

GOVERNORS OF BARN'S GREEN PRIMARY SCHOOL

MINUTES OF A MEETING OF THE FULL GOVERNING BODY HELD AT 6.15PM ON 2 DECEMBER 2019

Barn's Green Primary School

Our Values are:

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

Our Vision is:

Promoting independent thought and learning

Providing a broad-based education

Respecting individuality and difference

Emphasising the importance of team work

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
02 (C/F)	Send the 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 Update 2.12.19 - The register was sent round in October and has been discussed in both committees. Some risks have been allotted to each committee. We will look at one risk when we reach it on the agenda and share two more to look at and discuss at the next meeting. There are 10 or 11 FGB level risks so we will look at each one over the year.	Closed
02 (C/F)	Share risk register with staff – SS Update 2.12.19 - Complete.	Closed
02 (C/F)	Ensure all agendas include risk register review (FGB, T&L and F&P) - JSH Update 2.12.19 - Complete – added to agenda planning document.	Closed
02 (C/F)	Attend SEND meeting with AB. Update 2.12.19 - C/F - workloads have not allowed this to happen. There will be a meeting on 4 th December which will be the only meeting this term.	PB/RH
02 (C/F)	Send last school visit report to JSH for filing – PB Update 2.12.19 - In the next meeting with SS, PB will include the actions from the July meeting in the report.	Closed
02	As PTA for funds to cover sports kit for outside-school visits – SS	Closed

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

(C/F)	Update 2.12.19 - Complete. The kit has been ordered.	
02 (C/F)	Write to Jez Prior at county about the lack of support for head teachers on behalf of the governing body - CM Update 2.12.19 - SS discussed this with the Director of Education on Friday and this will go to Head's Exec. The LA are suggesting the locality heads attend training and then provide supervision to each other which is not an ideal solution because of the additional time commitments this will entail. Other schools have raised this too.	Closed
02 (C/F)	Write article for Big Mag and BBH Magazine to include: - 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 Update 2.12.19 - The Jeremy Quin letter is now old news so we will not include it now. C/F.	PB
02 (C/F)	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) 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.	AN
02 (C/F)	Add succession planning to the FGB agenda for July - (C/F from last meeting) - JSH Update 2.12.19 - C/F - put on January agenda instead.	JSH
02 (C/F)	Consider holding an annual staff/governor get-together 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.	AN
02 (C/F)	Call PP to ask if she might consider standing as chair of the T&L committee – AN Update 2.12.19 - Complete. PP agreed to do this.	Closed
02 (C/F)	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.	PB
02 (C/F)	Complete Safer Recruitment (online) and the Taking the Chair course - AN Update 2.12.19 - AN is booked on taking the chair – it is a 3-day course over three days in Jan Feb and March.	Closed
02 (C/F)	Complete Safer Recruitment (online) training – TN Update 2.12.19 - C/F.	TN
02 (C/F)	Find out cost of online course, 'Safer Recruiting' - JSH	RC

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

	Update 2.12.19 - The online course costs £35. JSH has asked RC to buy the training for PB, RH and AN.	
02 (C/F)	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 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.	JSH
02 (C/F)	Regarding the Co -opted governors: <ol style="list-style-type: none"> 1. JSH will remind PB what skills we are looking for in new co-opted governors – Update 2.1.19 - Complete. 2. PB will write a big mag advert (to be circulated before publication). 3. SS will put a notice in the weekly school newsletter – Update 2.12.19 - Complete. 4. JSH will ask the PTA committee if anybody with the right skills would consider a governor position – JSH – Update 2.12.19 - C/F. 5. SS to mention governorship to the new reception children’s parents at the curriculum meeting on Wednesday morning. Update 2.12.19 - Complete. 6. 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. Update 2.12.19 - this is no longer felt to be appropriate as we really need governors who do not have children at the school. Closed. 7. 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. <p>Update 2.12.19</p> <ul style="list-style-type: none"> • 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. • Q: Do we haven any ex teachers who have retired and would be prepared to return as governors? No we do not. 	PB JSH JSH AN VB
02 (C/F)	Create long sign off sheet for code of conduct and put it with governor sign off book – JSH Update 2.12.19 - This has been printed off for signatures.	Closed
02 (C/F)	Sign governor code of conduct before the next FGB – All – Signed at this meeting. 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.	JSH
02 (C/F)	Create a rolling schedule of all policies and send this round for information and arrange for all the policies to be updated with their	Closed

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

	<p>new review dates in line with the schedule. Rolling schedule to include if a policy is mandatory or not – SS</p> <p>Update 2.12.19 - Complete. We will discuss the schedule later in the agenda.</p>	
02 (C/F)	<p>Child Protection Policy - update the policy with our personalisation and publish it – JSH</p> <p>Update 2.12.19 - Complete.</p>	Closed
02 (C/F)	<p>Put model complaints policy in our brand and publish it – JSH</p> <p>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 - C/F.</p>	SS
02 (C/F)	<p>Change the governor details on the board in the staff room – SS</p> <p>Update 2.12.19 - Complete.</p>	Closed
02 (C/F)	<p>RC will update the pen portraits area on the website – SS</p> <p>Update 2.12.19 - C/F.</p>	SS
02 (C/F)	<p>Bump 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 –</p> <p>Policies have been moved up the order of business and policies will be discussed more in the appropriate agenda item.</p>	Closed
02 (C/F)	<p>Come into school to see SS before half term regarding safeguarding – PB –</p> <p>Update – 2.12.19 - PB will cover in safeguarding agenda item.</p>	Closed
02 (C/F)	<p>Write formal thank you to JC and JB and CM – AN</p> <p>Update 2.12.19 - AN would like some specific information about what each of these governors did and will call around other governors for information before putting letters together. C/F.</p>	AN
02 (C/F)	<p>Thank all staff on behalf of the governors for the excellent end of year results – SS</p> <p>Update 2.12.19 - Complete.</p>	Closed
02 (C/F)	<p>Ensure a Learning walk is on the agenda of the T&L with the focus of - environment scaffolding learning – JSH</p> <p>Update 2.12.19 - Complete.</p>	Closed
02 (C/F)	<p>Suggest 30 September or 7th October afternoons to AH and PP for daytime meetings about development plan and then set meeting for their preferred date – JSH</p> <p>Update – 2.12.19 - Complete.</p>	Closed
02 (C/F)	<p>Create schedule for future meetings and send them out to everybody – JSH</p> <p>Update 2.12.19 - Complete.</p>	Closed
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>	SS

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

191202 02	Arrange a meeting with SS to discuss the use of the One Drive and how to use it more effectively.	AN
191202 03	To update and publish the following approved policies: <ul style="list-style-type: none"> - Positive Handling Policy - Scheme of Delegation for Finance - Behaviour Policy - English Curriculum Policy 	JSH
191202 04	Remove the Admissions Policy from the website and put a link to the West Sussex one on the website instead.	JSH
191202 05	Update the website to say 'Under Review' against the following policies and place these policies on the next FGB agenda: <ul style="list-style-type: none"> - Data Protection policy - Offsite visits policy - Health and Safety policy - Clubs policy - Charging policy 	JSH
191202 06	Remove the following policies from the website: <ul style="list-style-type: none"> - Staff Policies (all are model policies to be adopted): <ul style="list-style-type: none"> • Confidential reporting policy • Capability policy • Staff code of conduct 	JSH
191202 07	Review the Data Protection policy considering GDPR with RC	AN
191202 08	Obtain county version of the Offsite Visits policy with a view to replacing our policy with that one.	SS
191202 09	Place hard copies of the following model policies in a folder and arrange for staff to sign to say they have read them. <ul style="list-style-type: none"> • 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 • Model Procedure on managing accusations 	RC
191202 10	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.	AN
191202 11	Discuss Clubs policy at the next staff meeting and decide whether prices should be in the policy.	SS

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

191202 12	Discuss the remissions section of the Charging policy with RC and bring back a proposal to the next FGB.	AN
191202 13	Update SEND Policy in time for the next FGB.	PP
191202 14	Send the 3 risks which were going to be discussed at this meeting to all governors for consideration.	AN
191202 15	Pass on the Governors' thanks to AB for a very readable SEND report.	SS
191202 16	Ensure SEND is on the next FGB agenda.	JSH
191202 17	Identify who we need to ask to change the routing of the website name to the new site.	SS
191202 18	Send round the link to the new website	RH
191202 19	Look at the content of the new website, identify any gaps and speak to RC about procedures for updating the website and control.	SS
191202 20	Liaise with SS and plan the launch of the new website.	RH
191202 21	Review the change in the morning communication to teachers process and write a thank you to parents for their support of the current process.	SS

Governors:

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

Also present:

Jeanette Harwood (Clerk)

1.	To receive and record apologies and declarations of interest The meeting opened at 6.18pm. Declaration of interest - AN's wife is the current Chair of the school's PTA.	
2.	To approve the minutes of the last meeting and matters arising (6.19 - duration 36 minutes) The minutes of the meeting of 16 September 2019 were signed as being a true record of that meeting. Matters arising were discussed and updates are documented in the actions table above. Victoria Baxter introduced herself and other attendees did the same to Victoria.	
3.	To review governor correspondence, including social media feedback (6.55 - duration 15 minutes) No physical or social media correspondence had been received but AN said that he has had comments about the change in process which	

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

	<p>means that parents are no longer able to see teachers in the morning at drop off.</p> <p>Q: What feedback has the school received? Four e-mails from parents but although all were invited in for meetings not all of them came for a meeting. It is understood that parents felt it was quite harsh. SS said that from the staff perspective, the lack of TAs now available means that parents take up teacher time and the children were being left unsupervised while teachers talked to parents as there was often a queue of parents waiting to talk to the teachers. Teachers are happy to talk to parents after school.</p> <p>VB suggested that the parents' feelings were probably the way it was communicated rather than the change itself.</p> <p>SS said we don't want to cut people off and the process could possibly be changed in the future. It is under review. TN suggested a thank you message to parents might be appropriate in the newsletter.</p> <p>On a separate note, SS said that he did a tour for prospective parents who came for a tour as a box ticking exercise (they live next to a Southwater school and wanted to send their child there) but now they've been to our school they want to send their child to BG. TN said that at the recent open day she found that our results are definitely a draw for parents.</p>	SS
4.	<p>To receive update on training undertaken by governors (7.10 - duration 5 minutes)</p> <p>AN went to a locality chairs meeting in October. AN told us how Loxwood make effective use of their One Drive – he would like us to move towards a similar model where our version control is on point and we share documents rather than e-mailing them round. AN also observed that some other schools do not have committees and have leaders in various subjects instead. They share document/meet by skype etc (not FGBs). AN said that he's not proposing that our structure should change but it is interesting to see.</p> <p>A couple of the schools had Ofsted inspections recently and the Ofsted inspector chose a subject to deep dive and the head chose one too. TN said that she had a conversation with somebody at the weekend who had been visited and after the initial phone conversation with the head, they didn't talk to the head at all at the visit and were not interested in discussing the data. TN has some good questions from it which she will share at a staff meeting.</p> <p>Q: what is the gap was between inspections? SS said that one school was expecting Ofsted last month and got it this week. AH said that Ofsted seem to be running on time or a little early. We can expect to be inspected any time from next summer.</p>	

GOVERNORS OF BARNs GREEN PRIMARY SCHOOL

	<p>The T&L has an agenda item next meeting to discuss the information on the key about Ofsted to provide training for the other governors. SS said that our independent advisor (Pav) will run a staff meeting in the spring term and could do a governor meeting in the Summer term. SS will ask her to do that.</p> <p>AH is doing C2 training soon which is a Church safeguarding course.</p>	SS
5.	<p>To receive update on governors' visits to the school since last meeting (7.15 - duration 3 minutes)</p> <p>AH's visits Head Teachers performance Advisors meeting with Malcolm Deep dive in reading last week SDP meeting</p> <p>PP's visits Head Teachers performance SDP meeting Deep dive in reading last week</p> <p>AN's visits Signed off 3-year budget (new standard document) SDP meeting</p> <p>PB's visits SDP meeting</p>	
6.	<p>Safeguarding (7.18 - duration 12 minutes)</p> <p>PB said he hasn't been in yet this term and will be in next week.</p> <p>SS said that we have:</p> <ul style="list-style-type: none"> • One early help plan in place • No children on the protection register • had 2 referrals to mash • had 2 strategy discussions • been called as a witness to court. <p>SS gave a PSHE update which he says flows into the policies piece of work.</p> <p>He said that in 2020 the DfE is introducing compulsory Relationships Education for Primary pupils. Schools are required to consult with parents when developing curriculum and policies for RSE (although the final decision is always the school's). In order to support the implementation WS is developing Education 4 Safeguarding (E4S) which is intended to become the universal provision for all schools.</p> <p>It is based around 4 cornerstones:</p> <ul style="list-style-type: none"> • Relationship and sex education • Digital media and literacy 	

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

	<ul style="list-style-type: none"> • Physical health and wellbeing • Emotional health and wellbeing <p>The E4S curriculum is based on the national DfE RSHE guidance and numerous national frameworks, including the PSHE Association. From September 2020 it will be the curriculum resource we use to deliver PSHE (now called RSHE).</p> <p>The centrepiece of the framework is the E4S website. This is currently an alpha website. It contains links to resources and the West Sussex programmes of study. These are adaptable to meet the local need.</p> <p>The first piece of work SS said he needs to do is to assess the local need and produce a BG curriculum. This draft will then go out to consultation to parents.</p> <p>By the end of the summer term, this will then be in a position to be included in the curriculum map.</p> <p>Q: How different is it? Quite different – it is bringing safeguarding into the curriculum as a framework alongside PSHE and Sex Ed.</p> <p>Q: is it a response to us (the LA) being inadequate? No – it has been in plan for some time and is driven by the DfE.</p>	
7.	<p>To receive the Head Teacher’s report (7.30 - duration 22 minutes)</p> <p>The HT report was sent out in advance and questions were due by Friday – there were none received in advance.</p> <p>AN said that with the priorities laid out in the document there is a bit of a gap between this document and the SDP which is missing key work. AN said his ideal scenario is that the SDP is on the shared drive and then contains links to evidence which is on the shared drive too. It feels like we need more connection. SS said that the aim of this part of the HT report is to feed back some of the work that has been done. AN asked if he and SS could meet in the next couple of weeks, learn to use One Drive effectively and put the information on there? SS agreed and suggested a shared folder rather than sharing documents. AN said that he would like to have a naming convention and then have hyperlinks in the documents. SS said he’s more than happy to change how this works. AN will arrange the meeting in the next couple of weeks. TN said that sometimes you don’t need loads and loads of evidence as Ofsted will listen to the teachers and the children.</p> <p>AH said that governors do need to see evidence. She also said that we don’t know what questions Ofsted will ask governors, but they will probably want to know how governors know progress is being made? This is evidence linked to the SDP.</p> <p>PP said that there are some items on the report which are not on the SDP (reading for example). SS said that this is because the Independent Advisor has indicated that we need this evidence.</p> <p>Q: Is the SDP therefore a working document? TN uses it as a working document and gives each element a RAG status. Reading has not</p>	AN

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

	<p>flagged for her as it is an area of strength for our school, but Pav advises all the schools are getting this come up. TN said we need to be preparing for the next Ofsted visit now. SS said that the SDP was based on Ofsted prep as we knew it in July.</p> <p>Q: Will reading go into the SDP now? Yes - Reading will go into the SDP.</p> <p>The next point is the two/three-year learning cycle. Malcolm said we are ahead of the curve.</p> <p>AN likes the VEN diagrams – SS said they have highlighted areas where we can really see we need to focus some resource.</p> <p>Q: Has there been any effect from the changes in staff last school year? Yes – it's detailed in the report.</p> <p>Q: The targets for 2020 on page 6 – it looks like from year 2 building from reception there is growth in high attainers. In Year 1 the figure of 63% hasn't changed – why not? It is a concern – our Y1/2 class don't have a TA and the Y1/2 curriculums are very different – we have one teacher trying to manage two curriculums with very little children who have not been used to the more formalised learning. Q: What are we doing about this? SS said that the school has identified a chunk of money which we could split over 2 years and afford to get in a TA for these specific reasons for a 2-term temporary position. Q: How can we approach this outside of the staffing change cycle especially given the recent staffing reductions? The previous changes were made based on a £40k gap in funding but we have some reserves so we could create a 2-term temporary position to cover the gaps identified in the VEN diagram (Years 1/2 plus identified children needing support). Q: Is it recruitment or extending hours? It would be recruitment.</p> <p>PP pointed out there is a high % of SEN in Year R. Q: Might this have an impact on resource because of the support they may need moving forward? SS clarified that 13% is just 2 children.</p> <p>SS proposed we recruit a temporary TA for the Spring and Summer Terms to work in the mixed Y1/2 class. AH seconded on the basis that we recruit a skilled person (not just an extra pair of hands). A vote was then held and the proposal was approved.</p>	
8.	<p>To review the status of policies overall - (7.52 - duration 4 minutes)</p> <p>AN explained we'd brought together a schedule which shows which policies have models and when they are due to be reviewed.</p> <p>The staff policies – the proposal is to adopt the model policies.</p> <p>Statutory policies – we do not have an EY policy or SEN policy, but these have both been drafted and will be ready for sign off at the next meeting. SS to e-mail it round to staff before we bring it to the FGB.</p>	
9.	<p>To review the following policies - (7.56 - duration 20 minutes)</p>	JSH

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

<ul style="list-style-type: none"> - Positive Handling Policy (AN) - AN has looked through it and sees no need to change – All approved. JSH to update and publish. - Scheme of Delegation for Finance - AN has reviewed – no changes required except for formatting – Approved. JSH to update and publish. - Data Protection Policy - AN has reviewed and would like to look at it further given GDPR – AN to pick up with RC. - Offsite visits policy – SS said that there will be a county version and SS will get that – C/F. - Admissions Policy – It was agreed we do not need our own policy if we put a link to the West Sussex one on the website. JSH to arrange. - Staff Policies (all are model policies to be adopted): <ul style="list-style-type: none"> • 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 • Model Procedure on managing accusations <p>It was agreed to approve the use of all model staff policies (detailed in the bullets above and for these to be in a folder in the PPA room as staff should not have to ask for them. Staff will sign to say they have read them each year. RC to place in folder and arrange for staff to sign to say they have read them.</p> <ul style="list-style-type: none"> - Health and Safety Policy (AN) - We have been informed that we are having a WS H&S audit on 17 March 2020. AN will discuss with JC (Premises Manager) to follow up on the last visit and see what we need to do to get ready. Policy wise – C/F to the next FGB. - Clubs Policy – AN has reviewed – he thinks that pricing should not be in the policy – we should link to a price list. SS will take to next staff meeting – C/F to the next FGB. - Charging Policy (AN) - The remissions section is under review and AN will discuss with RC and bring back to next FGB. 	<p>JSH</p> <p>AN</p> <p>SS</p> <p>JSH</p> <p>RC</p> <p>AN</p> <p>JSH</p> <p>SS</p> <p>JSH</p> <p>AN/JSH</p> <p>JSH</p> <p>JSH</p> <p>JSH</p> <p>JSH</p>
---	---

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

13.	<p>To receive the school council minutes - (8.26 - duration 2 minutes)</p> <p>TN said that there are no minutes to share but the school council is looking at the environment and they are keen to work with the Sussex Wildlife Trust regarding the pond.</p> <p>The children ask things like – what are the rules of four square, and can we have more equipment out on the playground. In general, the council is ticking along nicely.</p>	
14.	<p>To receive recommendations from Committees (8.28 - duration 12 minutes)</p> <p>The F&P committee made a recommendation to develop new school website.</p> <p>AN said that RH did an excellent presentation on our new website at the recent F&P meeting. RH has put together a framework with all the current information on it but there are some gaps and lots of updating which need to be addressed. RH explained how flexible an easy to manage the website framework is. AN said that the F&P are happy with website design as it is, and we could launch it in January if the content is signed off. RH is happy to cover the cost of hosting for the time-being, but the website name needs to point to the server where the new website is being hosted. SS will identify which who can make that change and then RC can ask them to change the routing.</p> <p>SS said that RC is anxious about our relationship with the current provider.</p> <p>TN suggested that staff have some release time and training to get their pages up to date. We should launch with only the current information on there now though.</p> <p>RH has benchmarked it against other websites and gone through the compliance checker from The Key. RH will send round the link and SS will look at the content and identify gaps and speak to RC about procedures for updating the website and control. Action - RH and SS to liaise with a view to launching in Jan.</p>	<p>SS/RC</p> <p>RH</p> <p>RH/SS</p>
15.	<p>To receive reports from Associate Governors - 8.40</p> <p>There were no reports for this meeting.</p>	
16.	<p>Any other urgent business (to be notified to Clerk or Chair at least 24 hours before meeting) - 8.40 - duration – 5 minutes</p> <p>It was agreed that JSH will send round a reminder of people’s actions between each meeting as a reminder.</p> <p>VB had attended the meeting as a guest following discussions about becoming a co-opted governor. She agreed to stand as a governor and</p>	

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

	had previously sent in an application form. AN proposed and SS seconded that we co-opt VB onto the governing board. The matter was then put to the vote and approved.	
17.	To update calendar, including confirmation of date of next FGB meeting The next FGB meeting is on 27 January 2020. The meeting then closed at 8.46pm.	

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

Signed

Date

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL