

GOVERNORS OF BARN'S GREEN PRIMARY SCHOOL

MINUTES OF A MEETING OF THE FULL GOVERNING BODY HELD AT 6.00PM ON 27 SEPTEMBER 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	Apologies
Rob McDonald	Present
Dawn Martin	Present
Sue Whittle	Present
Robert Nye	Present

Also present:

Jeanette Harwood (Clerk – outgoing)
Gemma Lovegrove (Clerk)

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1	<p>To receive and record apologies and declarations of interest 18:02-18:03</p> <p>AN's wife is the chair of the PTA and also an HLTA at the school.</p> <p>Apologies received and approved from VB.</p>	
2	<p>Election of Chair of Governors 18:04-18:04</p> <p>Clerk in the chair. AN was the only nomination for chair and left the room. DM proposed. RN seconded. Unanimously voted in.</p> <p>AN returned, took the chair, and thanked all present. In turn, AN was thanked for his dedication and commitment to improving the school.</p> <p>AN welcomed GL, the new clerk, and thanked JH who was stepping down from the role.</p>	
3	<p>Election of Vice Chair of Governors 18:05-18:09</p> <p>Q - how long does AN intend to stay as chair?</p> <p>AN looks forward to being chair for the following year, while his 2nd child remains at the school. DM and PB suggested that there should be succession planning and a rolling cycle was discussed, with the Chair and Vice Chair having overlapping two year terms of office. PB asked if there was anyone else that would like to be vice-chair. It was agreed that more governors were needed and that this should be discussed again at this point next year. GL to include that in the agenda for Autumn 2022.</p> <p>PB was the only nomination for vice chair and left the room. SW proposed. AN seconded. Unanimously voted in. PB returned.</p>	GL
4	<p>Discuss and agree governor roles and responsibilities 18:09-18:15</p> <p>It was agreed at the governance meeting that current roles would remain for the next year as they had not been properly embedded due to lockdown.</p> <p>It was agreed to create a new role for an ECT Link Governor. DM draft a role description. TN suggested that it is important to state that this would be a supportive role. RN volunteered to take on this role, subject to receiving the role description.</p> <p>AN to update Circle of Governance document and VB to publish on the website.</p>	DM AN/VB
5	<p>Confirm Staffing and Pay Committee membership 18:16-18:21</p> <p>Membership of the Staffing and Pay Committee should not overlap with the HTPM panel, as it makes recommendations to the Pay Committee. DM, PB, SW currently on the HTPM panel, so RN, RM and VB will be on the Staffing and Pay Committee.</p>	

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	<p>Q – is movement up the pay scale the responsibility of the governing body rather than the headteacher?</p> <p>The headteacher makes recommendations and the Staffing and Pay Committee ensures due performance management processes have been carried out in line with the relevant policies.</p>	
6	<p>Confirm Head Teacher Performance Management (HTPM) Panel 18:21-18:22</p> <p>DM, SW, PB happy to remain on the panel.</p>	
7	<p>Review and approve Terms of Reference 18:22-18:28</p> <p>DM identified some changes which were agreed. DM will update the document and SS will publish on the website.</p> <p>Q – do we check that PTA funds are audited? Add to annual cycle for AN to ensure that PTA funds held are audited.</p> <p>Q - does the school have any external H&S auditing? Yes, every year.</p>	<p>DM/SS</p> <p>AN</p>
8	<p>Receive Register of Business (or Pecuniary Interest) declarations and Disqualification Declaration forms 18:29-18:30</p> <p>Received from all present at meeting. GL to follow up with VB.</p>	GL/VB
9	<p>To approve the minutes of the last meeting and matters arising/actions 18:30-18:39</p> <p>Minutes approved subject to one minor change. AN will sign at a later date.</p> <p>AN thanked everyone for updating the actions.</p> <p>AN/GL will discuss ways of sharing and saving information.</p> <p>Q - can the colours on the action point spreadsheet be changed to make it easier for colour blind governors to see them? AN will change or remove.</p>	<p>AN/GL</p> <p>AN/GL</p> <p>AN</p>
10	<p>To review governor correspondence including social media 18:39-18:42</p> <p>Email received by SS from a parent giving thanks to a new teacher for the emotional support provided to a child.</p>	
11	<p>Key priorities for new academic year and School Development Plan 18:42-19:04</p> <p>SS has made two changes of emphasis by adding a drop down English plan to Priority One, 'Pupil Outcomes' and moving the Mental Health and Wellbeing Policy and plan to Priority Three rather than point four as a result of changes of staff. The Mental Health and Wellbeing Policy will be written in the second half of this term.</p>	

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	<p>Q – is there an alternative phrase that could be used for Priority 4 rather than ‘consolidate governance’?</p> <p>SS to remove Priority 4 from the draft plan. As a maintenance area rather than a priority development, it doesn’t warrant a place on the SDP. To develop relationships between staff and governors will be a part of an action plan that sits behind the SDP.</p> <p>Q – Possible opportunities for Governor monitoring have been added to the draft SDP. Will a staff monitoring schedule be added as well?</p> <p>Staff monitoring will be included in the individual action plans that back up the SDP. AN requested that governors link their monitoring reports to the reference numbers on the SDP. During the year, SS will traffic light the SDP and upload it to the One Drive in time for each FGB.</p> <p>Q – should the FGB draw up a monitoring plan for the year to include safeguarding and H&S checks?</p> <p>AN has an excel spreadsheet which shows meeting and compliance checking dates. AN/SS will add dates for governor monitoring and will marry with the SDP. This will be sent out at least 3 weeks before the next FGB meeting (by half term).</p> <p><i>RM left meeting 19:00</i></p> <p>Q – how does the school manage the aspects of the curriculum that some children miss because of the way in which the school has chosen to manage their journey through the mixed age classes?</p> <p>It is acknowledged that due to the mixed age classes, it is challenging for the school to fit in every curriculum expectation for all children. A curriculum coverage map has been developed which shows the best way of ensuring coverage for most children without moving to a four-year cycle, which would require additional planning by teachers. Staff feel that the biggest challenge is ensuring skills progression throughout the school i.e. teachers knowing what comes before and next within the process. The curriculum is skills driven rather than content driven.</p> <p>Q – how will the school ensure that ALL children are taught the statutory content in the National Curriculum?</p> <p>The school will provide week-long enhancement mini-projects to address some of the missing content. Teaching & Learning Governors committed to monitor this strategy to check that it is sufficient to comply with the expectations of the National Curriculum.</p>	<p>SS</p> <p>All SS</p> <p>AN/SS</p> <p>SW/DM</p>
12	<p>Safeguarding update (updates for 2021/2022) 19:12-19:20</p> <p>KCSIE changes, including a greater emphasis on sexism in school, were looked at during inset day and all present at the meeting have read the document. VB and RM to be followed up. GL to read.</p>	<p>VB/RM</p> <p>GL</p>

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	<p>A student teacher started today and SS/TN covered safeguarding procedures before they entered the classroom.</p> <p>County published their updated model safeguarding policy last week and after approval at this meeting it will be published on the website.</p> <p>Q – what are the major changes?</p> <p>Child abduction and awareness of adults loitering, peer on peer abuse, online safety and MASH changing to the Multi Agency Integrated Front Door.</p> <p>Q – how are we going to document that staff have read the update?</p> <p>There is a sheet for staff to sign in the staff room. PB to check at next visit.</p> <p>SS stated that there have been problems with access to the Prevent training website and so the school has most, but not all certificates. RC to be asked to produce a gap analysis for Prevent training.</p>	<p style="text-align: center;">SS</p> <p style="text-align: center;">PB</p> <p style="text-align: center;">SS</p>
<p style="text-align: center;">13</p>	<p>To approve the following policies/documents (link to folder here) 19:20-19:36</p> <ul style="list-style-type: none"> • Code of Conduct for Governors RN queried whether public and school interest might conflict. SS agreed that there are sometimes conflicts but that these are usually played out on a national level. RN queried who our stakeholders are and it was proposed that these are discussed at a future informal governance meeting to ensure no groups are omitted. RN queried the requirement for Governors to give a reason for absence at a FGB and it was explained that other Governors have to accept apologies and if a Governor misses three meetings where apologies are not accepted, they are removed from post. AN approved. PB seconded. Signed by all present. • New Child Protection and Safeguarding Policy AN proposed. SS seconded. Unanimously approved. • Instrument of Governance Approved • Governors' Allowances Policy Approved • Equalities Statement (which we are required to publish on our website): <i>At Barns Green Primary School, we make all members of our community feel welcome and valued. We are committed to ensuring high expectations and equality of opportunity for all pupils, staff, parents, carers and governors, irrespective of race, gender, disability, belief, sexual orientation, age or socio-economic background. We aim to develop a culture of inclusion and diversity in</i> 	<p style="text-align: center;">SS</p>

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	<p>Staff absence insurance cover is in place but hasn't been needed on this occasion.</p> <ul style="list-style-type: none"> Barns Green Village Trust AGM and representative from the Governing Body There is a meeting on 18 October that the Village Trust would like a representative from the school. AN happy to attend. <p>Q – should we also attend parish council meetings? PB volunteered to attend once a year and AN should also attend.</p> <ul style="list-style-type: none"> Barns Green Jubilee Field Working Party AN recently attended a meeting and asked if anyone would like to attend. AN to share Savill's report. Lead Governor training discussed. There are four packages on offer: safeguarding, curriculum, Disadvantaged Pupils and SEND. There is also a link governor's package. AN to look at curriculum sessions. DM has booked onto disadvantaged pupils. PB to attend safeguarding. RM to attend SEND training. 	<p align="center">AN</p> <p align="center">PB/AN</p> <p align="center">AN</p> <p align="center">AN/PB/RM</p>
17	<p>Date for next meeting 19:58-19:59</p> <p>22 November 2021 at 5pm to facilitate a presentation from the English Leader.</p>	

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Tables of Actions

Open actions:

Item	Action	By
201109 20	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
210301 03	Prepare statement covering the support staff and how they are to be used.	SS
210301 10	Arrange the asset register review.	SS
210524 01	Arrange Governor access to the Governor Teams Page and OneDrive storage.	AN
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 12	Circulate training guide for SharePoint/OneDrive	AN
210524 16	Investigate the differences in supply cost codes with the School Business Manager.	AN/SS
210712 01	Undertake NGA safeguarding training before September.	All
210712 03	Attend school to talk to some children about safeguarding.	PB
210712 04	Circulate skills matrices for completion by all governors.	AN/All
210712 05	Familiarise yourself with the published data in the document 'Summer 1 School Data Review'.	All
210712 08	Publish the following policies: 1 - RSE 2 - Accessibility plan (with Spring 2022 review date) 3 - Admissions 4 - Home learning 5 - Medicines 6 - Attendance and punctuality	SS
210712 10	Check to ensure all mandatory policies are on the website.	VB
210712 12	Speak to the Monday Club to ascertain interest in Co-opted governor role.	PB
210927 01	Draft a role description for ECT Link Governor	DM
210927 02	Update Circle of Governance document and publish on the website	AN/VB
210927 03	Update Terms of Reference document and publish on the website	DM/SS
210927 04	Ensure PTA funds held are audited by adding to annual cycle	AN
210927 05	Receive Register of Business (or Pecuniary Interest) declarations and Disqualification Declaration forms from VB	GL
210927 06	Change the colours on the action point spreadsheet to make it easier for colour blind governors to see them	AN
210927 07	Remove Priority 4 from the draft School Development Plan	SS
210927 08	Governors to link monitoring reports to the reference numbers on the SDP	All
210927 09	Traffic light the SDP and upload it to the One Drive in time for each FGB	SS
210927 10	Add governor monitoring dates to Excel spreadsheet which shows meeting and compliance checking dates and marry with SDP. Send out at least 3 weeks before the next FGB meeting	AN/SS
210927 11	Ensure school strategy is sufficient to comply with the expectations of the National Curriculum	SW/DM
210927 12	Read KCSIE changes	VB/RM
210927 13	Publish updated County model safeguarding policy to website	SS
210927 14	Check compliance with safeguarding update	PB
210927 15	Produce gap analysis for Prevent training	SS
210927 16	Publish Equalities Statement on website	SS
210927 17	Share policies that will need to be discussed at next meeting – behaviour, health and safety, emergency plan, charging, and West Sussex HR policies	SS
210927 18	Ensure that the money being spent on IT is being used effectively within PE	AN
210927 19	Explore ways to address possible absence of School Business Manager (SBM)	AN/SS
210927 20	Provide a model School Business Manager job description	DM
210927 21	Attend Village Trust meeting on 18 October	AN
210927 22	Attend parish council meetings	PB/AN
210927 23	Share Savill's report generated through Barnes Green Jubilee Field working party	AN
210927 24	Attend Lead Governor training	DM/AN/PB/RM

Actions closed this meeting:

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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 as a result of these measures. 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. Update 30.03.20 - Postponed. C/F. Update 27.04.20 - C/F. Update 13.07.20 Health & Safety visit to be arranged by JC/SS in due course when these are being carried out again. C/F 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.	H&S Governors
201109 15	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
210301 05	Arrange publication of handwriting policy Update 24.05.21 - Sent to SS for publication 9 May 2021.	SS
210301 09	Review anti-bullying policy	TN/RN
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 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 13	Arrange end of year picnic.	AN
210524 14	Advertise for new clerk to Governors.	SS
210524 15	Share proposed meeting dates for next year.	AN
210524 17	Provide 3-year budget for the next meeting.	SS
210712 02	Advise the time of the inset day meeting for governor/staff discussion	SS
210712 06	Consider how to identify vulnerable children who are not in receipt of PP	SS
210712 07	Add Sports Grant 2021 - 2022 to September's agenda	Secretary
210712 09	Complete all the gaps in the following model policies and bring them back to FGB for approval. • Complaints policy (model) • Complaints procedure (model) • Freedom of information (model) • Managing serial and unreasonable complaints (model) • Publication scheme (model) • Data protection (model)	SS
210712 11	Find out if there are any potential governors on County's governor waiting list.	JSH
210712 13	Separate Anti-bullying policy on policy review cycle list.	DM/VB
210712 14	Arrange thank you gifts for staff.	VB

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

Signed

Date