

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

MINUTES FOR MEETING OF THE FULL GOVERNING BODY HELD AT 6PM ON 23 MAY 2022

Barnes 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	Apologies
Tracey Newbold	Present
Victoria Baxter	Apologies
Rob McDonald	Present
Dawn Martin	Present (virtual)
Sue Whittle	Present
Robert Nye	Present
Tom Plowman	Present

Also present:

Gemma Lovegrove	(Clerk)
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1	<p>To receive and record apologies and declarations of interest (18:04-18:13)</p> <p>Apologies from VB who has childcare issues and SS who is on sick leave.</p> <p>AN's wife is the chair of the PTA and a teacher at the school. RM's wife is volunteering within the school.</p> <p>TN took Governors on a walk of the school. PB noted a significant progress in the cleanliness and tidiness of the school in the last 6 months.</p>	
2	<p>To review governor correspondence including social media (18:13-18:15min)</p> <p>There has been a generally positive social media presence recently.</p> <p>There is a Dormouse parent who has removed her child and has not been particularly complimentary about the school on Instagram. The Complaints Procedure was not followed prior to this, so the school was not given an opportunity to respond.</p>	
3	<p>To approve the minutes of the last meeting and matters arising/actions (18:15-18:33)</p> <p>Minutes approved.</p> <p>Thanks to TN and EG for the hard work put into planning for the development of the school grounds to provide more opportunities for outdoor learning.</p> <p>Actions captured at the end of these minutes.</p>	
4	<p>To receive update on training undertaken by governors (18:33-18:37)</p> <p>DM has completed Lead Governor training for Disadvantaged pupils and 'Advantaging the Disadvantaged'.</p>	
5	<p>To receive update on governors' visits to school since last meeting (18:37-18:52)</p> <p>a. Pupil Voice including playtimes Thanks to DM and PB.</p> <p>Q – How often should Governors come in to undertake a pupil voice session? These sessions are really valuable in helping the children learn to articulate their experiences, and it is good to have more visibility of the Governors. The topic should always link to the SDP (School Development Plan).</p> <p>b. Budget/interview support Thanks to SW for interview support.</p> <p>c. ECT Thanks to RN. RN/TN to update the ECT report (dated March 2022) to add detail and ensure the leadership perspective is included.</p> <p>A reminder that all Governors should send reports to the Headteacher for proof reading before forwarding on.</p>	RN/TN
6	<p>SDP update (18:52-19:13)</p> <p>There has been a big focus this term on KS1 progress. Children have all made substantial progress in reading. Phonics scores are showing progress from starting points, but the progress of some children in a small target group may not yet be rapid enough. Maths is still an area to develop and that will continue next year. Year 2's have taken their SATS. Thanks to JF for administrating seamlessly. It was felt they were approached confidently by the children.</p>	

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	<p>The school has been selected for KS2 moderation for Year 6 which is a lot of work for the teachers.</p> <p>TN led staff training on the use of Tier 2 and Tier 3 vocabulary, which has been embraced by teachers.</p> <p>History days have been planned to fill identified gaps in the curriculum. Both KS1 and KS2 will have a visit from a real-life history figure as a memorable moment but primarily, this will make sure of statutory National Curriculum coverage and understanding of that period.</p> <p>Science work – EG will lead opportunities to track work already done with the children as well as looking at government exemplification materials.</p> <p>Playground – the children have great enthusiasm for running and attending clubs that they have set up themselves and are showing excellent leadership qualities.</p> <p>Lesson study has been started but may be an area of the plan that will not be fully met this year but there is not the capacity in the school to do so now.</p> <p>It is surprising how much has managed to be kept on track considering the particularly challenging changes that have taken place. TN complemented all staff and the TAs who have provided continuity and stability throughout.</p> <p>Q – How does staffing look in September? Still unsure, but the school have appointed two new teachers. One will provide a degree of flexibility re SS/TN for two terms and will negate the issues around supply costs and availability. The other is a replacement for AB who is leaving.</p>	
7	<p>Risk register reintroduction (19:13-19:14)</p> <p>This document shows operational and strategic risks and AN would like to start discussing the strategic risks again during meetings in the next academic year, tabling 1 or 2 examples for discussion at FGBs.</p>	
8	<p>School council minutes (19:14-19:15)</p> <p>There is no school council currently but will reintroduce next year.</p>	
9	<p>Safeguarding update (19:15-19:16)</p> <p>There is an updated, draft KCSIE. All Governors to read Part A of KCSIE in time for the September FGB meeting. GL to circulate.</p> <p>DM/PB due to make a safeguarding visit in the school in June as part of the usual timetable of visits.</p>	All
10.	<p>To approve the budget (19:16 – 19:31)</p> <p>Q – Why have electricity costs only been increased by 18%? This is a figure provided by WSCC therefore used by the School Business Manager (SBM).</p> <p>Q – Where did the ‘cheque to be paid in’ come from? This money is from parents for PGL trip which is held in a ‘control’ account and to be paid in as a negative expense.</p>	

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	<p>Investigations around the £10,000 overspend in the general curriculum code from last year's budget are ongoing and the school culture of how spending is monitored is being looked into.</p> <p>Chair's Action was taken by AN to allow the interview panel to appoint an additional teacher. Despite pulling money from other areas of the budget to do this, it is likely that there will be an overspend on the budget this year. However, with the current staffing uncertainties, it was deemed that this is the best way to ensure continuity within school. Budget approved.</p>	
11.	<p>To review the code of conduct for Governors (19:31 – 19:31)</p> <p>All Governors to read and sign the Code of Conduct for Governors by the next meeting. GL to circulate and bring a hard copy and signing sheet to next meeting.</p>	All
12.	<p>The following polices are due for review and/or ratification by Governors. To agree next steps: (19:31-19:39)</p> <p>SW left meeting at 19:35</p> <p><i>Next steps:</i></p> <ul style="list-style-type: none"> a) <u>ECT policy</u> – approved b) <u>SEND local offer</u> – prepared by school. SW looks at in depth. Approval to be moved to FGB 1. DM to adjust policy review cycle. c) <u>SEND information report</u> – approval to be moved to FGB 1. DM to adjust policy review cycle. d) <u>First Aid in Schools</u> - approved e) <u>SCR Check</u> – PB/DM to carry out SCR check during visit in June f) <u>Security</u> – TN to check what is currently available and will do some investigation 	DM DM PB/DM TN
13.	<p>Any other urgent business (19:39-19:44)</p> <ul style="list-style-type: none"> a) SLAs (Service Level Agreements) Have continued with current arrangements b) Government white paper and Academies Recent paper from WSCC informs that all schools will become academies by 2030. If this happens, we can link with other schools to form a Multi Academy Trust (MAT). TN suggests it is looked upon it as an opportunity and to embrace change. Governors agreed that it would be good for the school to be in charge of the process, but when there is more stability within the school. c) AN to set meeting dates for next year d) Q – Are there are any dates for which the school would like Governor support? <ul style="list-style-type: none"> - Sports day - 23 June - School fete - 8 July - Open afternoon - 18 July e) There was a suggestion of a food related thank you to staff. Proposed date Wednesday 20 July straight after school. 	AN
14.	<p>Date for next meeting: (19:43-19:43)</p> <p>4 July, 6pm</p>	

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Tables of Actions

Open actions:

210927 24	Attend Lead Governor training	AN/PB/RM
211122 6	Undertake Link Governor training	VB
211122 8	Share annual appraisal report	SS
220321 2	The budget for updating and maintaining the school website should go onto SDP going forward.	TN
220321 6	Governors asked TN to consider the timing of the SDP going forward so that it links to budgeting more easily.	TN
230522 1	To update the ECT report (dated March 2022) to add detail and ensure the leadership perspective is included	RN/TN
230522 2	There is an updated, draft KCSIE. All Governors to read Part A in time for the September FGB meeting. GL to circulate.	All
230522 3	All Governors to read and sign the code of conduct for Governors by the next meeting. GL to circulate and bring a hard copy and signing sheet to next meeting.	All
230522 4	SEND local offer– prepared by school. SW looks at in depth. Approval to be moved to FGB 1. DM to adjust policy review cycle.	DM
230522 5	SEND information report– approval to be moved to FGB 1. DM to adjust policy review cycle.	DM
230522 6	PB/DM to carry out SCR check be done during visit in June	PB/DM
230522 7	AN to set meeting dates for next year	AN

Closed at this meeting:

210524 16	Investigate the differences in supply cost codes with the School Business Manager.
210927 05	Receive Register of Business (or Pecuniary Interest) declarations and Disqualification Declaration forms from VB
211122 3	Establish who still needs to complete NGA training
211122 16	Share video of SharePoint presentation
220124 5	Consider including PPA costs within staffing costs in next year's budget.
220124 8	To share with teachers the outcome of the outside learning advisor report to help inform teachers when they are planning
220124 12	Identify Emergency Lockdown Procedures
220321 1	Can RC have access to SharePoint? Yes. AN to arrange
220321 3	Identify who is responsible for each section of the website – compliance, content, processes, etc.
220321 4	Governors to become familiar with the SEF document
220321 5	This year's sports grant must be spent by July. A working party will be created to formulate an action plan.
220321 7	The Governors are due to carry out another pupil voice survey in March.
220321 8	An independent person is now required to ensure that test administration is happening properly. TN will invite a Governor to assist.

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

Signed

Date