

# GOVERNORS OF BARN'S GREEN PRIMARY SCHOOL

## MINUTES OF A MEETING OF THE FULL GOVERNING BODY HELD AT 7.30PM ON 13 JULY 2020

### **Barn's Green Primary School**

Our Values are:

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

Our Vision is:

Promoting independent thought and learning<sup>{L}</sup><sub>{SEP}</sub>

Providing a broad-based education<sup>{L}</sup><sub>{SEP}</sub>

Respecting individuality and difference<sup>{L}</sup><sub>{SEP}</sub>

Emphasising the importance of team work<sup>{L}</sup><sub>{SEP}</sub>

Nurturing physical health, emotional security and spiritual richness

### **Governors:**

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

### **Also present:**

Jeanette Harwood (Clerk)  
Dawn Martin (Guest)  
Robert Nye (Guest)





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SS said that other locality heads have similar issues to resolve. SS is planning to do a video explaining what to expect and send the pages out one at a time and then send them out again just before school opens. We also have a list of parents who don't always read the messages as carefully as we would like them to. We will ask those parents to confirm they have received and read the pages.

**Q: Have we have shared the document with the staff yet?** It will be discussed at the staff meeting on Friday and it will go on the front page of the website. We will make sure we all have the same understanding and give staff an opportunity to feed back and generate a list of things to order (e.g. particular type of bins). This is a live document and things will probably change.

AN said that SS wants to propose that the governing body formally agree the plan on the proviso that the operational detail will form an appendix. RM has already asked some questions about the single pagers but it's the larger document SS wants to be approved. SS proposed acceptance of the plan, AN seconded and it was approved unanimously on the proviso that the school is following D of E guidelines. SS confirmed that the plan does follow these guidelines.

**Q: How many new children are we expecting in Reception from September?** 20 and we've got some admissions in year 6. We will have 134 children on roll come September.

### **To receive head-teacher's report (incorporating Health & Safety update and class structure 20/21 update)**

20.35 - 20.58 - (23 mins)

AN thanked SS for his HT report and asked the governors if there were any additional questions or comments.

**Q: Will the shielding teachers be working as per their contract in September?** Yes, they will. One will be meeting her children this week and SS has met with the other teacher. SS says that he thinks they are very anxious about coming back to school and TN has also had a conversation with them. SS said that we need to help them manage their anxiety. SS and TN will keep an eye on them and make sure they have support where it is needed.

**Q: Will HR help with that?** Yes, they will if required.

**Q: Will books be marked from September?** There is minimal chance that the virus can be caught from handling paper. TN said that it will be discussed on Friday at the staff meeting as it has been raised as an issue by some teachers. TN said that there is a lot of marking done and lots of feedback on paper. The staff would like to discuss and work out what will work for us as a school.

8.

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AN said that there will be time next term needed to understand where children are in their progress. TN agreed that we will need to do that in order to understand next steps. Some children will have had fall-back and others will hit the ground running.

**Q: How will we spend the money from the government to address the lack of schooling some children have had?** It depends how much it is and whether there are strings attached. TN said it also depends on the short and longer-term needs. We need to target it so it has maximum impact. It was agreed that it's good that parents have engaged in their children's learning and we have been able to use technology and it will be good to build on that. VB said she's really enjoyed having more information about what her children are doing at school and wonders how we could do this in the future. SS said that he will build a plan to address the new requirement that schools need to be ready to provide online learning in the event that there is another lock-down. Purple mash is good but it will be good to have time to understand which families are outside of the vulnerable group but have difficulties with online engagements.

**Q: What actions or thoughts does SS have on those parents who are reluctant to send their children back in September?** SS said that we may have a challenge with some of our traveller families. We have raised the issue with MCAS that we can't get in touch with those families and MCAS haven't been able to contact them either. It may be that those children don't come back and we will need to follow the procedures to make sure that the parents know that the children do need to be in school. There are other families who are very nervous and took their children out early. We have already had contact from some of those families asking how things will work. We'll see who we get on day one and chase up those who don't attend to find out what the worries are.

**Q: Regarding the data, on page 5 the results for Y6 look really encouraging. Does SS have any comments about whether there would have been more progress?** No. In Feb. we had 4 children who were a few points away and TN has looked at their work separately with previous tracking and can hand-on heart say that the data is a true reflection on the children's progress in May. TN has been slightly more cautious on one or two children who are on the cusp of either meeting expectations or being greater depth.

**Q: How will we track data for Y6 if we don't have up to date data for Y5?** The teacher assessment is based on a number of different sources including mock tests. We have lots of data we can use and although they have missed a substantial part of the year they are on a 2-year curriculum. There are a number of children who are at risk of not achieving the positive data picture we currently have so this situation will compound that. We asked all staff to enter data into the tracking system and say whether the child had already met their expectations in March. There were some that had. Everybody else we say that they have not met. We have the starting point of the July data entry.

**Q: When was the last data drop?** The last realistic one was Feb half term. We have the overall picture of where individual children are going. We won't know until September what has happened over lockdown. Some of the gains they've made aren't going to be measurable.

**Q: Have the children with allocated social workers received their free laptops?** We have one child who has. The other children we had with social workers have moved to schools nearer their foster carers.

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	<p><b>Q: When does the school think we will be in a position to say we now have a good idea of what the gaps are?</b> It's unlikely to have impacted most of our children as it will have in other areas of WS. Our children are doing really good pieces of work at home and we hope to hit the ground running. It will be interesting at the end of this week how the children are who are coming in to meet their new teachers. TN said that the children want to get back into routine and learning. It took quite a lot of time to get the Y6s to open up about their learning. They just want to leave the experience behind them. There will be gaps in the current Y5 group and we will get into business quickly.</p>	
9.	<p><b>To consider school priorities for 2020 -2021 school year</b> 20.58 - 21.08 - (10 mins)</p> <p>It's a shame we've missed half of the year of the SDP. The plan is to keep the same priorities in place for next year. Outcomes, (which will need some tweaking), our core purpose will be to make sure that the impact of Covid-19 is as small as possible.</p> <p>The second is the curriculum and we are going to have to change how we organise our subject leads because of the changes in staffing as we have lost two-part time staff who were a lead each and they are being replaced by an NQT who cannot lead a subject.</p> <p>Priority 3 was work life balance - we need to integrate that into the other priorities and have a new priority to build and develop our online learning capability. What impact will that have on our T&amp;L as expectations are different when we are in lockdown? What can we do to improve engagement? Also, what can we do to build on parental interest that has grown since lockdown? Can we use purple mash to enhance learning when we are not in lockdown?</p> <p>The challenge will be how we reach those children and families who are not engaged in the online learning. It's a big discussion to have within the school.</p> <p><b>Q: Should the word balanced be in the broad curriculum? Would it be better to split pupil ability into bits?</b> SS said we need to look to see if the specifics are still the ones we need to focus on. TN said it's now an ongoing thing as we've been focussing on this for the past 3 years. It's our food and drink. We are starting the year building on the good work we've done over the last few years. Does it need re-wording? Yes we will look at this. The plan itself has more detail but SS has compressed the language to make the report manageable.</p> <p><b>Q: Regarding engagement with the staff, is the plan being discussed on Friday?</b> We have two insets in Sept. At the first one we will look at safeguarding and post Covid-19 settling in. In the second we are looking at re-drafting our teaching and learning policy. We will then look at the Maths and English policies. We can then start talking about specifics on what we need to develop and focus on in the coming year and build them into the plan.</p> <p>We will continue to have our online governor version with the links to visits and HT reports. This will enable Ofsted to see all the things the governors have done to see how we are looking at the SDP.</p>	
10.	<p><b>SEND report</b> 21.08 - 21.11- (3 mins)</p>	

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	<p>PP came in last at the end of the February and wrote up notes. Since then PP has only been in contact with AB once by e-mail. PP is happy to meet with the governor who will take over SEND to talk about how she manages the role but understands that the governor may wish to do things differently.</p> <p>Regarding looked after children, SS has addressed this in his HT report.</p> <p>AN said that AB has really valued PP's support and guidance and PP said she has really enjoyed doing it. SS said thank you - it's been absolutely fantastic.</p>	
11.	<p>To obtain updates on and volunteers to review the following policies: 21.11 - 21.33 - (22 mins)</p> <ul style="list-style-type: none"> <li>• <b>Assessment (TN)</b> - This has been completed and published.</li> <li>• <b>Handwriting</b> - T&amp;L item (policy expires 30/07/20) - TN will look at this.</li> <li>• <b>Teaching and Learning</b> - T&amp;L item (policy expires 30/07/20) - being looked at on the inset days. PP was the sponsor governor for this. Talking about it with staff is the first part and TN is more than happy to write it but would like some support with it. In the event that she joins the governing board in September, DM is happy to do this. DM also offered to join for that part of the inset day too. AN said that when we got together with staff to look at the values it was really useful so if SS identifies anything else then we could do that again. SS said that not in September as we need to be careful who we have on site but perhaps at a later inset. TN suggested a good session would be one of the twighlights where we look at the SDP. It will help people feel they have ownership of it. Perhaps we could choose one aspect and work as staff and governors together. JSH to C/F to Autumn term agenda.</li> <li>• <b>Acceptable use of the Internet</b> (expires 30/07/20) - section 5.4 has a name missing - SS will put job titles in. 8.4 there is a closed bracket that never opened. There is also a part highlighted. SS said that's because he needed to delete it. There is a part that is not pupil friendly. DM has versions for SS to look at. SS to review further.</li> <li>• <b>Social Media</b> (expires 30 July) - This policy was not discussed. JSH to C/F to September.</li> <li>• <b>Code of Conduct for Governors</b> (expires 30 July) - FGB - PB will take this on - JSH to send it to him and C/F item to Autumn term agenda.</li> <li>• <b>SEND local offer</b> (expires 30 August) - T&amp;L - It was agreed to extend the date to the end of September and make sure it is on the first agenda of the autumn term The SEN information report also has to be reviewed annually.</li> <li>• <b>Swimming</b> (agreed to review at this meeting) - Approved. JSH to update for publishing.</li> <li>• <b>Data protection</b> - has a huge area highlighted and SS said he will take the list out unless anybody has any strong feelings. They are only examples so nobody minded. Approved. SS to publish.</li> </ul>	<p style="text-align: center;">TN</p> <p style="text-align: center;">TN</p> <p style="text-align: center;">JSH</p> <p style="text-align: center;">SS</p> <p style="text-align: center;">JSH</p> <p style="text-align: center;">SSPB</p> <p style="text-align: center;">JSH</p> <p style="text-align: center;">SS</p> <p style="text-align: center;">JSH</p> <p style="text-align: center;">SS</p>
12.	<p><b>To discuss governance structure for 2020 and the proposed dates for next year's meetings</b> 21.33 - 21.45 - (6 mins)</p> <p>AN has sent round a paper and some information from William Penn (with their agreement).</p> <p>AN said that one of the key lessons from this circle of governance approach is that there should be no overlap of roles. AN said that we should not be assigning roles right now unless there are any very obvious ones (Communication and perhaps internet).</p>	

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	<p>AN's plan was to call governors individually to get an impression on what roles they would be keen to take on. One reason for moving to to this model is that we have not been quorate for some of our sub-committees and the action points roll on and crash into each other. Also, when AN came on as chair he felt he did not understand some areas as he would like (T&amp;L) so made a point to go to that committee. We have a lot of new governors and it was agreed that this is a good approach for a committee with a lot of new governors.</p> <p>PB said we did try this a number of years ago. It works well as long as people had assigned tasks. This is what's key to making it work well.</p> <p>DM said that the SDP should be everybody's responsibility.</p> <p>It was suggested that we have a lead governor and assistant governor for each role. VB agreed. She said it sounds like it works really well but she feels she would need some support (as a new governor). It could fall down if people didn't have time or life happens so it is good to have support in the roles.</p> <p>The role holders would be responsible for sharing knowledge as well.</p> <p>We would have two FGB meetings each term and if needed, smaller groups to work on tasks.</p> <p>AN proposed we move to this model from September. SS seconded. Everybody was happy to accept the proposal and work with the model. It was pointed out that we need to understand which are statutory roles and which are particular to BG.</p> <p>AN to phone round to chat with all the governors to agree roles. DM said that she has a document like job descriptions for each governor she would be happy to share. The TOR will have to be approved at the first meeting in the autumn. JSH to ensure this is on the agenda. PB said that we would still need the pay committee and complaints committee. AN understands this. DM offered to help with the paperwork that will be required.</p>	<p>AN JSH</p>
13.	<p><b>Any other urgent business (to be notified to Clerk or Chair at least 24 hours before meeting)</b> 21.45 - 21.50 - (5 mins)</p> <ul style="list-style-type: none"> <li>• Website audit - AN will take this on.</li> <li>• Governor skills matrix update - all to update - JSH to send to guests.</li> <li>• New governors - Now they have attended a meeting, both DM and RN will consider whether they wish to stand for governor positions and let JSH know. We will then have the voting in of new governors on the first agenda of the Autumn term. AN explained that the other potential governor is Sue Whittle who has head teacher and governor experience.</li> </ul> <p>Everybody wished all the best and thank you to PP and AH.</p> <p>TN said she is re-vamping the display in the foyer. Please could she have bios and confirmation we can use a photo. JSH said that these are on the website but SS said that they need to be updated. JSH will collect updates from governors.</p>	<p>AN JSH</p> <p style="text-align: right;">JSH</p>
14.	<p><b>To update calendar, including confirmation of date of next FGB meeting</b> 21.50 - 21.52 - (2 mins)</p>	

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	<p>AN has come up with some meeting date ideas with SS. It is spread so there are 6-7 school weeks between each meeting. Dawn said that works generally but there should be a meeting just before may half term due to the need to approve the budget. We proposed 17<sup>th</sup> or 24<sup>th</sup> May.</p> <p>The proposed dates are:</p> <p>21 Sep 9 Nov 11 Jan 1 Mar 17 or 24 May 24<sup>th</sup>? 12 Jul</p>	
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### Table of Actions

#### FGB Open actions

Item	Action	By
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 30.03.20 - 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> <p>Update 13.07.20 - AN has sent JSH the documents he has which is a PDF of the policy and a word document of the appendix. It is clear that the policy will have to be re-typed. JSH will do this over the summer holidays.</p>	AN/JSH
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> <p>Update 13.07.20 - PB confirmed that he needs to check the on-line courses. He understands that this is urgent as both Alyson and Penny are leaving. Dawn Martin has agreed to be part of this committee should she become a governor. C/F</p>	PB
02 (C/F)	<p>Complete Safer Recruitment (online) training – TN</p> <p>Update 2.12.19 - C/F. Update 27.01.20 - C/F. Update 30.03.20 - C/F - SS to put payment through before TN can proceed.</p>	SS

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	<p>Update 27.04.20 - C/F. SS has paid. TN needs to do the training. Update 13.07.20 - Underway - C/F.</p>	
02 (C/F)	<p>Find out cost of online course, 'Safer Recruiting' - JSH</p> <p>Update 2.12.19 - The course costs £35. RC to buy training for PB, RH &amp; AN. Update 27.01.20 - PB completed - AN part way through. RH has yet to start. 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
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. Update 30.03.20 - C/F. Update 27.04.20 - C/F. Update 13.07.20 - This was impacted by COVID-19. SS has contacted adviser to confirm that we require her in the autumn term for this, plus a day on HT PMR. Will confirm dates in autumn term. C/F. We had an email from our link advisor, so we need to consider what the focus will be for next term? Preparing for Ofsted? DM said that she has been on the training and assuming she joins as a governor in September, would be happy to deliver the training to us if it would save money.</p>	SS
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. 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. Update - 13.07.20 - C/F to Autumn term 2020 when we are back at school.</p>	AN/JSH
191202 10	<p>Discuss H&amp;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&amp;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. Update 13.07.2020 Health &amp; Safety visit to be arranged by JC/SS in due course when these are being carried out again. It will be in November C/F</p>	C
200127 01	<p>Make the two amendments requested to the Safeguarding report and file it in the governor visits folder. 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 pigeon hole until school is back in. C/F. Update 13.07.20 - C/F until autumn term as school is not accessible to staff who do not need to be there.</p>	JSH

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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. Update 13.07.20 - On 23 June VB circulated a new version of the policy to governors suggesting it was passed around the staff to comment upon.</p>	SS
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> <p>Update 13.07.20 - New policy sent for FGB consideration. Approved at this meeting. SS to publish.</p>	SS
200127 11	<p>Suggest some dates for a governor morning on vision and values.</p> <p>Update 30.03.20 - C/F Update 27.04.20 - C/F Update 13.07.20 - Impacted by COVID-19. Will send out new suggested dates for 2nd half of autumn term. C/F.</p>	SS
200330 03	<p>Send VB's bio and picture to RH for adding to the website.</p> <p>Update 27.04.20 - Complete. RH now needs to update the website. Update 13.07.20 - VB's bio is now live and JSH has sent RM's bio to RC and RH for updating on the website. There are still no photographs which needs to be addressed in the Autumn term.</p>	RC
200330 05	<p><b>Write editorial piece for the Big Mag about the school</b></p> <p>Update 27.04.20 - PB has drafted this and sent it to SS for comments. C/F. Update 13.07.20 - Big Mag article: sent but there was no printed version due to COVID-19. However, the action has been completed.</p>	PB
200330 06	<p>Ensure minutes of 30 March FGB are formally signed upon return to school.</p> <p>Update 27.04.20 - C/F. This action applies to all meeting minutes since lockdown started.</p>	AN
200330 08	<p>Obtain update on actions outstanding from last safeguarding visit.</p> <p>Update 27.04.20 - C/F. PB asked the best way to communication with RC/SS and will either E-mail or call.</p>	PB
200427 01	<p>Confirm new LA governor to County</p> <p>Update 13.07.20 - JSH wrote to tell county about the appointment but the need additional paperwork from AN. JSH has sent the form to AN for completion. AN to complete form so JSH can return it to county.</p>	AN
200427 03	<p>Publish new attendance policy</p> <p>Update 13.07.20 - RC does not currently have the skills to upload policies onto the website and so RH has been doing them but he has not had time to do this one yet (JSH sent it to RC and RH on 23 June). RH asked JSH if we could find a better way (maybe link to a shared folder) and JSH offered to set up a call with RC/RH and herself to work through how this would work but needs some availability from RH. In the meantime, JSH offered to publish them herself if RH could provide remote training. SS said he will publish on the website for the time being so to send publishing to him. JSH to send attendance policy to SS for publishing.</p>	JSH
200518 01	<p>Share guidance on holding and documenting/signing off meetings during Covid-19.</p> <p>Update 13.07.2020 I will ask Rachel to print off all lockdown minutes and I will arrange for their signature in the Autumn term. They have been approved.</p>	AN
200518 02	<p>Update CP training as soon as it is available.</p>	TN
200518 03	<p>Send safeguarding policies to RH so he can read and sign them.</p> <p>Update 13.07.20 - Sent - RH just needs to sign and confirm he has done so.</p>	RH

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200608 02	Invite SW (another potential new governor) to join our next meeting and check whether the 2 people who expressed an interest through Rev. Sandra are still interested in becoming governors.  Update 13.07.12 - RN and DM were both invited to the meeting and have signed the relevant confidentiality agreements prior to being here today. AN now only needs to follow up with the two other potential governors who expressed an interest via Rev. Sandra.	AN
200713 01	Consider how best to manage the staff policies. Is it better to have them in hard copy, on the intranet or in shared folders? Some need to be read each year and then staff need to sign to say they've read them, others just need to be in a place where staff can find them if they need them and then be reminded regularly where they are.	SS
200713 02	Sign the minutes for the meeting which took place on 30 March 2020, 27 April 2020, 18 May 2020 and 8 June 2020 (as well as those from the July meeting once they are approved) once school opens in Sept.	AN
200713 03	Circulate the County response to the school's SFVS	JSH
200713 04	Complete the safeguarding self evaluation in Sept 2020	PB
200713 05	Review handwriting policy and bring to a GB meeting in the Autumn term 2020	TN
200713 06	C/F T&L Policy to Autumn term as this is being looked at on the September inset days	JSH
200713 07	Review Acceptable use of the Internet Policy and bring this to Autumn meeting for approval. JSH to C/F to Autumn agenda.	SS / JSH
200713 08	Review code of conduct for governors in time for Autumn 2020 meeting. JSH to C/F to Autumn agenda.	PP / JSH
200713 09	Move review date of SEND local offer to the end of Sept and then add to the first agenda of the Autumn term.	JSH
200713 10	Update swimming policy review dates and publish.	JSH
200713 11	Remove the list highlighted in the data protection policy and publish.	SS
200713 12	Call round all governors individually to discuss their responsibilities under the new circle of governance structure.	AN
200713 13	Prepare new TOR and add to first agenda of the Autumn term	JSH
200713 14	Collect updated Biographies from governors and send them to TN	JSH
200713 15	Read the Child Protection policy and Keeping Children Safe in Education and undertake Prevent training.	All
200713 16	Send link for Prevent Training link to governors.	RC
200713 17	Ensure that we understand any changes in safeguarding requirements.	All
200713 18	Coordinate governor help for one way system and child drop off in the first week.	SS
200713 19	Invite governors to the twilight session where the SDP is discussed.	TN
200713 20	Undertake website audit	AN
200713 21	Send skills matrix to today's guests.	JSH
200713 22	C/F Social Media Policy	JSH

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### F&P Open actions

Item	Action	By
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 270420 - 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> <p>Update 13.07.2020 To take place during Autumn term when the check/count can be carried out. <b>A question was raised over whether the asset register could be limited to those items on the PAT test register.</b></p>	AN/RC
02 (C/F from April 2019 meeting)	<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 270420 - 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>Update 13.07.20 - Proposed policy sent to RC in school branding in June 2020. A/W SS response.</p>	SS
02 (C/F)	<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 270420 - 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>	RH
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 SS about getting some photos on it.</p> <p>Update 270420 - C/F - not a priority at present.</p>	TN
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 260420 - C/F.</p>	TN

## GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

200427 01	<p>Follow up on status of Trace Heating issue resolution.</p> <p>Update 13.07.2020 RC sent an update to the legal team (defects period, what was said, etc.) and it's progressing on the West Sussex side.</p>	AN
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### FGB Actions closed at this meeting

Item	Action	By
02 (C/F)	<p>Arrange a get together with staff.</p> <p>Update 13.07.20 - a picnic was held with the staff and governors earlier today.</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> <p>Update 13/07/2020 - Combined Staff and governors picnic taking place on Wednesday after school. Governors have pitched in to buy some wine to give as a token of our thanks. Complete</p>	Complete.
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> <p>Update 13.07.20 - Complete.</p>	Complete.
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> <p>Update 27.04.20 - C/F.</p> <p>Update 13.07.20 - 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> <p>Update 13.07.20 - JSH has chased RC. A discussion took place on whether all policies needed to be in hard copy if they were on the intranet. A separate action is to be raised to consider the best way forward for these policies and this action closed.</p>	Closed.

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200127 07	<p>Publish the new charging policy (the one with amendments to remissions)</p> <p>Update 30.03.20 - C/F Update 27.04.20 - Sent to RC for publishing on 20 April. Update 13.07.20 - Complete.</p>	Complete.
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 Update 13.07.20 - The fees were removed from the policy. Complete.</p>	Complete.
200127 12	<p>Invite the prospective governor with education experience to the next FGB.</p> <p>Update 30.03.20 - C/F Update 27.04.20 - C/F (due to Covid-19) Update 13.07.20 - Complete.</p>	Complete.
200330 02	<p>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.</p> <p>Update 27.04.20 - JSH obtained the required information from RC. JSH now needs to update her welcome e-mail template Update 13.07.20 - Complete.</p>	Complete.
200330 04	<p>Share visit dates with all other governors in advance so that new governors can shadow longer-standing governors' visits.</p> <p>Update 27.04.20 - C/F. Update 27.04.20 - C/F. Update 13.07.20 - Ongoing action - remove from log.</p>	Closed.
200330 07	<p>Share learnings from New Governor course.</p> <p>Update 27.04.20 - C/F (courses currently all cancelled due to Covid-19) Update 13.07.20 - Ongoing action - JSH has changed the agenda pro-forma to ask for learnings from courses so this action can be closed.</p>	Closed.
200330 16	<p>Review the teacher contact ratio (in the SFVS).</p> <p>Update 27.04.20 - C/F. Update 13.07.20 - This figure will reduce due to staffing changes from September (Job-share, 1 top of main scale, 1 UPS replaced by NQT whose NQT time will be covered by HLTA). Closed.</p>	Closed.
200330 17	<p>Review circle of governance model and produce recommendation for future governance structure. Due in Autumn Term.</p> <p>Update 13.07.2020 - Paper and guidance circulated to governors prior to 13th July meeting - agenda point 12. Complete.</p>	Complete.
200427 02	<p>Run targeted FB advert for new governors.</p> <p>Update 13.07.20 - On hold until current governor possibilities are finalised. Close.</p>	Closed.
200427 04	<p>Raise the recent governor correspondence from County with locality Chairs.</p> <p>Update 13.07.2020 This was raised and whilst there was a range of views on many things, it was felt that the one in question was not necessarily helpful or useful. Closed.</p>	Closed.
200427 05	<p>Order 'thank you' gift for staff.</p> <p>Update 13.07.20 - this was completed and gratefully received.</p>	Complete.
200608 01	<p>Approach potential new governor to gauge interest.</p> <p>Update 13.07.20 - Dawn Martin, former HT, school Governor and BG resident, has agreed to put herself forward as a Governor at BGPS. Action closed</p>	Complete.
200608 03	<p>Complete all possible actions and confirm actions taken to JSH prior to the next meeting on 13 July.</p> <p>Update 13.07.20 - Complete. Thank you to all your efforts!</p>	Complete.
200608 04	<p>Pass on Governors' thanks to staff for their hard work during this difficult time.</p> <p>Update 13.07.20 - Complete. Thank you picnic on Wednesday</p>	Complete.

## GOVERNORS OF BARNs GREEN PRIMARY SCHOOL

### F&P Actions closed at this meeting

Item		By
191024 03	<p>Matters arising (item 2) - Follow up with RC regarding the log of issues County issued following their H&amp;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 13.07.20 See FGB 191202 10 Health &amp; Safety visit to be arranged by JC/SS in due course when these are being carried out again. Close here as moved to FGB minutes.</p>	Closed.
191024 06	<p>Health and Safety visit (item 4) - Obtain update from school on the actions raised in AN's report of his H&amp;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 270420 - E-mailed RC and JC for update on 260420. C/F</p> <p>Update 13.07.20 See FGB 191202 10</p> <p>Update 13.07.2020 Health &amp; Safety visit to be arranged by JC/SS in due course when these are being carried out again. Close here as now on FGB actions.</p>	Closed.
02 (C/F)	<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 270420 - C/F.</p> <p>Update 13.07.20 Impacted by COVID-19 January – 72 recorded incidents February – 68 recorded incidents – then school closed. Concern that we are over-recording (“Hurt wrist because hand went out of control when writing” is recorded because administered ice pack). It was agreed that all first aid incidents should be recorded as these instances could be the start of an issue or something might crop up that is linked. Closed.</p>	Closed.
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 260420 - RH is still not in possession of photographs for all staff. RC to provide.</p> <p>Update 13.07.30 - This is now on the FGB actions so can be closed.</p>	Closed.

### T&L Actions closed at this meeting (there are now no open T&L actions)

Item	Action	By
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## GOVERNORS OF BARNs GREEN PRIMARY SCHOOL

<p>9. (C/F from October meeting)</p>	<p>T&amp;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&amp;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. Update 13.07.20- This has been delayed due to Covid-19. To be picked up again in the autumn term. This action should be combined with the FGB action regarding PAV coming in to talk about the framework so this action is to be closed.</p>	<p>Closed.</p>
<p>20200113 02</p>	<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. Update 13.07.20 - This has been delayed due to Covid-19 and is now somewhat out of date. Suggest we close this action.</p>	<p>Closed.</p>
<p>20200302 04</p>	<p>Arrange for Pav to question the governors (as Ofsted would).</p> <p>Update 27.04.20 - C/F (Covid-19) Update 13.07.20 - This action is now on the FGB actions so can be closed.</p>	<p>Closed.</p>
<p>20200302 05</p>	<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. Update 13.07.20 - Complete.</p>	<p>Complete.</p>

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

**Signed** .....

**Date** .....