

GOVERNORS OF BARN'S GREEN PRIMARY SCHOOL

MINUTES FOR MEETING OF THE FULL GOVERNING BODY HELD AT 5PM ON 22 NOVEMBER 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	Present
Dawn Martin	Present
Sue Whittle	Present
Robert Nye	Present

Also present:

Gemma Lovegrove (Clerk)

1	To receive and record apologies and declarations of interest (17:00-17:01) AN's wife is the chair of the PTA and also an HLTA at the school.	
2	To review governor correspondence including social media (17:01-17:02)	

GOVERNORS OF BARNs GREEN PRIMARY SCHOOL

	Nothing received	
3	<p>Staff presentation – Early Years Reading (17:47 – 18:25)</p> <p>Presentation by TN. The fact that the ER lead left the school in summer 2021 has provided an opportunity for all staff to take ownership of the process of early reading.</p> <p>Presentation notes attached (appendix 1).</p> <p>Q – What is the percentage of children reading at home with an adult? TN shared that a very high percentage of reading records are being completed and all children read with an adult at school. TN recently spoke to reception parents at a coffee morning and offered strategies for parent to use at home.</p> <p>Q – Does the use of technology impact reading? Children are positive about books and understand that reading is valued at the school. The SATs scores are positive.</p> <p>Q – What are the motivational schemes for reading? Children are motivated to move up through the book bands and each class has their own motivational system. There is a whole school reading leaf and reading tree scheme.</p> <p>AN thanked TN for report and especially the level of detail. TN happy to discuss reading further before early reading Governors visit. DM suggested that it might be helpful to overlap lunchtime club.</p> <p>SS to organise a visit to Gossops Green.</p>	SS
4	<p>To approve the minutes of the last meeting (doc 2) and matters arising/actions (17:02 – 17:45)</p> <p>Minutes approved and signed by AN.</p> <p>Action points discussed.</p> <ul style="list-style-type: none"> - Prevent training – one outstanding. One completed on Friday and certificate sent to SBM. RN to complete. - PB to find out who still needs to complete NGA training - SS/AN to discuss the traffic lighting of the SDP before uploading to SharePoint. - A calendar of events has been added to SharePoint and was viewed at the meeting. The date is suggested rather than dictated. Visits were allocated and GL to update and share the calendar. - DM mentioned that Governors could become a more familiar presence by attending school in a non-formal way (i.e. book fair at parents evening, Christmas dinner). - SS has put together a guide to Governor visits. GL to share. TN requested that an acknowledgement and feedback is provided to staff included in the process by email or in person. 	RN PB SS/A N GL GL
5	<p>To receive update on training undertaken by governors (18:25-18:29)</p> <p>AN went to Lead Governor training as agreed and will feedback at the next FGB.</p>	AN

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

	<p>DM has completed the Integrated Curriculum and Financial Planning NGA course.</p> <p>VB to do Link Governor training in the New Year.</p>	VB
6	<p>To receive update on governors' visits to school since last meeting (18:29-18:30)</p> <ul style="list-style-type: none"> a) Early Years and KS1 (doc 3) b) Pupil Voice including Playtime (doc 4) c) Barnes Green Village Trust meeting (verbal) d) Audio Visual equipment report (doc 5 & 5a) e) Health & Safety Visit (doc 6) <p>Q – Did plumbing get fixed? SS confirmed that it did. SS will pick up some discussion points with RN.</p> <ul style="list-style-type: none"> f) SEND update (doc 8) <p>No report on Looked After children as there aren't currently any in the school.</p>	SS
7	<p>To receive safeguarding report/update (18:30-18:31)</p> <p>Visit took place on 12.11.21. Report sent out on 19.11.21. Six children, one teacher, and SBM interviewed.</p> <p>Some actions outstanding to discuss with SS but thank you to those involved.</p> <p>Safeguarding remains in a strong position in this school.</p>	
8	<p>To receive the Headteacher's Report (18:31 – 18:41)</p> <p>Thank you to SS.</p> <p>Q – Has the annual appraisal report been completed? It was due on 31 October. If it hasn't been completed, SS spoke to the staff concerned. SS was sick, hence delay, but will share a report by the end of term.</p> <p>Q – Where are we with the curriculum impact statement? There is a generic curriculum impact statement on the website. The first two meetings of nine planned have taken place, to discuss History and Science. There are two areas that there is going to be an impact on. One is raising standards in middle leadership, and the other is sharpening intent for History and Science.</p> <p>Q What was the incidence of bullying? Nil return. DM requested that this is specified in future. Nil return not unusual. The definition of bullying is persistent and targeted. TN confirmed that the children have a good understanding of who to speak to if they feel uncomfortable and that there is good behaviour in the school but that is not to say that staff are not vigilant. DM feels that children would stick up for each other from talking to them during visits. SS stated that staff are</p>	SS

GOVERNORS OF BARNs GREEN PRIMARY SCHOOL

	<p>proactive in resolving friendships and the learning mentor can run programmes to support this.</p> <p>Q – What are current class numbers and could we accept more children? Currently 20 and would only accept more if there was a good reason. Classes need to stay at 30 or below.</p>			
9	<p>To receive the Autumn Data 1 (doc 9) (18:41 – 18:42)</p> <p>AN thanked TN for the detailed responses to questions raised.</p> <p>SS stated that there will be no publication of SATs information in 2022.</p>			
10	<p>To receive Disadvantaged Pupils Advisor’s Report (doc 10) and approve Pupil Premium Plan for 2021-24 (18:42 – 18:45)</p> <p>Thank you to all involved in producing report. DM proposed, SW seconded. Unanimously approved. SS to publish on the website.</p>	SS		
11	<p>To either agree the following or agree action to work on policies (18:45 – 18:49)</p> <p>a) Anti-bullying Q - is there an anti -bullying Governor? No. Need to appoint one or remove the reference to one. RN to send questions to SS.</p> <p>b) Behaviour Under review by staff. DM will update in the meantime, but approved subject to changes. DM proposed. AN seconded. Unanimously approved.</p> <p>c) Charging Finance committee needs to be changed to Finance Governor but approved subject to change being made. DM proposed, AN seconded. Unanimously approved.</p> <p>d) Emergency Plan AN proposed. RN seconded. Unanimously agreed.</p> <p>e) Health and Safety Point 4.6 to be removed but approved subject to change. DM proposed. AN seconded. Unanimously agreed. DM noted that 5 year electrical checks are due.</p> <p>f) Support Staff Pay and Conditions DM will liaise with HR to ask for model policy.</p> <p>To adopt the following HR policies: (2min)</p> <p>All approved</p>	<p>RN</p> <p>DM</p> <p>AN</p> <p>RM/R N</p> <p>DM</p>		
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"> Statutory policies g) Teachers’ Pay Policy </td> <td style="width: 50%;"> Non-Statutory policies n) Sickness Absence Policy </td> </tr> </table>	Statutory policies g) Teachers’ Pay Policy	Non-Statutory policies n) Sickness Absence Policy	
Statutory policies g) Teachers’ Pay Policy	Non-Statutory policies n) Sickness Absence Policy			

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

	<ul style="list-style-type: none"> h) Appraisal Policy i) Capability Policy j) Discipline Policy k) Procedure on managing allegations of abuse against staff l) Grievance Policy m) Confidential Reporting Policy 	<ul style="list-style-type: none"> o) Industrial Injuries Policy p) WSCC Standards of Conduct q) Drugs and Alcohol Policy r) Smoking Policy s) Redundancy Policy t) Emergency Situation Policy u) Guidance on Cyber Bullying 		
12	<p>To review school Three Year Budget (18:49 -18:49)</p> <p>Has not yet been reviewed. AN to do a report and will circulate.</p>		AN	
13	<p>SharePoint presentation (18:50 – 18:50)</p> <p>AN will send a video to watch.</p>		AN	
14	<p>To discuss residential trip (18:51 – 18:57)</p> <p>Years 5 and 6 are invited to take part in a range of adventure activities at a PGL camp in the Isle of Wight in June 2022. TN and EG plan to go. Travel is by coach and ferry. The trip is offered every 2 years and provision is in place for families that can't afford it.</p> <p>Trip approved.</p>			
15	<p>Any other urgent business (to be notified to Clerk or Chair at least 24 hours before meeting) 18:57 – 18:59</p> <ul style="list-style-type: none"> a) Governor role terms expiring – Alex Nicholson – role ends 30 Nov 2021. DM proposed that AN is appointed as co-opted Governor. VB to share advert for parent Governor vacancy in the newsletter. GL to investigate the expiration date of other terms. b) Parish Council meeting 22 November – AN/PB to attend. c) Christmas school dinner 		GL VB	
16	<p>Date for next meeting: 24 January 2021 at 5pm (18:59 – 18:59)</p>			

Tables of Actions

Open actions:

Item	Action	By

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

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
21030103	Prepare statement covering the support staff and how they are to be used.	SS
21030110	Arrange the asset register review.	SS
21052403	Circulate attendance figures with the two persistent absentee children excluded.	SS
21052404	Update HT report to include actions points on the SDP.	SS
21052416	Investigate the differences in supply cost codes with the School Business Manager.	AN/SS
21071201	Undertake NGA safeguarding training before September.	All
21092702	Update Circle of Governance document and publish on the website	AN/VB
21092704	Ensure PTA funds held are audited by adding to annual cycle	AN
21092705	Receive Register of Business (or Pecuniary Interest) declarations and Disqualification Declaration forms from VB	VB
21092711	Ensure school strategy is sufficient to comply with the expectations of the National Curriculum	SW/DM
21092712	Read KCSIE changes	VB/RM
21092713	Publish updated County model safeguarding policy to website	SS
21092714	Check compliance with safeguarding update	PB
21092715	Produce gap analysis for Prevent training	SS
21092716	Publish Equalities Statement on website	SS
21092719	Explore ways to address possible absence of School Business Manager (SBM)	AN/SS
21092722	Attend parish council meetings	PB/AN
21092724	Attend Lead Governor training	DM/AN/PB/RM
2111221	Organise a visit to Gossops Green school	SS
2111222	Complete Prevent training	RN
2111223	Establish who still needs to complete NGA training	PB
2111224	Discuss the traffic lighting of the SDP before uploading to SharePoint	AN/SS
2111225	Feedback following attendance at Lead Governor training	AN
2111226	Undertake Link Governor training	VB
2111227	Discuss Health & Safety Visit	SS/RN

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

211122 8	Share annual appraisal report	SS
211122 9	Publish Disadvantaged Pupils Advisor's Report and Pupil Premium Plan on website	SS
211122 10	RN to send questions regarding anti-bullying policy to SS	RN
211122 12	Finance committee needs to be changed to Finance Governor	AN
211122 13	Remove point 4.6 from H&S report	RN/RM
211122 15	Review school Three Year Budget	AN
211122 16	Share video of SharePoint presentation	AN
211122 17	Share advert for parent Governor vacancy in the newsletter	VB

Actions closed this meeting:

210927 23	Share Savill's report generated through Barnes Green Jubilee Field working party	AN
210927 21	Attend Village Trust meeting on 18 October	AN
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 01	Draft a role description for ECT Link Governor	DM
210927 03	Update Terms of Reference document and publish on the website	DM/SS
210524 01	22.5.21 DM - Arrange Governor access to the Governor Teams Page and Onedrive storage.	AN
210712 01	Undertake NGA safeguarding training before September.	All
210927 08	Governors to link monitoring reports to the reference numbers on the SDP	All
210927 06	Change the colours on the action point spreadsheet to make it easier for colour blind governors to see them	AN
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
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
210524 12	Circulate training guide for sharepoint/OneDrive	AN
210712 03	Attend school to talk to some children about safeguarding.	PB
210712 04	Circulate skills matrices for completion by all governors.	AN
210712 05	Familiarise yourself with the published data in the document 'Summer 1 School Data Review'.	All
210927 01	Draft a role description for ECT Link Governor	DM
210927 23	Share Savill's report generated through Barnes Green Jubilee Field working party	AN
210927 18	Ensure that the money being spent on IT is being used effectively within PE	AN
210927 20	Provide a model School Business Manager job description	DM
210927 21	Attend Village Trust meeting on 18 October	AN

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

211122 11	Update Behaviour policy	DM
211122 14	Liaise with HR to ask for model policy of Support Staff Pay and Conditions	DM

Appendix 1

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

Signed

Date