

GOVERNORS OF BARN'S GREEN PRIMARY SCHOOL

MINUTES OF A MEETING OF THE FULL GOVERNING BODY HELD AT 6.00PM ON 1 MARCH 2021

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.

Governors:

Peter Bird	Present
Alex Nicholson	Present
Simon Simmons	Present
Tracey Newbold	Present
Victoria Baxter	Present
Rob McDonald	Apologies
Dawn Martin	Present
Sue Whittle	Present
Robert Nye	Present

Also present:

Jeanette Harwood (Clerk)

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1	<p>To receive and record apologies and declarations of interest 18.06-18.07 - 1 min</p> <p>The meeting opened at 18.06pm</p> <p>Apologies were received and approved from RM.</p> <p>AN's wife is HLTA at the school and chair of the PTA.</p>	
2	<p>To review governor correspondence including social media 18.07-18.08 - 1 min</p> <p>None received.</p>	
3	<p>To receive update on training undertaken by governors [3 min] 18.08-18.15 - 7 min</p> <ul style="list-style-type: none"> • DM - 14.1.21 Governors' briefing • DM and AN - 25.2.21 School Sport Premium (SSP) Briefing (Active Sussex). DM has sent her notes to all governors prior to the meeting. AN said that there is an opportunity to speak to the presenter regarding the daily mile track. TN said that Shipley School has just had the track put in and TN believes our children would benefit enormously and thinks we (as governors) should be looking at ways to enrich the experience of our children and not to put hurdles in the way. AN said that he's very keen to do it but the hurdle is the wording of the school sports grant. DM said that they are actively pushing forest schools and suggested we might use the funding for a 'pond track'. DM also said this might be the last year of that funding so if we are to do this then we need to move quickly. DM suggested we set our capital limit at £20k and build a track as part of forest school activities. This was agreed by all governors. Action - change the capital limit and move ahead. • DM - 8.3.21 (booked) Safeguarding • VB 8.7.21 (booked) Being Strategic Values and Vision Course <p>RN joined the meeting at this point.</p> <ul style="list-style-type: none"> • VB has downloaded the introduction to data course as well. 	AN/SS
4	<p>To receive update on governors' visits to school since last meeting 18.15-18.16 - 1 min</p> <p>There have been virtual visits which are covered by the reports later in the minutes.</p>	
5	<p>To receive safeguarding reports 18.16-18.18 - 2 min</p> <p>Safeguarding reviews with children were carried out as part of the pupil voice interviews and the responses to the questions were very good. Safeguarding was also picked up in the remote learning report.</p> <p>AN asked if there have been any issues arising with safeguarding since the last meeting? SS said "Yes there has been an incident this morning which has been dealt with following the policy".</p>	
6	<p>To receive tracking data [1 min] (None for this meeting due to Covid-19 school closure)</p>	

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7	<p>To receive SEND report 18.18-18.30 - 12 min</p> <p>The SEND report was circulated prior to this meeting. AN commented upon the 4-year backlog at CAMHS. SW said there is always at backlog at CAMHS and now it's a super backlog.</p> <p>AN invited questions from meeting attendees. There were none.</p> <p>SW said she had taken out some confidential information from the report which is included in a Part 2 minute along with details of the discussion held on the report.</p> <p>Action: SS to prepare statement covering the support staff and how they are to be used.</p> <p>Thank you to SW and AB. It is clear that AB is doing good work.</p>	SS
8	<p>To receive Governor Monitoring reports 18.30-18.42 - 12 mins</p> <ul style="list-style-type: none"> • Remote learning - please note also Acceptable Use policy for live sessions - DM • Pupil voice - DM/SW/PB • Pupil premium - DM <p>AN thanked all for the reports which were sent to governors prior to the meeting. AN asked DM which action points are required. DM said that they are in the report and can be reviewed at the next meeting.</p> <p>Q: Was there an opportunity to see what went well/wrong with remote learning and what we can learn for the future and for teaching in general? TN said that this is discussed regularly in staff meetings.</p> <p>DM said that the skills teachers have learned will support the delivery of the curriculum going forward.</p> <p>Governors expressed their thanks to the staff for their hard work - including specifically the time it has taken to arrange and run the online zoom meetings with children. SS to pass on.</p> <p>TN said that having come through remote learning journey it has been a really positive experience and she has been blown away by the level of commitment shown by the children and many parents to the online learning. The Purple Mash platform has been very easy to use and easy to access for the children. It will be interesting to see how the children come back to us but she is feeling very positive.</p> <p>SS is glad he asked governors to judge the art competition because the quality of entrants was so high and he hopes it has given governors a view of the quality of work that has been completed in this lockdown period. SS said that he doesn't think that the BG experience marries up with what is being discussed in the press regarding children being months behind. He will be interested in seeing how the children have fared at the next meeting.</p> <p>TN said that children will take huge positives from this experience such as the ability to work independently and use a raft of different IT programmes.</p> <p>SW said that the children at home have loved the zoom calls with their teachers but the children in school found it a waste of time. This</p>	

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shows how the children at home have needed this contact. SW asked SS and TN to thank the staff for putting these together and it must have been hard to think of things and arrange them. TN said that the children at home are not experiencing the technical glitches that the children at school are having with the laptops. From a teacher's perspective, it motivates her to have the contact with the children.

SS said that in lessons learned, we have a TA who is shielding as she's vulnerable and she will now be providing remote groups rather than just doing admin at home.

Q: How long will it be for the teachers to assess where the children are and if they are behind? SS has received ideas for assessment of this from WS and we will look at an assessment before the Easter holiday for reading, writing and maths. Although these will give us a picture SS wants to use them as formative assessments to give us the gaps so we can look at the best ways to fill them. The WS document wants us to be careful about the language we use as we can't say that children have reached age related expectations as we have had no control of how independently children have produced their work. After the last lockdown, SS confirmed that most children had caught up with where they would have been by Christmas.

TN said that the beauty of the NFER test is that it provides us with a picture which is a standardised score for each child at key points during their education.

SW said that parents will be interested in the social side of being back at school.

SS used some of the sports premium money to buy an orientation scheme which we will use for the children to work with friends.

DM said that last lockdown there was a concern about Early Years and KS1 as they are not as capable of working independently. SS said that we have a catch-up teacher who would have been working with these children this last half term. We will start to run these sessions from Monday in 3 groups for R, Y1 and Y2 for 4 weeks. The teacher we had employed was working only 4 days a week so we have more of her time after Easter for another 2 weeks. There is also a question over what additional money will be coming and before we know what to do with that money, we need to look at where the needs are in the school. It's hardest to recreate the learning experience for the younger children.

Following the School losing the catch-up time for which we had put resource in place due to the 3rd lockdown, SS wrote to and discussed with Jeremy Quin that we had lost this time and he acknowledged it and was sure more would be coming the School's way.

AN said that the art competition came about because of the whole independence point. Parents and carers thought independence was missing. AN said that he was totally blown away by the quality of the entries from all levels.

SS has spoken to Chartwell regarding second portions of lunch. The policy is that they do not offer seconds but our kitchen person had been although some cover people did not. The original staff are coming back and hopefully there will be seconds again.

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9	<p>To receive Communications report 18.52-18.57 - 5 mins</p> <p>Comms has taken a back-seat due to lockdown and there is a first draft of the policy which SS has reviewed and SS/VB need to get together to produce a final draft.</p> <p>The comms questionnaire will be picked up again now.</p> <p>There is also the 'little mag', a new local magazine for children which TN said we have lots of ideas for.</p> <p>SS said that the parent questionnaire about lockdown learning was really useful and he was able to be objective about the feedback and respond to it appropriately. We have a regular slot in the BIG Mag now as well. VB said that the comms levels are really good now and when we go through the policy it will be just tweaking in a few areas.</p> <p>VB has said the YouTube assemblies have been good for communication and also the BIG Mag articles.</p> <p>AN said thank you to VB for her work on comms and nd he looks forward to being able to move it along when we can all get together again. If we look at what Ofsted said last time they came, he can see we are in a much better place now.</p>	VB/SS
10	<p>To agree the following policies: 18.57-19.01 - 4 mins</p> <p>The following policies were C/F to the next meeting:</p> <ul style="list-style-type: none"> • Acceptable use of the Internet (SS) • Social Media policy (Communications) • Use of photography (SS) • School site security (SS) • School lettings (SS) • Use of visitors (SS) • Lockdown (SS) <p>The handwriting policy was circulated prior to the meeting and AN asked if there were any comments or issues. AN proposed it DM seconded it and all agreed that we would adopt it. JSH/SS to arrange publication.</p> <p>Scheme of Delegation for finance (Budget) - was last updated December 2019 and was due in December 2010 but it has not been updated yet. It needs looking at to comply with circle of governance model. AN will do this by the end of this week and circulate to governors.</p>	JSH/SS AN
11	<p>To agree sponsors to review the following policies which have expiry dates of the end of July: 19.01-19.15 - 14 mins</p> <ul style="list-style-type: none"> • Data protection SS • Anti-bullying TN • Medicine SS • Complaints SS • Mathematics - SW • First Aid SS 	

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	<p>Where we follow county models we just need to check the blanks are filled in and that nothing has changed on the models.</p> <p>JSH to send DM the policy list for checking and she will mark up governor involvement/ requirements.</p> <p>SW is happy to look at the mathematics policy once school staff have reviewed it. SS to advise JA to look at it again.</p> <p>TN happy to look at the Anti-bullying policy. Q: Is that separate from the behaviour policy? Yes. Q: Does it need to be? TN said that for various reasons it was quite important that it was stand-alone at the time it was written but as it dovetails nicely with the behaviour policy we could combine them and have a section on anti-bullying in the behaviour policy.</p> <p>RN said that he has had quite a lot of experience with bullying policies and the impact on the people being bullied is quite significant and his feeling is that we should keep a separate policy.</p> <p>TN is happy to look at both policies to see if we can combine them but parents definitely see it as a separate serious issue that causes a concern with parents and maybe they would feel reassured by having a separate policy. It was therefore agreed to keep both policies separate.</p> <p>SS said that a really powerful piece of the T&L policy is the children's voice. We should have the same sort of item in the anti-bullying policy. DM offered help with this. Action - TN to review policy and liaise with DM and RN before providing a draft for approval.</p>	<p>JSH/DM</p> <p>SS/SW</p> <p>TN</p>
12	<p>To receive school council minutes (None for this meeting) 19.15-19.16 - 1 min</p> <p>The pupils' voices are being shared in meetings with governors and T&L policy.</p>	
13	<p>To discuss Covid-19 catch-up funding 19.16-19.17 - 1 min</p> <p>This item was discussed as part of agenda item 8 (see above where SS discussed the uncertainties about future funding and the use of the teacher employed for catch-up work).</p> <p>SS also said that by using the person we contracted anyway for lockdown supervision. We have released teacher time to improve the relationships with the class.</p>	
14	<p>To discuss the asset register 19.17-19.18 - 1 min</p> <p>The approach is that we use the PAT testing list plus iPads and once somebody is available within the school to do the check, this will take place.</p>	SS
15	<p>To approve minutes of last meeting and matters arising 19.18-19.32 - 14 mins</p> <p>The minutes of the last meeting were approved.</p> <p>A spreadsheet of actions was provided to all governors prior to the meeting with a request that they identify any points that need to be discussed at this meeting. Any items not discussed will be c/f to the next meeting.</p>	

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	<p>DM and JSH posted updates on their actions.</p> <p>Q: Is there a better way of doing this? All governors agreed that governors should be responsible for updating the spreadsheet provided before each meeting.</p>	All
16	<p>Any other urgent business (to be notified to Clerk or Chair at least 24 hours before meeting) 19.32-19.44 - 12 mins</p> <p>Financial benchmarking The key point is the staffing provision where we have lost two experienced job share teachers which have been replaced by an NQT.</p> <p>Admin and clerical is interesting as we only have one member of staff in this category – 1.1 FTE (41.25 hours), plus overtime. It's 0.9% not a full % above.</p> <p>Q: What's the impact of overtime and is it cost efficient over having a second person in the office? It's an awful lot of work for one person to do in their contracted hours. This is where it will be useful to have a full discussion on staffing structure. SS will produce a document on this in the first part of the summer term (see previous action). DM said that if as a result of this there are opportunities to tweak things over the summer it would be better to have it done before May half term. Especially as finding support for one of the pupils is a priority.</p> <p>TN said it's interesting that we seem to have higher than average numbers of TAs but staff would say we are lacking support in this area. We should look at the training of our TAs to make sure we have value for money. We have also had a TA shielding for a large amount of time which has had an impact on the staff perception of availability. The Covid situation and bubble separation has meant that we have had to use TAs for playground and lunchtime duties rather than supporting children in class. There are adults out there in the school but we need to consider how we use them better. Communication with teachers is important so they understand.</p> <p>DM said that the overview of staffing structure should look beyond Covid. SW said she'd be happy to help out (as did DM).</p> <p>TN said that the school website is coming up as not private. SS to chase.</p> <p>SS will coordinate the working party and arrange dates/times. What outcome do we want? TN said she'd like to be involved. AN asked if we could have intentions coming out of it at this point? SS said he wanted to see if staffing was organised in the most efficient way. DM said she'd like to understand how PPA is organised.</p>	SS SS/TN/SW/DM/AN
17	<p>Date for next meeting 19.44-19.45 - 1 min</p> <p>Given the nature of how the timings are this year with Covid and lockdown returns, AN proposed we change the next meeting to 24 May which gives SS 2-3 weeks to pull together the HT report so it can be digested and any questions can be raised. We will also be able to review the NFER data (and usual data) and approve the budget.</p>	

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	The following meeting will therefore be on 12 July. AN will update the drop dates slide.	AN
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Table of Actions

Open actions:

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> <p>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> <p>Update 28.09.20 - This course is now available online. PB is to book onto one.</p> <p>Update 9.11.20 - C/F PB attendance. AN to book on also.</p> <p>Update 11.01.21 - Note - DM completed this training in 2019.</p>	PB/AN
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> <p>Update 27.04.20 - C/F.</p> <p>Update 13.07.2020 Health & Safety visit to be arranged by JC/SS in due course when these are being carried out again. C/F</p> <p>Update 28.09.20 - The visit is now set to be 12 November 2020. To be included as part of role of H&S governors to link up and ensure school is properly prepared. CHANGE RESPONSIBILITY TO H&S GOVERNORS.</p>	H&S Governors
200713 02	<p>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.</p> <p>Update 28.09.20 - Propose to liaise with JSH and then print off all minutes so that Chair can sign off off-site.</p> <p>Update 9.11.20 - C/F</p> <p>Update 11 Jan 20 - AN to liaise with RC to get documents printed off and taken home by Anne-Marie Nicholson (HLTA) and wife of Chair.</p>	AN
200713 04	<p>Complete the safeguarding self-evaluation in Sept 2020</p> <p>Update 28.09.20 - C/F.</p> <p>Update 1.3.21 - W/B 8.2.21: PB emailed SS to request an appointment for this to be completed.</p>	PB
200713 14	<p>Collect updated Biographies from governors and send them to TN</p> <p>Update 28.09.20 - All governors to send fun photo to JSH and new governors to send bios as well.</p> <p>Update 11.01.21 - Governor section of website still out of date.</p>	All
200713 20	<p>Undertake website audit</p> <p>SS did an audit and has updated the website. We should ask the comms team to use it more as a marketing tool for the school. A director from the weald 6th form is going to put together a virtual tour of our school on there. TN queried if we could have photos of children and their work on the website. TN will discuss with SS. DM to send the up to date checklist to VB as we still need to do a governor audit.</p> <p>Update 9.11.20 - VB completed the WS Checklist and submitted her findings to SS /AN on 22 October. SS then made a number of amendments as suggested by VB and alerted parents to the new site in the newsletter sent out on 6 November. Still to do are: the Equalities page and governor detailed info section.</p> <p>Update 11.01.21 - DM noted that the governor section is out of date.</p> <p>Update 1.3.21 - Website also requires updating in line with new requirements (e.g. remote learning)</p>	SS
02 (C/F from April 2019 meeting)	<p>Check with RC if the Asset Register has been updated and request a copy of the register of pecuniary and business interests.</p> <p>Update 13 January 2020 - The Asset Register still needs checking. AN said we only need to check material things and then a statistically significant spot check on others - so for instance anything worth over £5,000. RC said she wanted to include iPads. AN asked if we log all the serial numbers? We did but we've had new ones and they haven't been updated. RC to send the register to AN and he will advise on numbers and items to check (but not items for the spot check). It was suggested that we call all the iPads in so we can check and re-distribute them. Alex suggested labels with item numbers on them. RC will arrange this in the last week of the half term. RC also to ask SS if RC can ask SH to check the register during February half-term.</p> <p>Update 27.04.20 - This has been delayed due to COVID-19. To pick up on asset register check. It was agreed that this couldn't be carried out during partial school closure so the action will C/F.</p> <p>Update 13.07.2020 To take place during Autumn term when the check/count can be carried out. A question was raised over whether the asset register could be limited to those items on the PAT test register.</p> <p>Update 28.09.20 - C/F. AN to talk to RC. DM said again that we should be able to use the PAT register.</p>	AN/RC

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	Update 28.09.20 - C/F. Covid-19 has affected this action being carried out. DM raised again that the PAT register could be used for this. Update 11.01.21 - On hold pending lockdown 2.	
200427 01	Follow up on status of Trace Heating issue resolution. 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. Update 28.09.20 - AN gave some background to our new governors. It has been agreed that work will be carried out to strip out the installation and change the heating coils. It will then be re-insulated and re-boxed in. It is to be paid for by WSCC. The work is supposed to take place during half-term and the afternoons the week after as long as the children are not affected. Update 9.10.20 - Problems with the contractor has meant that this has been postponed whilst they arrange a follow up visit to plan how to do the work. Update 11 Jan 21 - Understand that delays by the subcontractor meant they could not do the work in the half term and then proposed to do in the December holidays and again was delayed.	AN
201109 01	Consider how new governors can get a flavour of the school under the current covid guidelines. Update 11.01.21 - Dates for an external tour of the school suggested in December 2020, but postponed due to Covid-19.	All
201109 02	Consider having a central place to store documents governors need to refer to on a regular basis. Update 11.01.21 - Procedure agreed at the Governance meeting on 3.12.20 - see minutes. Access to be set up.	AN
201109 03	Have a meeting to discuss what governors have done over the past few years and understand the impact of their work.	All
201109 04	Produce a single page summary of where the school is now and where it is going with new governors intended as the audience (possibly a summary of the School Evaluation Form).	SS
201109 05	Submit report for Safeguarding meeting on 5 November.	PB
201109 07	Contact RC about arranging a DBS check.	RN
201109 08	Check that the cleaner missing from the School Central Record has been added.	PB
201109 09	Arrange a video call with some teachers and children about safeguarding and produce a report. Update 1.3.21 - Video call held on 23.2.21 and report included with Keyworkers in Lockdown Monitoring Report (Agenda 1.3.21). Still to talk to teachers.	PB
201109 11	Meet to discuss next year's meetings and activities. Update 11 Jan 21 - Last discussed and put together 7th January	AN/JSH
201109 12	Advise JSH how often, and for what purpose each governor wants to meet with school staff/children during the year. Update 11 Jan 21 - Governors to share what reports and who they wish to visit (virtually) for remaining meetings of the academic year and in light of the 2nd lockdown of schools DM - Wish to continue to ensure that disadvantaged pupils continue to be a priority, so that they make at least as good progress as their peers in lockdown. Also wish to monitor that remote learning at least meets the current government guidelines and is the best possible in the circumstances. This would involve speaking to SS and key teachers.	All
201109 13	Send out possible dates for a session with our new governors to share the messages he would like them to know. Update 11.01.21 - Dates for an external tour of the school suggested in December 2020, but postponed due to Covid-19. Consider a virtual meeting.	SS
201109 14	Review the skills audit and share gaps with SS to agree what we are looking for in a new parent governor.	AN
201109 15	Send clubs policy e-mail chain to JSH so that she can understand the required changes.	SS
201109 19	Respond to RN's comments and questions regarding the SDP.	SS
201109 20	Review the accessibility plan in full.	RN
210111 07	Review budget to understand if the catch-up teacher contract can be extended once the current lockdown has ended.	AN

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210111 09	Update and publish policies approved at this meeting. Update 1.3.21 - This is complete barring the clubs policy for which there is a query. JSH and SS to resolve.	JSH/SS
210111 11	Review virements budget requirement.	AN/RN
210111 12	Feed any questions on the SEND report into SW	
210301 01	Move ahead with the purchase of the forest school track	SS
210301 02	Amend capital limit to £20k	AN
210301 03	Prepare statement covering the support staff and how they are to be used.	SS
210301 04	Produce final draft of Comms plan	SS/VB
210301 05	Arrange publication of handwriting policy	JSH/SS
210301 06	Review scheme of delegation	AN
210301 07	Send policy list to DM for checking	JSH
210301 08	Review policy list with a view to identifying those policies which must have governor input and those which are for information only. Also, sense check the document.	DM
210301 09	Review anti-bullying policy	TN
210301 10	Arrange the asset register review.	SS
210301 11	All governors to complete actions log update document each time it is published in preparation for next meeting.	All
210301 12	SS to chase regarding the school website not showing as private.	SS
210301 13	Update drop dead dates slide with new meeting dates.	AN

Actions closed this meeting:

Item	Action	By
201109 16	Make changes to the policies agreed at this meeting and send to SS for publishing. Update 1.3.21 - Complete	Complete
210111 01	Ensure all teaching staff complete their prevent training. Update 1.3.21 - Complete.	Complete
210111 02	Discuss safeguarding (as DM is supporting PB in this role). Update 1.3.21 - Completed	Complete
210111 03	Talk to some teachers and children about safeguarding. Update 1.3.21 - Safeguarding in lockdown included in the Governor Monitoring Report on Remote learning - interviews and emails with SS/review of other documentation (Agenda 1.3.21). Pupil interviews took place on 23.2.21	Complete
210111 04	Load SDP onto one-drive so that every governor can access it and share the location. Update 1.3.21 - Complete.	Complete
210111 05	Update the governor section of the website. Update 1.3.21 - Duplication - remove.	Closed
210111 06	Pass governors' thanks to the staff for their roles in the end of year performance and the song videos as well as everything they are doing now to support the children and their learning in lockdown.	Complete
210111 08	Send book-borrowing link to SS. Update 1.3.21 - Complete - included in school newsletter on 15.1.21	Complete
210111 10	Send comments on T&L policy to TN for review. Update 1.3.21 - Complete.	Complete

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

Signed

Date