

## GOVERNORS OF BARN'S GREEN PRIMARY SCHOOL

### MINUTES OF A MEETING OF THE FULL GOVERNING BODY HELD AT 6.00PM ON 24 MAY 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	Apologies
Victoria Baxter	Present
Rob McDonald	Present
Dawn Martin	Present
Sue Whittle	Apologies
Robert Nye	Apologies

#### **Also present:**

Jeanette Harwood (Clerk)

## GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

1	<p><b>To receive and record apologies and declarations of interest</b></p> <p>The meeting opened at 9 minutes past 6pm. SS, RM, AN, DM and PB were in attendance at this point.</p> <p>Apologies were received and approved from SW, TN, and RN.</p> <p>Declarations of interest - AN's wife is a TA at the school and chair of the PTA.</p>	
2	<p><b>To review governor correspondence including social media</b></p> <p>No correspondence has been received by governors since the last meeting.</p>	
3	<p><b>To receive update on training undertaken by governors</b></p> <p>DM and PB are both booked on Head's performance Management training at the beginning of July.</p> <p>DM attended 'From Mitigation to Success – Addressing Educational Disadvantage' on 30.3.21.</p>	
4	<p><b>To receive update on governors' visits to school since last meeting</b></p> <p>SS and AN have weekly catch ups.</p> <p>SW was involved in the interview process for the new teacher.</p> <p>DM and PB visited the school on 19 May for a safeguarding review.</p> <p><b>Q: Are governors allowed to come into school now?</b> SS said that there has been no change in the guidance for Primary Schools so governors can come in if they are socially distanced and wearing a mask.</p> <p>Several governors attended a staffing structure discussion.</p> <p>There have been no visits logged in the purple governor visits book. All governors to update this when they are next in and backdate their entries, so it is a complete record.</p>	All
5	<p><b>To receive safeguarding reports</b></p> <p>DM and PB went into school on 19 May and a report was circulated prior to the meeting. PB thanked DM and SS for the meeting which was very positive and evidenced a strong safeguarding culture at the school.</p> <p>The visit covered Safeguarding, Children Looked After and Attendance.</p> <p>There are no CLA at present.</p> <p>Attendance is broadly in line with the national average (95%). SS said that he would like to improve the numbers if possible. There are two persistence absentees who bring the figures down.</p> <p><b>Q: Can governors have an absence figure with these two pupils excluded?</b> Yes. SS will arrange this.</p>	SS

## GOVERNORS OF BARNs GREEN PRIMARY SCHOOL

	<p>The NSPCC safeguarding checklist was completed with SS and the very good news is that in almost all areas the school meets or partially meets the criteria set. There are no major gaps but there are some actions to be taken.</p> <p>SS said that one of the actions was to confirm the situation regarding Team Teach training because it expired at the end of April. SS advised that the courses are not being run at the moment but as soon as they start up again, we will put staff in the training. It's a similar situation with fire warden training which has lapsed for SS and RC.</p> <p>Another action was to check that staff:</p> <ul style="list-style-type: none"> <li>• know the role of the LADDO,</li> <li>• know the significance of the lanyards and</li> <li>• feel that they are supported in flagging wrongdoing.</li> </ul> <p>PB and DM will be going into school on June 8<sup>th</sup> for a follow up. They will check the SCR and interview some staff members.</p>	
6	<p><b>To receive Headteacher's report</b></p> <p>The HT report was circulated prior to the meeting. AN passed on his thanks for a most excellent and detailed report, especially the appendix and the outcomes for Maths and English so far.</p> <p>Three questions were raised by e-mail prior to the meeting but did not necessitate and amended report:</p> <ol style="list-style-type: none"> <li>1. <b>Does the report capture any of the action points on the SDP?</b> Yes, it does. SS will update.</li> <li>2. <b>Is it possible to update the SDP to show how the priorities and the numbered items are updated on the Excel version? Does this mean that these are closed off/completed?</b> Yes. SS will update.</li> <li>3. <b>What does our Reception intake look like for 2021/22? Are there other possible interested families not from our local playgroups? In the academic year to date, are you able to share the total number that have arrived and left since the beginning (appreciating that there is a normal churn/turnover of children because of changing circumstances).</b></li> </ol> <p>Reception has 20 spaces and all of them have been allocated. 17 to families who put BG as their first preference, three who put BG as their second preference. We also have a family who have just moved into the area who have two children in KS2 and a younger one who is due to start school in September and SS has confirmed that he is prepared to go over the 20-child allocation on this occasion.</p> <p>SS had already said in the staffing structure meeting that there was a specific example where we didn't have a space in a year group but we had already advised admissions that we were willing to go over in order to fit a child in.</p> <p>This is a positive position to be in. DM noted that numbers had increased since the last FGB.</p>	<p>SS</p> <p>SS</p> <p>SS</p>
7	<p><b>To receive Governor Monitoring reports:</b> 18.27 - 18.31 - 4 mins</p>	

## GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

	<ul style="list-style-type: none"> <li>• Teaching and Learning - actions are picked up at the next meeting</li> <li>• Pupil Premium - actions will be picked up at the next meeting</li> <li>• NQT Safeguarding - this overlapped with the safeguarding report and the next visit will pick up the remaining items.</li> <li>• SCR Checklist - covered above.</li> </ul> <p style="color: red;">Q - NQT is being changed to ECT and will be a 2-year position. What opportunities do we have to support the existing NQT? SS said that TN is working on that, but he couldn't give further details at this point. This may involve external CPD or continued mentoring.</p> <p>SS has met with AB regarding SEND but there is no report this meeting.</p>	
8	<p><b>To approve the budget</b> 18.31- 18.45 - 14 mins</p> <p>AN apologised for the lateness of the report which had been circulated before the meeting. AN explained that he had reviewed this year's budget against last year's and next years against the 3-year to gain a complete understanding of the current situation.</p> <p>AN said that the main areas that came out were supply costs and general curriculum costs. AN said that he is happy to approve the budget but there was a difference of £9,000 in the supply line which needs investigating. AN has requested more detailed transaction listing of the supply cost codes and will investigate the differences further with the School Business Manager.</p> <p style="color: red;">Q - Do we pay for insurance cover? Yes - then this should mitigate short term sickness. AN said that the contra for supply went into a different line so AN had moved it.</p> <p>DM said that there were differences in the TA's allocations. AN explained that this is the way the report comes out and that the figures for this are correct if we look in the correct lines.</p> <p style="color: red;">Q - What is the difference in TA allocations between this year and next year? SS said that one TA is full time and moving to Teacher Training next year and won't be replaced. SS said that we'd reached a point after the July lockdown where we identified that there are children who needed additional report beyond what we could offer and SS had asked the business manager to find budget to pay for this.</p> <p>Some of the Supply costs are including teacher costs which are regular teacher costs (PPA cover, NQT cover, leadership release time).</p> <p style="color: red;">Q - Should these be under teacher costs rather than supply costs? This may explain some of the anomalies we are seeing. AN said that this type of question is what he is hoping to achieve from the drill down.</p> <p style="color: red;">Q - SIA costs look high. Is this because she's been doing a lot of CPD? SS said that this is what was booked with the SIA but there is nothing booked after September yet. There might be some money there which can be re-allocated. SS said that we only get 2 annual visits from county and he is buying in a 3<sup>rd</sup> for EY (although this could be covered by CPD).</p>	

## GOVERNORS OF BARNs GREEN PRIMARY SCHOOL

	<p><b>Q - Are we in a good state overall with the budget?</b> AN said we are where we need to be but he is conscious of cost control and making sure costs are in the right place.</p> <p>RC is also updating the 3-year budget 'live' so we can see actuals against the 3-year budget.</p> <p>AN proposed we accept budget - PB second. Approved.</p> <p>VB joined the meeting.</p>	
9	<p><b>School's financial values statement</b></p> <p>This document was shared ahead of the meeting and AN/SS have discussed. There are some figures coming out of the dashboard to do with staff ratio which is being investigated.</p> <p>There will be an update using the 3-year budget at each meeting.</p> <p>AN proposed PB seconded. Approved to be submitted.</p>	
10	<p><b>To review governor roles</b></p> <ul style="list-style-type: none"> <li><u>Parent governor</u> - We should link this with the skills database but although we would prefer somebody with a legal or marketing background we only have a small number of parents from which to choose. EVERY parent needs to get the invitation to put themselves forward.</li> </ul> <p><b>Q - Can we give children paper to take home for those parents for whom we do not have e-mail addresses?</b> Yes - we can also e-mail both parents where they are separated. We can also approach those non-reading parents. SS pointed out that if we postpone until September, we will get a whole new set of parents who might be more engaged. JSH to get communications ready to go in September. It would be good to bear in mind the first September meeting when we look at dates for the election.</p> <ul style="list-style-type: none"> <li><u>Staff governor</u> - SS will move forward staff communications after half term. DM said it would be good for the new staff member to come to the July meeting.</li> </ul> <p>DM asked if there are co-opted governor vacancies. Yes, there is, and it would be good to have more people on board to share the load.</p> <p>RM left the meeting.</p>	JSH
11	<p><b>To agree governor involvement with policies</b></p> <p>AN gave thanks to SS, JSH, and DM for the work that has gone into pulling together the policies and policy log.</p> <p>DM's proposal is that we approve 3 categories for policies as detailed in the schedule.</p> <p>AN invited questions or comments. DM said that she feels we have too many policies and we should look to combine some with obvious links (e.g. acceptable use and social media/use of photography) as they come up for</p>	

## GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

	<p>review. We should also discuss whether we need some of the policies we have or not.</p> <p>SS asked whether the proposal includes who is going to update the policies. No but it may be down to whomever owns the policy.</p> <p>VB confirmed that she was supportive of the proposal as is PB.</p> <p>VB and DM both offered to help merge some policies and check for duplication although not to write the content.</p> <p><b>Q - Are the categories in the log from a common framework?</b> No - DM said she was drawing on lots of areas to come up with the proposal. VB asked if it could be based around the circle of governance. AN agreed and said we should put names against the policy if it's not a school responsibility policy. SS agreed.</p> <p>AN asked if VB and DM would be able to look at this and offered to help them. DM to meet with SS in the first place and then VB will be drafted to help with the merging.</p>	DM/VB
12	<p><b>Further to the drafted policies circulated prior to the meeting, to agree the following policies:</b></p> <ul style="list-style-type: none"> <li>• The following three policies were approved for publication subject to them being merged into one. <ul style="list-style-type: none"> <li>- Acceptable use of the Internet</li> <li>- Social Media policy</li> <li>- Use of Photography.</li> </ul> </li> <li>• Scheme of Delegation for finance (Budget) - This is not really a policy. <p><b>Q - Is the HT limit of £75k too high? Why are governors not involved at a lower value?</b> It was agreed to reduce this to £10k. It needs to be changed in 2 places. Add SFCF to recommendations arising from and audit inspection.</p> <p>Finally - line 42 (certifying pay documents) says school business manager to authorise HT. AN said that this is if the payment is relating to the HT. AN to make the changes.</p> </li> <li>• School site security (SS) - approved for publication</li> <li>• School lettings (SS) - approved for publication if hire agreement is an appendix.</li> <li>• Use of visitors (SS) - <p><b>Q - Is this part of the safeguarding policy?</b> Yes, it is. We don't need this policy - remove from the list.</p> </li> <li>• Lockdown (SS) - approved for publication.</li> <li>• Behaviour (SS) - approved although DM had suggested some small tweaks which were discussed and approved at the meeting. SS to amend and include the positive handling policy as an appendix then publish.</li> <li>• First Aid (SS) - approved subject to the suggestions DM made to SS separately.</li> <li>• Positive Handling (SS) - Approved as an appendix of the behaviour policy. SS to combine and publish.</li> <li>• EYFS (SS) - approved for publication.</li> <li>• NQT Induction (SS) - Needs to be branded but approved for publication subject to that.</li> </ul>	<p>VB/SS</p> <p>AN</p> <p>SS</p> <p>SS</p> <p>JSH</p> <p>SS</p> <p>SS</p> <p>SS</p>

## GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

	<p><b>Review and approve the following policies:</b></p> <ul style="list-style-type: none"> <li>Code of conduct for Governors (JSH) - Approved. SS to update date on document and re-publish.</li> <li>RSE (SS) - SS advised that before Covid, SS did a parent survey. Parents were keen that this curriculum includes online safety as well. As a school, we have adopted the national PSHE curriculum and it has been put in the curriculum map which is ready to publish. Before we can do this the policy needs to go out to parents for comment so we can approve it at the 6<sup>th</sup> FGB meeting. C/F</li> </ul>	SS SS SS JSH
13	<p><b>To receive school council minutes (None for this meeting)</b></p> <p>Q - Are there any plans for the council this year? No, we are focussing on giving the Y6s a send-off. Children's voices have been heard during the year in discussions with governors and through involvement in some policies.</p>	
14	<p><b>To approve minutes of last meeting and matters arising 19.28</b></p> <p>The minutes were approved.</p> <p>Governors discussed the actions from previous meetings and details of the discussions held are included in the actions section of these minutes.</p> <p>AN to circulate a brief training guide for using our SharePoint/one drive.</p>	AN
15	<p><b>Any other urgent business</b></p> <ul style="list-style-type: none"> <li>End of year picnic - Last year's picnic was lovely and AN would like to do the same again especially with some staff leaving. Suggested 21<sup>st</sup> July at 3.30pm.</li> <li>JSH handed in notice to leave the school from September 2021.</li> </ul> <p>Q - Has SS got any thoughts on a replacement we might be able to approach? SS does not have any people in mind at present, but we should get an advert out ASAP. VB said she'd recently advertised for an admin role and had 2 applications from the big mag.</p>	AN SS
16	<p><b>Date for next meeting</b></p> <ul style="list-style-type: none"> <li>Dates for proposed FGBs for 2021/22</li> <li>AN has come up with some dates for next year and has sent these to SS. When he has checked it will be shared. AN has looked to equally space out the meetings throughout the year.</li> </ul>	AN

## GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

### Tables of Actions

#### Open actions:

Item	Action	By
191202 10	Discuss H&S with JC (Premises Manager) to see if what we need to do to prepare for the upcoming audit in March and consider whether the policy needs updating because of these measures. <b>Update 27.01.20</b> - 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. <b>Update 30.03.20</b> - Postponed. C/F. <b>Update 27.04.20</b> - C/F. <b>Update 13.07.20</b> Health & Safety visit to be arranged by JC/SS in due course when these are being carried out again. C/F <b>Update 28.09.20</b> - 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.	H&S Governors
201109 15	Send clubs policy e-mail chain to JSH so that she can understand the required changes. <b>Update 24.05.21</b> - With SS to publish.	SS
201109 20	Review the accessibility plan in full. <b>Update 24.05.21</b> - SENDCo raised date due with SW on 18.05 and will discuss with SS. Suggest by email, to Sue and Rob to help (mainly due to curriculum side of the changes required).	RN
210301 03	Prepare statement covering the support staff and how they are to be used.	SS
210301 05	Arrange publication of handwriting policy <b>Update 24.05.21</b> - Sent to SS for publication 9 May 2021.	SS
210301 09	Review anti-bullying policy	TN/RN
210301 10	Arrange the asset register review.	SS
210524 01	Arrange Governor access to the Governor Teams Page and OneDrive storage.	AN
210524 02	Each governor to update purple book in office each time they visit and make sure they backdate it to include all visits next time they are in school.	All
210524 03	Circulate attendance figures with the two persistent absentee children excluded.	SS
210524 04	Update HT report to include actions points on the SDP (agenda point 6).	SS
210524 05	Update SDP to show the priorities and the numbered items on the Excel version (agenda point 6).	SS
210524 06	Share total number of children who have arrived and left since the start of the school year (agenda point 6)	SS
210524 07	Draft communications to parents about the parent governor vacancies ahead of the start of the new school year.	JSH
210524 08	Review policies log with a view to assigning owners aligned to the circle of governance and merging some policies together where appropriate.	DM/VB
210524 09	Merge and publish the following policies: 1 - Acceptable Use of the Internet 2 - Social Media 3 - Use of Photography.	VB/SS
210524 10	Make amendments agreed to the scheme of delegation (agenda point 12) and publish.	AN/SS
210524 11	Publish the following policies: 1 - School Site Security 2 - School Lettings (and include hire agreement as an appendix) 3 - Lockdown Procedures 4 - Behaviour (subject to amendments agreed and positive handling being added as an appendix) 5 - First Aid (subject to amendments agreed) 6 - EYFS 7 - NQT 8 - Governor Code of Conduct (please amend approval date and review date first)	
210524 12	Circulate training guide for SharePoint/OneDrive	AN
210524 13	Arrange end of year picnic.	AN
210524 14	Advertise for new clerk to Governors.	SS
210524 15	Share proposed meeting dates for next school year.	AN

## GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

### Actions closed this meeting:

Item	Action	By
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 09.11.20 - C/F PB attendance. AN to book on also.</p> <p>Update 11.01.21 - Note - DM completed this training in 2019.</p> <p>Update 24.05.21 - 16.3.21 AN stepped down from the HTPM Panel (which is also the Pay Committee) to avoid conflict of interest. SW took his place for the interim review. The Panel is now PB/DM/SW. DM and SW have both worked as HTPM Advisers for other schools. 17/04/2021 AN: Updated Head Teacher Performance panel – SW and PB to get training. 22.5.21 DM booked on refresher training 7.7.21. Sarah Curtis (SIA) booked for HTPM Adviser role in 2021-22.</p>	Closed
19120210	<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.</p> <p>Update 27.04.20 - C/F.</p> <p>Update 13.07.20 Health &amp; 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&amp;S governors to link up and ensure school is properly prepared. CHANGE RESPONSIBILITY TO H&amp;S GOVERNORS.</p>	H&S Governors
20071302	<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 09.11.20 - C/F</p> <p>Update 11.01.21 - AN to liaise with RC to get documents printed off and taken home by Anne-Marie Nicholson (HLTA) and wife of Chair.</p> <p>Update 24.05.21 - 17/04/2021 AN: signed off meeting minutes for 27/01/20, 30/03/20; 27/04/20; 18/05/20; 08/06/20; 13/07/20; 28/09/20; 09/11/20</p>	Closed
20071304	<p>Complete the safeguarding self-evaluation in Sept 2020</p> <p>Update 28.09.20 - C/F.</p> <p>Update 01.03.21 - W/B 8.2.21: PB emailed SS to request an appointment for this to be completed.</p> <p>Update 24.5.21 - NSPCC Safeguarding self-assessment completed by SS, PB and DM on 19.5.21</p>	Closed
20071314	<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> <p>Update 24.05.21 - March 2021 DM - Governor section of website updated by VB. 17/04/2021</p>	Closed
20071320	<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 09.11.20 - 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 01.03.21 - Website also requires updating in line with new requirements (e.g. remote learning)</p> <p>Update 24.05.21 - 24.5.21 - Single equalities policy has been published.</p>	Closed
02 (C/F from April 2019 meeting)	<p>Check with RC if the Asset Register has been updated and request a copy of the register of pecuniary and business interests.</p> <p>Update 13.01.20 - 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 13.07.20 - 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> <p>Update 09.11.20 - C/F. Covid-19 has affected this action being carried out. DM raised again that the PAT register could be used for this.</p> <p>Update 11.01.21 - On hold pending lockdown 2.</p> <p>Update 24.05.21 - 17/04/21 AN: close as new action point set up for SS [210301 10]</p>	Closed
20042701	<p>Follow up on status of Trace Heating issue resolution.</p> <p>Update 13.07.20 RC sent an update to the legal team (defects period, what was said, etc.) and it's progressing on the West Sussex side.</p> <p>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.</p> <p>Update 09.10.20 - 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.</p> <p>Update 11.01.21 - Understand that delays by the subcontractor meant they could not do the work in the half term</p>	Closed

## GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

	and then proposed to do in the December holidays and again was delayed. Update 24.05.21 - Not a governor action any longer	
20110901	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. Update 24.05.21 - Jan - Mar 2021 - Governors included in assemblies during lockdown. Governors invited to judge the school Art Competition. School sending newsletters to Governors. 23.3.21 DM - Governors invited to discussion about staffing structure with SS. Update 24.05.21 - AN said he thinks this can be cleared off unless any governors feel they have not got a flavour of the school via a tour yet. 19.4.21 DM given a brief tour of the school by SS.	Closed
20110902	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. Update 24.05.21 - AN: BGPS Governor Teams page and OneDrive storage is set up. 22.5.21 DM - Governor access to these to be arranged - new action set up.	Closed
20110903	Have a meeting to discuss what governors have done over the past few years and understand the impact of their work. Update 24.05.21 - Convened Governance review meeting on 28 June	Closed
20110904	Produce a single page summary of where the school is now now and where it is going with new governors intended as the audience (possibly a summary of the School Evaluation Form). Update 24.05.21 - AN/SS: Agreed (as per calendar) to prepared SEF for Meeting 6	Closed
20110905	Submit report for Safeguarding meeting on 5 November. 23.2.21 DM Safeguarding included in pupil voice interviews. 11.3.21 DM Safeguarding included in the NQT interview (March 2021). 23.3.21 DM SCR spot checked. 31.3.21 DM SCR checked against The Key audit at RC's request. 19.5.21 DM - SS/PB/DM complete the NSPCC audit and follow up on safeguarding actions from the NQT monitoring report.	Closed
20110907	Contact RC about arranging a DBS check. Update 24.05.21 - Complete	Closed
20110908	Check that the cleaner missing from the School Central Record has been added. Update 24.05.21 - Complete.	Closed
20110909	Arrange a video call with some teachers and children about safeguarding and produce a report. Update 01.03.21 - 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. Update 24.05.21 - Included in NQT interview.	Closed
20110911	Meet to discuss next year's meetings and activities. Update 11.01.21 - Last discussed and put together 7th January	Closed
20110912	Advise JSH how often, and for what purpose each governor wants to meet with school staff/children during the year. Update 11.01.21 - 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. 23.2.21 DM - Pupil Premium monitoring discussion with SS - shared at FGB 1.3.21 23.2.21 DM - Disadvantaged pupils included in pupil voice interviews with children attending school during lockdown 1.3.21 DM - Remote Learning monitoring report presented to FGB 11.5.21 DM - Pupil Premium monitoring discussion with SS - shared at FGB 24.5.21	Closed
20110913	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. Update 24.05.21 - DM had an informal tour of the school. SS has shown SW school.	Closed
20110914	Review the skills audit and share gaps with SS to agree what we are looking for in a new parent governor. Update 24.05.21 - Agenda point at meeting 5.	Closed
20110915	Send clubs policy e-mail chain to JSH so that she can understand the required changes. Update 24.05.21 - With SS to publish.	SS
20110919	Respond to RN's comments and questions regarding the SDP. Update 24.05.21 - SS responded to RN's questions in written reply circulated in November 2020	Closed
20110920	Review the accessibility plan in full. Update 24.05.21 - SENDCo raised date due with SW on 18.05 and will discuss with SS. Suggest by email, to Sue and Rob to help (mainly due to curriculum side of the changes required).	RN
21011107	Review budget to understand if the catch-up teacher contract can be extended once the current lockdown has ended. Update 24.05.21 - Complete. If the contract cannot be extended.	Closed
21011109	Update and publish policies approved at this meeting. Update 01.03.21 - This is complete barring the Clubs Policy for which there is a query. JSH and SS to resolve. Update 24.05.21 - Closed. See action 20110920	Closed
21011111	Review virements budget requirement. Update 24.05.21 - AN/RC: Discussed and virements agreed in prior meeting.	Closed
21011112	Feed any questions on the SEND report into SW. Update 24.05.21 - Complete.	Closed
21030101	Move ahead with the purchase of the forest school track. Update 24.5.21 - contacted County for planning info (Self-Help form). Close as no longer a governor action.	Closed
21030102	Amend capital limit to £20k. Update 24.05.21 - Capitalisation policy to reflect what was agreed prior FGB and needs to be annotated.	Closed
21030103	Prepare statement covering the support staff and how they are to be used.	SS
21030104	Produce final draft of Comms plan. Update 24.05.21 - VB shared Communications plan. Making final amends based on feedback from other governors.	Closed

## GOVERNORS OF BARNs GREEN PRIMARY SCHOOL

210301 05	Arrange publication of handwriting policy Update 24.05.21 - Sent to SS for publication 9 May 2021.	SS
210301 06	Review scheme of delegation Update 24.05.21 - Discussed as an agenda point. AN to make further changes. New action point created.	Closed
210301 07	Send policy list to DM for checking. Update 24.05.21 - Complete. DM has reviewed and this list was discussed as an agenda point at this meeting.	Closed
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. Update 24.05.21 - Complete and discussed as an agenda point at this meeting.	Closed
210301 09	Review anti-bullying policy	TN/RN
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. Update 24.05.21 - Complete.	Closed
210301 12	SS to chase regarding the school website not showing as private. Update 24.05.21 - Complete. Now resolved.	Closed
210301 13	Update drop dead dates slide with new meeting dates. Update 24.05.21 - Complete.	Closed
210524 01	22.5.21 DM - Arrange Governor access to the Governor Teams Page and OneDrive storage.	AN

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

Signed .....

Date .....