

GOVERNORS OF BARNs GREEN PRIMARY SCHOOL

MINUTES FOR MEETING OF THE FULL GOVERNING BODY HELD AT 5PM ON 21 MARCH 2022

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

Also present:

Gemma	(Clerk)
Lovegrove	
Tom Plowman	(Prospective Governor)

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1	<p>To receive and record apologies and declarations of interest (17:03-17:04)</p> <p>Apologies from PB who is on holiday and SS who is on sick leave.</p> <p>AN's wife is the chair of the PTA and an HLTA at the school.</p> <p>Welcome and introduction to Tom Plowman who is attending as a prospective Governor.</p>	
2	<p>Staff presentation – Pupil Premium – Eoin Griffin (17:04-17:37)</p> <p>Eoin Griffin presented on Pupil Premium and what the school is doing in respect of disadvantaged children.</p> <p>Q – Is support continued in secondary school? Yes. Handover includes information of support given and secondary schools also have funding.</p> <p>Q – How do families apply for funding? Families can apply for Pupil Premium directly to West Sussex County Council online. There are criteria that need to be met and families that are likely to be eligible are encouraged to do so by the school. Information is also put into the school newsletter at various times during the school year and on joining the school. Children don't know which other students benefit from the Pupil Premium.</p>	
3	<p>To review governor correspondence including social media (17:37-17:43min)</p> <p>Q – Can RC have access to SharePoint? Yes. AN to arrange for RC to have access to SharePoint Governors' site.</p> <p>It was felt that the recent pupil reports were fantastic. A massive thank you and congratulations to all staff for such comprehensive reports. TN to share the Governors' thanks with the staff for the fantastic and comprehensive pupil reports.</p>	<p>AN</p> <p>TN</p>
4	<p>To approve the minutes of the last meeting and matters arising/actions (17:43-18:09)</p> <p>Approved.</p> <p>The budget for updating and maintaining the school website should go onto SDP going forward. TN to include budget for school website maintenance in next year's SDP</p> <p>TN to identify who is responsible for each section of the website – compliance, content, processes, etc. VB happy to assist. TN and VB to identify website owner for each of compliance, content, and processes.</p>	<p>TN</p> <p>TN/VB</p>
5	<p>To receive update on training undertaken by governors (18:09-18:09)</p> <p>AN and DM completed part 1 of the Link Governor training for Curriculum and Disadvantaged Pupils, respectively.</p>	
6	<p>SEF presenting (18:09-18:15)</p> <p>Thank you to TN and SW.</p>	

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	Thank you to AB and EG for their assistance.	
9	<p>SDP update (18:44-18:56)</p> <p>TN highlighted that there has been a great team approach towards the need to nurture physical health and emotional security. Staff are supporting each other and where workload may have increased in one area, it has been taken away in another.</p> <p>The emotional impact of Covid is starting to come to the fore. Parents have spoken to staff about children that are self-harming or have eating problems. The school is providing support to these families and it is necessary to be sensitive to the needs of our community.</p> <p>Governors asked TN to work with SS to consider the timing of the SDP going forward so that it links to budgeting more easily.</p> <p>The Governors are due to carry out another pupil voice survey in March.</p>	<p>TN/ SS</p> <p>VB/ DM/ TP</p>
10	<p>Receive assessment data (18:56-19:05)</p> <p>This shows that all age groups are affected by Covid. TN would like to see how this data compares to other schools. DM could provide anonymous data for larger schools. DM to provide large school assessment data to allow comparison to school data.</p> <p>Q - Why are percentages in maths low? Lockdown impact. EG has been working hard on the planning with EY/KS1 teachers. This is something to keep an eye on.</p> <p>An independent person is now required to ensure that test administration is happening properly. TN will invite a Governor to assist with test administration.</p> <p><i>RM left at 18:59</i></p>	<p>DM</p> <p>TN</p>
11	<p>To receive safeguarding update (19:05-19:07)</p> <p>Update provided on what "Early Help" is. This is the stage before child protection level. The school will highlight families that are vulnerable, at risk or might need some support and they can be referred to Early Help. It is voluntary for the families to participate. If the families choose not to engage with early help professionals, the school must decide whether to escalate to child protection or not. There is currently a large recruitment drive by West Sussex County Council to enable them to meet the current high demand for this service.</p>	
12	<p>The following policies are due for review and/or ratification by Governors. To agree next steps: (19:07-19:17)</p> <p><i>Next steps:</i></p> <p>a) SEND policy (doc 12a) Change review dates. Ensure consistency of terminology. DM's suggestions to be added to policies. Approved subject to changes. TN to ensure changes made to SEND policy.</p> <p>b) Supporting Pupils with Medical Needs ("SPMN") (doc 12b) Typo to be changed. Approved subject to changes. TN to make typo change to SPMN</p>	<p>TN</p> <p>DM</p>

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	<p>c) FOI information (docs 12c) Update dates. Approved subject to changes. TN to ensure changes made to FOI information policy.</p> <p>d) Teaching and Learning, including Monitoring and Assessment (doc 12d) For information only. Should be a 5-year policy.</p> <p>e) Accessibility Plan (doc 12e) Approved</p> <p>Ratification</p> <p>a. Anti-bullying policy Approved</p> <p>DM suggested that 'values and visions statement 2018' is removed from all policies.</p> <p>Q- Where are policies that are reviewed by Governors taken from? They are downloaded from the website.</p> <p>The school has had 3 requests for FOI in the last 3 years and will keep these in a disclosure log.</p>	TN
<p>13.</p>	<p>Any other urgent business <i>(to be notified to Clerk or Chair at least 24 hours before meeting)</i>(18:51-18:55)</p> <ul style="list-style-type: none"> - Acting Headteacher TN left room 18:52. AN proposed that TN should be paid as acting Headteacher for each day that she has been carrying out activities as acting head. AN proposed. DM seconded. All in favour. TN returned 18:53 Massive thank you from FGB for ensuring that the school has continued to move forwards during the Headteacher's absence. - Co-opted Governor vacancy AN proposed that TP is co-opted. All agreed. Thank you and welcome aboard! GL to send out new Governor email and associated paperwork. TP to book a slot with RC to carry out DBS check. - Very positive feedback from Science Week. Thank you to those that were involved. TN to share the Governors' thanks with the staff for Science week activities. 	<p>GL TP</p> <p>TN</p>
<p>14.</p>	<p>Date for next meeting: (19:17-19:18)</p> <p>23 May – 17:30 for school walk. 18:00 for FGB.</p>	

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Tables of Actions

Open actions:

Item	Action	By
210524 16	Investigate the differences in supply cost codes with the School Business Manager. Update 21/03/22 - In progress.	AN/SS
210927 05	Receive Register of Business (or Pecuniary Interest) declarations and Disqualification Declaration forms from VB Update 21/03/22 - c/f.	VB
210927 24	Attend Lead Governor training Update 21/03/22 - AN and DM done 1 of 2.	DM/AN/PB/RM
211122 3	Establish who still needs to complete NGA training Update 21/03/22 - c/f.	PB
211122 6	Undertake Link Governor training Update 21/03/22 - Re-booked as unable to attend previous session.	VB
211122 8	Share annual appraisal report Update 21/03/22 - c/f.	SS
211122 16	Share video of SharePoint presentation Update 21/03/22 - This has been uploaded to SharePoint, but to share with Governors separately.	AN
220124 5	Consider including PPA costs within staffing costs in next year's budget. Update 21/03/22 - AN discussed with RC, to follow up for next year budget.	AN
220124 8	To share with teachers the outcome of the outside learning advisor report to help inform teachers when they are planning Update 21/03/22 - TN to share LATC report from November.	TN
220124 12	Identify Emergency Lockdown Procedures Update 21/03/22 - Emergency plan obtained, it is a model policy. Emergency Lockdown procedures point to take forward.	TN
220321 1	To arrange for RC to have access to SharePoint Governors' site	AN
220331 2	To share the Governors' thanks with the staff for the fantastic and comprehensive pupil reports.	TN
220321 3	To include budget for school website maintenance in next year's SDP	TN
220321 4	To identify website owner for each of compliance, content and processes	TN/VB
220321 5	Governors to read and become familiar with the school SEF	All
220321 6	To investigate further the costs coded to CURGEN and SUPMISC to understand what makes up these cost codes and report to governors at the next FGB	AN
220321 7	To create a working party to complete the action plan to consider how the School Sports Grant should be spent before the funding is lost, for 2021/22.	TN
220321 8	To provide large school assessment data to allow comparison to school data.	DM
220321 9	Governors asked TN to work with SS to consider the timing of the SDP going forward so that it links to budgeting more easily.	TN/SS
220321 10	The Governors are due to carry out another pupil voice survey in March.	VB/DM/TP
220321 11	To invite a Governor to assist with test administration.	TN
220321 12	To ensure changes made to SEND policy.	TN
220321 13	To make typo change to SPMN	TN
220321 14	To ensure changes made to FOI information policy.	TN
220321 15	To send out new Governor email and associated paperwork	GL
220321 16	To book a slot with RC to carry out DBS check.	TP

Closed at this meeting:

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210712 01	Undertake NGA safeguarding training before September.	Closed
210927 04	Ensure PTA funds held are audited by adding to annual cycle	Closed
210301 10	Arrange the asset register review.	Closed
210927 11	Ensure school strategy is sufficient to comply with the expectations of the National Curriculum	Closed
210927 12	Read KCSIE changes	Closed
210927 13	Publish updated County model safeguarding policy to website	Closed
210927 14	Check compliance with safeguarding update	Closed
210927 16	Publish Equalities Statement on website	Closed
211122 7	Discuss Health & Safety Visit	Closed
211122 17	Share advert for parent Governor vacancy in the newsletter	Closed
220124 1	Review the way that action points are recorded, such as the way they are numbered	Closed
220124 2	In conjunction with action '210301 10', to arrange IT audit.	Closed
220124 3	Invite Governors to partake in themed weeks	Closed
220124 4	Ask Rob Hammond to get the website compliant asap and then to train staff and interested Governors on how to update it	Closed
220124 6	Linked to supporting vulnerable pupils, Governors were asked to look for evidence of a language rich environment when next visiting the school.	Closed
220124 7	Check on outstanding safeguarding actions from the Autumn tern report.	Closed
220124 9	See whether Learning Outside the Classroom can fit into the Teaching and Learning Governor role description.	Closed
220124 10	Update Accessibility plan	Closed
220124 11	DM to send Equality Information and Objectives policy to TN; TN to add equality statement to and publish on website Add equality statement to Equality Information and Objectives policy and publish on website	Closed
220124 13	Supply TN with IPC contact details re "20 is plenty" competition	Closed

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

Signed

Date