C/F. PB asked the best way to communication with RC/SS and will either E-mail or call. | PB |
| 200330 09 | Update attendance document (mention appendix on pg. 5 regarding exceptional circumstances) then update the dates and values and publish the policy. Update 27.04.20 - This document was signed off at this meeting. JSH now to publish. | JSH |
| 200330 10 | Update and publish assessment policy. Update 27.04.20 - Complete. | Complete |
| 200330 11 | Put swimming policy on last FGB agenda of the school year. Update 27.04.20 - Complete. | Complete |
| 200330 12 | Submit the SFVS Update 27.04.20 - Complete. | Complete |
| 200330 13 | Put circle of governance model on the agenda plan for the 2020 - 2021 school year. Update 27.04.20 - Complete. | Complete |
| 200330 14 | Change the front cover on the Head's report to show the correct dates. Update 27.04.20 - Complete. | Complete |
| 200330 15 | Convene additional remote FGB on 27 April 2020. Update 27.04.20 - Complete. | Complete |
| 200330 16 | Review the teacher contact ratio (in the SFVS). Update 27.04.20 - C/F. | SS |
| 200330 17 | Review circle of governance model and produce recommendation for future governance structure. Due in Autumn Term. | AN |
| 200330 18 | Share new child protection policy addendum with staff. Update 27.04.20 - Complete. | Complete |
| 200427 01 | Confirm new LA governor to County | JSH |
| 200427 02 | Run targeted FB advert for new Governors | JSH |

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| 200427 03 | Publish new attendance policy | JSH |
| 200427 04 | Raise the recent governor correspondence from County with Locality Chairs | AN |
| 200427 05 | Order 'thank you' gift for staff. | AH |

Finance and Planning Committee Actions

| Item | Action | By |
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| 02 (C/F from April 2019 meeting) | <p>Review the accessibility policy.</p> <p>Update 13 January 2020 - AN has completed the review and discussed it with JC last week. It was very generic so AN will update with specific timescales.</p> <p>Update 27.04.20 - This is a duplication of a separate action on the FGB minutes. Closed.</p> | Closed. |
| 191024 03 | <p>Matters arising (item 2) - Follow up with RC regarding the log of issues County issued following their H&S visit.</p> <p>Update 13 January 2020 - AN and RC discussed this last Tuesday - RC is working through it and the next visit has been postponed until after 17 March. AN to follow up with RC in advance.</p> <p>Update 27.04.20 - C/F.</p> | AN |
| 191024 05 | <p>Risk Register (item 3) - Send JSH a list of which risk register items should be discussed at which meetings for the rest of the year for adding to the agenda list.</p> <p>Update 27.04.20 - Complete.</p> | Complete |
| 191024 06 | <p>Health and Safety visit (item 4) - Obtain update from school on the actions raised in AN's report of his H&S visits.</p> <p>Update 13 January 2020 - AN visited last week. Most actions are complete and AN will write up and send initial report. He reviewed inside and outside in one go.</p> <p>Update 27.04.20 - E-mailed RC and JC for update on 26.04.20. C/F</p> | AN |
| 191024 07 | <p>Charging Policy (item 6)- Discuss the remissions section with RC. Does it need to be so specific about the allowances - could we not just refer to pupil premium eligibility?</p> <p>Update 13 January 2020 - RC has sent AN information to review. C/F</p> <p>Update 27.04.20 - This has now been approved at the FGB and is awaiting publishing (separate action). Complete.</p> | Complete |

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| 191024 09 | <p>Stationery Usage (item 7) - Look at the stationery cost line at next review with RC and report back at the next meeting. It is also a very small proportion of overall spend.</p> <p>Update 27.04.20 - The stationery line would be too labour intensive to split out when compared with any gain we might make. Close action.</p> | Closed |
| 191024 14 | <p>Staff request to buy out of commission school IT equipment (item 8) - Put out of commission IT equipment on the risk register.</p> <p>Update 27.04.20 - Close action. A risk has been added to the risk register regarding IT equipment and the potential purchase is now being dealt with between school management and the individual concerned.</p> | Closed. |
| 02 (C/F from April 2019 meeting) | <p>Check with RC if the Asset Register has been updated and request a copy of the register of pecuniary and business interests.</p> <p>Update 13 January 2020 - The Asset Register still needs checking. AN said we only need to check material things and then a statistically significant spot check on others - so for instance anything worth over £5,000. RC said she wanted to include Ipads. AN asked if we log all the serial numbers? We did but we've had new ones and they haven't been updated. RC to send the register to AN and he will advise on numbers and items to check (but not items for the spot check). It was suggested that we call all the Ipads in so we can check and re-distribute them. Alex suggested labels with item numbers on them. RC will arrange this in the last week of the half term. RC also to ask SS if RC can ask SH to check the register during February half-term.</p> <p>Update 27.04.20 - This has been delayed due to COVID-19. To pick up on asset register check. It was agreed that this couldn't be carried out during partial school closure so the action will C/F.</p> | AN/RC |
| 02 (C/F) | <p>Find out where the website is hosted and who owns the domain name - RC - AN to discuss with RC.</p> <p>Update 13 January 2020 - Sarah (website lady) has never answered RC's question about the domain. RC has re-sent email.</p> <p>Update 27.04.20 - Complete. The new website has now been launched.</p> | Complete |
| 02 (C/F) | <p>Matters arising (item 2) - Chase WSCC regarding Trace Heating Issue every few days.</p> <p>Update 13 January 2020 - Left another voicemail. RC will chase as well.</p> <p>Update 27.04.20 - Already done (matter has progressed and work is/was due to be done on this - SEE outline works and test water [all ok]) Action completed. New action to follow up on current status of the resolution.</p> | Complete |

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| <p>02 (C/F from April 2019 meeting)</p> | <p>Ask RC if intimate care is covered under any existing policy (safeguarding/child protection) and ask KS1 teachers if they feel adequately protected.</p> <p>Update 13 January 2020 - KS1 teachers were not sure what JSH was asking. JSH found a good policy from another school which we might want to consider and has forwarded this to them as an example. Await their response and will chase in February.</p> <p>Update 27.04.20 - EYFS/KS1 teachers have asked for an intimate care policy similar to the one I sent them with an addition about accidents which require more cleaning up. JSH to send the policy and request to SS for action.</p> | <p>JSH</p> |
| <p>02 (C/F)</p> | <p>Matters arising (item 2) - Ensure Governor information and attendance sheet is up to date on the website.</p> <p>Update - 13 January 2020 - RC has uploaded the document but it is still showing 2017's document due to the CACHE issue. JSH to resend to RC.</p> <p>Update 27.04.20 - This is on the website but very difficult to read. RH to look to see if there is a way of making it clearer.</p> | <p>RH</p> |
| <p>191024 12</p> | <p>Staff request to buy out of commission school IT equipment (item 8) - Ask RC exactly what the items are.</p> <p>Update 13 January 2020 - JSH has asked RC but nobody is sure. JSH suggested that RC asks RH. Will ask again in February.</p> <p>Update 27.04.20 - A fair price has been provided to the school and staff member and this is no longer an action for governors. Close.</p> | <p>Closed</p> |
| <p>02 (C/F from April 2019 meeting)</p> | <p>Send website checklist to JSH to e-mail round.</p> <p>Update 27.04.20 - RH said he would send round again and did so during the meeting. Closed.</p> | <p>Closed.</p> |
| <p>191024 13</p> | <p>Staff request to buy out of commission school IT equipment (item 8) - Look into the value of the items in question.</p> <p>Update 27.04.20 - See action 12 above. Action closed.</p> | <p>Closed</p> |
| <p>02 (C/F)</p> | <p>Matters arising (item 2) - Undertake a further review of the first aid book.</p> <p>Update 13 January 2020 - TN did a small review of it due to having more equipment on the playground. Small incidents have gone up as a result and the equipment has been removed from the playground again. It will be re-introduced in a more controlled manner. SS is still to undertake a thorough review.</p> <p>Update 27.04.20 - C/F.</p> | <p>SS</p> |

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| 191024 15 | <p>Staff request to buy out of commission school IT equipment (item 8) - Find out why we don't use the computer screen in the foyer to show news and information to parents.</p> <p>Update 13 January 2020 - It's for photos/news etc. TN will speak with Simon about getting some photos on it.</p> <p>Update 27.04.20 - C/F - not a priority at present</p> | TN |
| 191024 16 | <p>Website (item 8) - Send the following items to RH for adding to the website template: - JSH to send the pen portraits and the governor attendance record. -</p> <p>Update 13 January 2020 - Complete.</p> <p>- TN to ask RC to send the staff photos.</p> <p>Update 13 January 2020 - RC said she's waiting for one more photograph. TN is also updating the board outside the community room - it is to be split between staff, pupil and governor information.</p> <p>Update 27.04.20 - RH is still not in possession of photographs for all staff. RC to provide.</p> | RC |
| 02 (C/F from April 2019 meeting) | <p>Consider how we can get parents to buy items for Y6 children and how we sell this idea to them.</p> <p>Update 13 January 2020 - TN said we just need to be quite explicit (pens, rubbers, etc). TN will send out a prep for Y6 list before the summer holidays.</p> <p>Update 27.04.20 - C/F</p> | TN (due in Summer term) |
| 200427 01 | <p>Follow up on status of Trace Heating issue resolution.</p> | AN |

Teaching and Learning Committee Actions

| Item | Action | By |
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| 9. (C/F from October meeting) | <p>T&L committee to read up on the New Ofsted Framework –The Key would be a useful starting point.</p> <p>Update 13 January 2020 - PP sent this round to everybody. AH had a few points from it that we should look at. Everybody to read the documents by the next T&L meeting. AN to send around links to the Key for useful guidance.</p> <p>Update 2 March 2020 - Some documentation has been sent round and PB has read them. VB said she had not received them -PP to send them to VB and VB to read. The documents will be discussed under agenda item number 8 and also need to be shared with the FGB. JSH to add a discussion on the Ofsted framework to the next FGB agenda.</p> <p>Update 27.04.20 - C/F.</p> | PP/VB JSH |

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| 200113 02 | <p>Produce guidance on the sort of questions governors could ask during the pupil interviews (regarding what they are learning, their next steps and learning styles).</p> <p>Update 3 March - 2020 - Complete.</p> <p>PB said he'd like to thank Simon and the senior leadership team for a great day. The children were well behaved and responded well to the questions.</p> <p>TN asked for an example of the questions asked. PB said they were the ones sent round by SS with a few more added from the SDP.</p> <p>Q: Are we confident with the responses the children gave? This will come out in the report.</p> <p>TN said that it would be good for staff to hear the outcome too (and within a relatively quick timeframe). PP suggested we discuss at the next FGB as there were a number of points that came out. AN. PB to complete their report - JSH to add to next FGB agenda.</p> <p>PB said that he had some questions on safeguarding and the responses he received were excellent. PB said we talk about having a safeguarding culture and it was very good feedback from a safeguarding perspective. PP said it was good evidence for the SDP.</p> <p>Update 27.04.20 - C/F.</p> | JSH |
| 200113 05 | <p>Liaise with JA to update swimming policy and bring it back to the next T&L.</p> <p>SS has discussed with JA and we now need to look at some practicalities - policy will be ready for next FGB. JSH to add to agenda. Update 27.04.20 - Item is on last agenda of the year. Complete.</p> | Complete |
| 200302 01 | <p>Send assessment policy round to staff and discuss.</p> <p>Update 27.04.20 - Complete.</p> | Complete |
| 200302 02 | <p>Add Assessment policy to next FGB agenda.</p> <p>Update 27.04.20 - Complete.</p> | Complete |
| 200302 03 | <p>Ensure EYFS tracking and progression from baseline is included in the next T&L agenda.</p> <p>UPDATE 27.04.20 - Complete.</p> | JSH |
| 200302 04 | <p>Arrange for Pav to question the governors (as Ofsted would).</p> <p>Update 27.04.20 - C/F (Covid-19)</p> | SS |
| 200302 05 | <p>Add discussion to the next FGB meeting agenda about Pav coming in to question the governors (Governor roles and responsibilities).</p> <p>Update 27.04.20 - C/F.</p> | JSH |

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

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| 200302 06 | JSH to put an update on the response to the staff feedback on the 2nd T&L of the summer. Update 27.04.20 - Complete. | Complete |
| 200302 07 | Ensure sports grant presentation is on next T&L agenda. Update 27.04.20 - Complete. | Complete |

Governors:

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| Peter Bird | Present |
| Alyson Heath | Present |
| Penny Pavey | Present |
| Alex Nicholson | Present |
| Rob Hammond | Present |
| Simon Simmons | Present |
| Tracey Newbold | Apologies |
| Victoria Baxter | Absent |
| Rob McDonald | Present |

Also present:

Jeanette Harwood (Clerk)

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| 1. | <p>To receive and record apologies and declarations of interest</p> <p>TN sent her apologies which were accepted. VB had not sent any apologies.</p> <p>Declarations of interest - AN's wife is the chair of the school's PTA.</p> | |
| 2. | <p>To approve the minutes of the last meeting and matters arising</p> <p>The minutes will be approved at the next meeting.</p> <p>The actions from the FGB and both committees were reviewed and the updates are included in the tables above.</p> | |
| 3. | <p>To review governor correspondence, including social media feedback</p> <p>There has been some tree work carried out in the school grounds within the last couple of weeks and residents of the area near these works were unhappy that trees were being removed. They had expressed their feelings verbally to one of the governors and also contacted the school directly. The tree work was carried out to address health and safety concerns raised by County at their most recent visit and the school did not have notice that the work was about to begin so could not warn local residents.</p> <p>The school responded to some residents directly and SS also wrote a note to residents which was posted on the local village Facebook group. There has not been any subsequent follow up.</p> | |
| 4. | <p>Covid-19 update</p> <p>SS had sent a Covid-19 update to all governors before the meeting. He talked through the update.</p> <p>He said that as well as the vulnerable children, we have a couple of children who the school consider on the cusp of vulnerable and said that we were keeping in touch with these children.</p> | |

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SS said we have a new contact at County - Louise. She has been quick to respond to questions.

We have 4 pieces of PPE now and staff are eligible for testing if they meet certain strict criteria.

Some parents are reporting that it is difficult to motivate children but distance learning continues with daily learning being set by teachers.

SS said that regarding the school opening, he thinks it would be a good idea to obtain parent views as he knows a number of parents were reluctant to send their children into school due to the virus before schools closed.

Q: Has Louise (from County) called SS to ask how him and the staff are doing? SS said 'Yes before the Easter break'. He also gets an e-mail every couple of weeks checking how things are going.

AN said it must be frustrating when at-risk pupils are not at school and no responses are received from parents. SS said 'Yes - we've managed to check in with all but one traveller family but ACAS has been in touch with this family.'

Q - how is the free school meals vouchers scheme going? The website keeps crashing so RC is getting Tesco vouchers to deliver tomorrow and the school will get the money back for those.

Q - How is the morale of the staff? SS said it's a difficult time - on Thursday SS asked the staff what they thought it would look like when we come back. SS said that there seemed to be anxiety and anger at the thought of staff coming back to school and taking the virus back to their homes. Having said that, staff are coming in to do the childcare and at the weekend staff took part in communications to discuss how to improve the online learning offering. AH said that we need to ignore everything until we hear from the government what is expected otherwise we will be going around in circles and second guessing ourselves.

PP said that the memo that went around from County to Governors did not appreciate the good work that has been sent round. AH said it felt like a tick box exercise of having to send a message out. AH felt like it started saying they were understanding of all the work is going on and then went on to tell governors their role and that they should be challenging the schools in ways that are not appropriate. Yes of course we should be supporting the school but for county to be asking the questions it did is ludicrous.

PP said that this is not a situation where we can be asking staff to follow the usual process of planning/assessment etc. The communication doesn't recognise all the hard work that is going into the learning and the care that is being provided over the holidays. PP said that to record all the work in the usual way is not possible in the current situation. Of course, schools need to be keeping to safeguarding procedures and so on. AN said it should not be a cut and paste job quoting legislation. PP said that she is sure that some parents are having great difficulty doing any work with their children.

AN said that some Senior schools are giving behaviour points to children for not uploading their work on time and children are becoming stressed as are parents who are trying to work as well as look after and educate their children.

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| | <p>AH said that staff and children’s wellbeing need to be the main thing to worry about - with some families it’s enough to know that the children are safe.</p> <p>SS said that given we are a local authority that failed its Ofsted he would have expected to have safeguarding on the communication.</p> <p>AN has a virtual meeting with locality chairs next week and will solicit their views on the matter.</p> <p>Q - Is this communication something that the locality chairs could feed back to WS on? AN agreed and will put it to the chairs in advance of the meeting next week.</p> | AN |
| 8. | <p>To review the following policies:</p> <p>Attendance Policy - JSH explained that due to an administration error, the attendance policy we reviewed at the last meeting was out of date. She sent round the correct version before the meeting and it was discussed.</p> <p>Q: On page 9 number 11 it says that no absences will be approved. Is this correct? Yes.</p> <p>All were happy to approve. JSH to publish.</p> | JSH |
| 18. | <p>Any other urgent business (to be notified to Clerk or Chair at least 24 hours before meeting)</p> <p>AH again expressed thanks to all the staff for their efforts in this time and asked if there is something we can do at the end to show them our appreciation? AN seconded that thought - all the staff have gone above and beyond in his view. Al agreed and AH is happy to order a thank you gift online to be delivered to school.</p> <p>PB said that TN had told him that SS was interviewing for a staff member? SS said that one of the part time teachers has handed in her notice from the end of the academic year. We can afford to replace her current 3 days with a full-time newly qualified teacher and interviewed 4 people and made an appointment.</p> <p>One of the TAs is interested in doing teacher training so it’s a possibility that she will be with us on an unsalaried basis for a year as well.</p> | AH |
| 19. | <p>To update calendar, including confirmation of date of next FGB meeting</p> <p>Current dates are 11 May for sub-committees and 18th May for the FGB. It was agreed to have just a combined meeting on 18th May.</p> | |

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

Signed

Date