

GOVERNORS OF BARNs GREEN PRIMARY SCHOOL

MINUTES OF A MEETING OF THE FULL GOVERNING BODY HELD AT 7.30PM ON 30 MARCH 2020

Barns 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 |
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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> | PP |
| 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 still 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 |

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| 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 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 30.03.20 - JSH to check current situation.</p> | JSH |
| 02 (C/F) | <p>Arrange a social with staff.</p> <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> | AN/VB |
| 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.</p> | PB |
| 02 (C/F) | <p>Complete Safer Recruitment (online) training – TN</p> <p>Update 2.12.19 - C/F.</p> <p>Update 27.01.20 - C/F.</p> <p>Update 30.03.20 - C/F - SS needs to put the payment through before TN can proceed.</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</p> <p>Update 30.03.19 - C/F.</p> | AN/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</p> | AN/JSH |

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| | <p>VB'S father.</p> <p>Update 30.03.20 - AN and JSH to catch up before any further action is taken. C/F.</p> | |
| 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>JSH</p> <p>AN</p> |

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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> | VB |
| 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</p> <p>Update 27.01.20 - C/F.</p> <p>Update 30.03.20 - C/F.</p> | SS |
| 02 (C/F) | <p>RC will update the pen portraits area on the website – SS</p> <p>Update 2.12.19 - C/F.</p> <p>Update 27.01.20 - Complete but the governor attendance record is still out of date so the action will be left open to ensure this document is updated.</p> <p>Update 30.03.20 - Complete.</p> | Complete |
| 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> | 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 27.01.20 - 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> | 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> | SS |
| 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> | RC |
| 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.</p> | AN |

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| 191202 11 | Discuss Clubs policy at the next staff meeting and decide whether prices should be in the policy. Update 27.01.20 - C/F Update 30.03.20 - C/F | SS |
| 191202 13 | Update SEND Policy in time for the next FGB. Update 27.01.20 - This has been updated but will need to be looked at by staff - C/F. 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. | SS/JSH |
| 191202 17 | Identify who we need to ask to change the routing of the website name to the new site. Update 27.01.20 - Complete - JSPC will have to change the routing. RH said he will need a contact there. AN will make contact with James Stoker at JSPC regarding rerouting the website. Update 30.03.20 - Complete. | Complete |
| 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. Update 27.01.20 - SS to suggest some dates for him and RC to meet with RH. Update 30.03.20 - Complete. | Complete |
| 191202 20 | Liaise with SS and plan the launch of the new website. Update 27.01.20 - C/F Update 30.03.20 - Complete. | Complete |
| 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. Update 27.01.20 - A thank you has been sent in the weekly e-mail. The process will be further discussed in a staff meeting. Q: Has there been any other feedback? No but one person who raised it is now volunteering in the school. TN said there are breaches in protocol and it needs to be discussed at the staff meeting. Teachers need to apply the rule too. Update 30.03.20 - Complete. | Complete |
| 200127 01 | Make the two amendments requested to the Safeguarding report and file it in the governor visits folder. Update 30.03.20 - C/F | JSH |
| 200127 02 | Test the lockdown process again. Update 30.03.20 - Complete. It went very well and was good from a safeguarding perspective too. | Complete |
| 200127 03 | Review the health and safety policy in line with the model policy. Update 30.03.20 - C/F | VB |

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| 200127 04 | Review the data protection policy to understand how it covers off the requirements of GDPR Update 30.03.20 - C/F | SS |
| 200127 05 | Review the offsite visit policy in line with model policies. Update 30.03.20 - C/F | SS |
| 200127 06 | Publish new clubs policy (the version with the fees removed) Update 30.03.20 - C/F | JSH |
| 200127 07 | Publish the new charging policy (the one with amendments to remissions) Update 30.03.20 - C/F | JSH |
| 200127 08 | Give RH all the new policies adopted since RH created the new website version. Update 30.03.20 - C/F | JSH |
| 200127 09 | Provide VB with dates of next visits so that she may shadow other governors. Update 30.03.20 - Clear this off and new point to share dates of governor visits so that others can attend/shadow. | Closed |
| 200127 10 | Send the questions to ask children at a visit to all governors. Update 30.03.20 - Complete. | Complete |
| 200127 11 | Suggest some dates for a governor morning on vision and values. Update 30.03.20 - C/F | SS |
| 200127 12 | Invite the prospective governor with education experience to the next FGB. Update 30.03.20 - C/F | AN |
| 200127 13 | Send the template we used for the last newsletter to VB. Update 30.03.20 - Complete. | Complete |
| 200127 14 | Look at the newsletter template with a view to producing a new one. Update 30.03.20 - Complete. | Complete |
| 200127 15 | Circulate actions and ideas from day 1 of Talking the Chair course. Update 30.03.20 - Complete. | Complete |
| 200127 16 | Governors to confirm their availability to attend the Parent/Teacher consultations on 10 th and 12 th March 2020 to man the book stall. Update 30.03.20 - Complete. | Complete |
| 200330 01 | JSH to get RM a school e-mail address. | JSH |
| 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. | PB |
| 200330 03 | Send VB's bio and picture to RH for adding to the website. | JSH |
| 200330 04 | Share visit dates with all other governors in advance so that new governors can shadow longer-standing governors' visits. | All |
| 200330 05 | Write editorial piece for the Big Mag about the school | PB |
| 200330 06 | Ensure minutes of 30 March FGB are formally signed upon return to school | JSH |
| 200330 07 | Share learnings from New Governor course | VB/RH |
| 200330 08 | Obtain update on actions outstanding from last safeguarding visit | PB |

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| 200330 09 | Update attendance document (mention appendix on pg 5 regarding exceptional circumstances) then update the dates and values and publish the policy | JSH |
| 200330 10 | Update and publish assessment policy | JSH |
| 200330 11 | Put swimming policy on last FGB agenda of the school year | JSH |
| 200330 12 | Submit the SFVS | AN |
| 200330 13 | Put circle of governance model on the agenda plan for the 2020 - 2021 school year | JSH |
| 200330 14 | Change the front cover on the Head's report to show the correct dates | SS |
| 200330 15 | Convene additional remote FGB on 27 April 2020 | JSH |
| 200330 16 | Review the teacher contact ratio (in the SFVS) | SS |
| 200330 17 | Review circle of governance model and produce recommendation for future governance structure. | AN |
| 200330 18 | Share new child protection policy addendum with staff. | SS |

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 | Present |
| Victoria Baxter | Present |
| Rob McDonald | Present |

Also present:

Jeanette Harwood (Clerk)
Rob MacDonald

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| 1. | <p>To receive and record apologies and declarations of interest 7.30 - 7.37pm</p> <p>AN opened the meeting, which was held by audio conferencing facilities due to the current social distancing policies put in place by the UK Government during the period of the Covid-19 pandemic.</p> <p>Declaration of interest: AN's wife is chair of the PTA and a temporary TA at the school.</p> <p>AN expressed an overwhelming thank you to all the staff at the school for the outstanding amount of work that has gone into providing the children's work in a short period of time.</p> <p>SS said it has been a huge team effort. VB said she enjoyed SS's YouTube assemblies and AN said that the celebration of work assembly was wonderful including recreating the classes leaving the hall. SS said he was trying to bring a little bit of normality to the children.</p> <p>AN explained he wanted to leave the matters arising to the very end of the call and suggested that we have a further (interim) meeting in about four weeks (in between now and the next scheduled meeting). All were in agreement.</p> | AN |
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| 2. | <p>To approve the minutes of the last meeting and matters arising 8.36 - 9.00pm</p> <p>The matters arising were discussed and updates are contained in the actions table above.</p> <p>The last meeting's minutes could not be signed as we were not meeting face to face but were accepted as a true representation of that meeting. They will be formally signed the next time the meeting takes place face to face.</p> | JSH |
| 3. | <p>To review governor correspondence, including social media feedback 7.30 - 7.40pm</p> <p>There has been a lot of correspondence via e-mail and the FB pages/groups regarding the way the school is handling and communicating during the Covid-19 pandemic. All communication has been very positive and it's great that the children can submit their work and comment on each other's work on the purple mash system.</p> <p>Q: What support has been put in place for staff using Purple Mash blogs? TN said she has to commend JA for her work making sure everybody was familiar using purple mash. TN said it's amazing how quickly it has become the norm and it's great that teachers can check which children are engaging and we can provide feedback and support almost in real time. Almost all children have been on purple mash and are engaging as are the parents. It seems to be successful so far.</p> | |
| 4. | <p>To receive update on training undertaken by governors 7.40 - 7.42pm</p> <p>AN's taking the chair course has been cancelled as have VB's introduction to governance courses. PB said that when VB goes on the course she'll find that there are always one or two nuggets that come out of them and asked VB to provide feedback after she's been on them with details of anything that we can do as a governing body.</p> <p>RM is in the same position as Victoria and happy to feed back after his course.</p> | VB RM |
| 5. | <p>To receive update on governors' visits to the school since last meeting 7.42 - 7.45pm</p> <p>As the meeting was held remotely, the visits log book was not available to refer to but AN said he has been in a number of times over the last few weeks including the parents' evening and Malcolm Laverty's visit.</p> <p>PP: Two SEN visits in Feb Another day in Feb working with AB to do some assessments. Parents' evening.</p> <p>AH: Malcolm Laverty's visit.</p> <p>PB: Parents' evening.</p> <p>RB: Website launch preparation.</p> | |

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| | In addition, AH, PB, PP, and AN came in to carry out pupil interviews. | |
| 6. | <p>Safeguarding 7.45- 7.55pm</p> <p>PB said that he came in to school for safeguarding on 12/12/19 and there are a number of actions outstanding from that meeting. PB will e-mail them to SS for confirmation of the current status.</p> <p>PB said it was a good meeting with SS, RC, 4 children and a member of staff and overall the meetings were positive (The purpose of the meetings with children and a staff member was to check whether they felt that safeguarding is strong in the school and without exception they thought it was. The children knew the difference between the green and purple lanyards.)</p> <p>Q: Did PB send a report? Yes. It was submitted for the last FGB.</p> <p>Alex said that when we did the separate pupil interviews there were some safeguarding questions on the scripts too.</p> <p>PP said there is evidence to support a very good safeguarding culture in the school. We need to make sure that the right people have done safer recruitment training and that we have all undertaken prevent training.</p> <p>SS said that this afternoon he sent round the addendum to the child protection policy after the government issued guidelines at the weekend. Once the governors have had a chance to comment on it then it will be sent to staff for comment. The locality heads are hoping that we will be able to carry on supporting children during the Covid-19 pandemic in their own schools as there will be a big challenge if we have to adopt a hub approach.</p> <p>Q: If the number of staff reduces and SS has to call other people in to look after the children, are we going to make sure all the safeguarding has been done correctly? SS said that in this event some schools might be joined together to provide the childcare so existing school staff who have already had all the relevant checks would be looking after the children. The challenge would be to ensure that information would be available to these staff on our vulnerable children so they know what these children need.</p> <p>PP said that the add-on to the policy is really very thorough and most of what SS just said is recorded in the addendum. SS said that vulnerable children were at the forefront of his mind when arranging the Covid-19 response. He has put details of this in his report and has made contact with these children. The next step is to do an internal e-mail asking staff if there are any additional children that they think should be contacted in this regard. AH said that if it did come to the stage that we had to send children to another location we would hope to have at least one member of staff go to the school with the children. SS said yes that's right.</p> <p>AH said it was a very good document and thanked SS for it.</p> | PB |
| 7. | <p>Covid-19 update 7.55 - 8.06pm</p> <p>Q: At what point might the school has to shut down if there are not enough staff? SS said we're still trying to gather information. We have the number of pupils for the next few weeks (4 or 5 pupils a day). We have reduced the</p> | |

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| | <p>number of staff to 2 plus an SLT. RC is working on the rota. SS thinks we can go on for quite a while if we just have 4 or 5 children and we need to keep up to date with the WS protocols but we have a big staff team we can dip into for the rotas.</p> <p>Q: Does SS think he's still getting all the support he might need? SS said we get a daily update from the director of education and we seem to be a step ahead of this. SS has been able to speak to the senior special needs officer when he needed to and has a direct e-mail address for social issues and has had an answer for them. We also have a named advisor to checks in with us every 3 or 4 days. Yes, we have contacts and they are able to help.</p> <p>Q: How are TN and SS are keeping in touch with the rest of the staff including those working from home? TN said there are daily e-mails where they update each other and although it's not formal it includes welfare enquiries.</p> <p>Q: Are we are covered for first aiders? Yes, they are in the rota. County have advised that we can be a bit pragmatic with this aspect (e.g. using people as first aiders if their qualification has run out).</p> <p>Q: Is there a plan in case both SS and TN cannot be there? SS said yes and AN has looked at it.</p> <p>Q: Who would the DSL be if neither SS nor TN could be at school? SS said that the DSL needs to be contactable and not necessarily in the building. TN and SS are working in a way that minimises their exposure so are hoping to be able to get by without having to isolate. TN said that every member of staff has had their training and knows the procedure and reporting lines. They would follow those procedures in TN and SS's absence.</p> <p>TN asked about the rota and whether she is still part of the childcare process? No she isn't - instead she is available in case there is a challenge/issue that needs to be dealt with.</p> <p>AN said that he knows that there was an incident with a child at the school and very swift action was taken to send that child home and move location to ensure minimal risk. SS said a cleaner came in to deep clean as well.</p> <p>AH said the school should be commended for the action they've taken and the reports sent out.</p> <p>SS said thank you to the governors for their support.</p> <p>AN reiterated his thanks to everybody and all of the staff in this challenging time.</p> | |
| 8. | <p>To review the following policies: 8.06 - 8.12pm</p> <p>Attendance (approved at Jan's T&L) AH said on page 1 it says a standard letter will be sent to parents when attendance falls below 94% but county ask for 96.5%.</p> <p>Q: What happens about registers during Covid-19? TN said it's a paper copy that gets sent in.</p> | JSH |

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| | <p>Page 5 should mention appendix A for exceptional circumstances. JSH to update.</p> <p>Q: Do we have any children that go on pilgrimage with their parents? SS said no - AH then wonders if we are giving children equal opportunities regardless of faith if we are not allowing them to go. SS said that this was from the DFE.</p> <p>Q: Is this a model policy? SS said it's from the key.</p> <p>The policy was approved subject to AH's changes. JSH to update and arrange for publication.</p> <p>Assessment Policy (TN) TN said that we looked at this at the last T&L and it has also been e-mailed to staff and there have been no comments (it's not been discussed at staff meetings as they've been full). TN is happy to recommend that we adopt it.</p> <p>The policy was approved - JSH to publish.</p> <p>Swimming (SS) SS said he hasn't had the opportunity to look at this so will bring it to the last FGB of the year (June). JSH to ensure it is on the agenda.</p> | <p>JSH</p> <p>JSH</p> <p>JSH</p> |
| 9. | <p>Staffing structure (requirement to discuss each year as detailed in the SFVS and pertaining to the budget) 8.12 - 8.15pm</p> <p>SS said he has put in one of his documents the challenges of appointing new staff. SS said we have the budget to expand the amount of support staff but how we go about doing this when there is no opportunity to meet face to face with potential employees. SS said he might not be comfortable with the guidelines when they come out and is in conversation with other Head Teachers about what they are doing for appointments. The budget is to maintain the existing structure, bring in an NQT in one of the job share classes which then releases a part time teacher to do cover around the school.</p> <p>AN agreed that we need to see people in action or at least face to face if we appointing people on a permanent basis.</p> | |
| 10. | <p>School Financial Values Statement (SFVS) 8.15 - 8.23pm</p> <p>AN said thanks to RC for helping to get this new document drafted.</p> <p>AN sent it round earlier today and said that there was nothing there that really stuck out and no surprises. Segregation of duties is more difficult for us because of our small management team.</p> <p>AN invited questions from attendees. SS said that he noticed that there are some things that are partially met.</p> <p>Q: Could some of the things that are partially met be put on F&P agendas? AN said that these questions can drive elements of the agenda but there is nothing new that we are not already discussing.</p> <p>Q: The teacher contact ratio guidance is 7.8 and we are at 8.3 (which shows as much higher than recommended). Why is that? SS and AN are looking</p> | |

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| | <p>into why that is. It could be to do with the way the data is analysed in the spreadsheet.</p> <p>AH said that she finds it odd that the energy is so high when we have such a new school - it should be much lower. AN said that the margins are very small and he thinks it's down to rounding.</p> <p>It was agreed to approve the document and submit it tomorrow.</p> <p>PB asked if we are running an F&P at the moment. AN explained that the last two meetings were not quorate and there is a small number on the committee.</p> <p>AN is considering a circle of governance approach rather than committees and was planning to put this on the agenda to discuss next year. PB said it might be a good idea to do that when PP and AH leave at the end of the school year.</p> | <p>SS</p> <p>AN</p> <p>AN</p> <p>JSH</p> |
| 11. | <p>To receive Head Teacher's report 8.23 - 8.27pm</p> <p>AN thanked SS for his very thorough report and the supplemental document. AN asked if there were any additional questions? No - it was very thorough. AH said the front cover needs changing.</p> <p>Q: What's happening about the SATs given the Covid-19 pandemic? We aren't going to have any this year - do we know how that's going to be reconciled with secondary schools? TN said it's not too much of a problem for secondary schools as they have already asked for predicted grades for the children. The schools will take those on board.</p> <p>The schools always do a cognitive ability test when the children arrive. The bigger question is whether we will need to enter any data anywhere and what we will use but in terms of the children transitioning to secondary school this is all covered.</p> | |
| 12. | <p>New Website 8.27 - 8.36pm</p> <p>The new website is up and running and the old website does not exist anymore. Everybody agreed that the website is much better and congratulated RH on a great job. RH has updated the website about Covid-19 and vulnerable pupils/home working.</p> <p>SS said that the new website is now compliant and over the coming months SS wants to make sure it shows the story of the school more (photos and curriculum). That way we might be able to answer questions that Ofsted inspectors might have before they come to the school.</p> <p>Q: Could we maybe shout about the new website as it seems to have slipped in without any announcement? SS said we can't really do it now but may want to do this when we are due to come back to school.</p> <p>Thanks were passed to RH for all his hard work.</p> <p>VB left the meeting at 8.34pm</p> | AN |
| 18. | <p>Any other urgent business (to be notified to Clerk or Chair at least 24 hours before meeting)</p> | |

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

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| | Before the meeting, SS had circulated an addendum to the Child Protection Policy to cover the unusual circumstances schools are in during the Covid-19 pandemic. This will be shared with staff. | SS |
| 19. | To update calendar, including confirmation of date of next FGB meeting The next meeting is schedule for 18 May but AN suggested a similar call in 4 weeks' time on 27 th April. At 7.30pm again. Everybody agreed with this. Q: What should we do about T&L and Finance meetings? AN suggested we just have the additional FGB and then we can decide then if we need to have the committees. | |

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

Signed

Date