

GOVERNORS OF BARNs GREEN PRIMARY SCHOOL

MINUTES FOR MEETING OF THE FULL GOVERNING BODY HELD AT 5PM ON 24 JANUARY 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	Present
Alex Nicholson	Present
Simon Simmons	Apologies
Tracey Newbold	Present
Victoria Baxter	Apologies
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)	
	Apologies from VB and SS. Both sick. AN's wife is the chair of the PTA and also an HLTA at the school.	

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

2	<p>Staff presentation – History (17:01 – 17:30)</p> <p>Presentation by AB. Slides attached (Appendix 1)</p> <p>Q – Is the school looking to do more history? Is that a high priority? History is already a significant proportion of what is taught and there is already a cross curriculum approach, but the aim is to make sure it isn't dumbed down in any way.</p> <p>Q – What might be useful for the Governors to look at during a history visit? Attend the Great Fire of London day, have a look at the timeline, speak to the children to see if they can recall texts that were linked to the topic, look at children's books.</p> <p>Q – Is there learning outside of the classroom The children did a dig outside for the stone age topic and have looked at Victorian drills.</p>	
3	<p>To review governor correspondence including social media (17:31-17:31min)</p> <p>None received</p>	
4	<p>To approve the minutes of the last meeting and matters arising/actions (17:31-18:07)</p> <p>Q – Can the action points be cross referenced back to the minutes? The reference number next to the action point references the minutes. The number is the date in reverse order followed by a serial number. GL/AN to discuss.</p> <p>Q – What is the point of the asset register? Insurance purposes and to ensure value for money in looking to replace items in a timely manner. Suggestion to use PAT testing for anything electrical. Ask JSPC to do an IT audit? Add big ticket items over a certain amount, then add furniture to ensure we have a full list of assets. Old equipment should be formally taken off the register rather than stored. TN will pursue.</p> <p>Q – Is the school strategy sufficient to comply with the expectations of the National Curriculum? Advice has been taken from schools of different sizes and have discussed this with the school advisor. Governors could speak to children/staff about this to get a flavour when visiting. It is on ongoing process. The concern is the missing areas. TN will invite Governors to partake in themed weeks.</p> <p>Q – Should the SDP be updated following a Governor visit? Yes. The SDP is on One Drive and Governors should update it in the Governor Visit column.</p>	<p>GL/AN</p> <p>TN</p> <p>TN</p>
5	<p>To receive update on training undertaken by governors (18:07-18:13)</p> <p>DM has completed the first part of lead training on disadvantaged pupils. Action plan involves all Governors being involved in the understanding of disadvantaged (vulnerable) pupils. DM suggested that all Governor visits should include questions that show this has been considered. The school should encourage all families that are entitled to register.</p>	

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

8	<p>Update on school response to Covid (18:53-18:59)</p> <p>TN has looked at the risk assessment to make sure it is as up to date and as consistent as it needs to be. Since Christmas, there have been seven absent due to covid. Two members of staff tested positive. The school is currently in a positive position and TN is also feeling positive about the catch up of the children. Children are making progress although gaps are significant in years six and two. Staff are working hard to intervene. School life is currently normal for children and trips for the year are planned.</p> <p>Q – Where does the money come from to help with catch up? Is there extra? Catch up funding was provided but that was not for staff cover, which comes out of the supply budget.</p> <p>RM left 19:00</p>	
9	<p>Review report from Learning Outside the Classroom Adviser (18:59 – 19:02)</p> <p>Q- When teachers are planning is outside learning included? Not currently. Could we include going forward? TN to action.</p>	TN
10	<p>To either agree the following or agree action to work on policies (19:02-)</p> <p>a) Sex and Relationship Education It was confirmed that statutory points of the curriculum are not being missed.</p> <p>Q – Does induction for new staff include delivery of SRE? Yes by modelling.</p> <p>Policy was agreed.</p> <p>b) Accessibility plan Not ready to be approved. To be looked at by SW/DM and then sent to RN/RM. Draft to be reviewed at next meeting.</p> <p>c) Equality Information and Objectives – DM suggested that previously agreed statement is added to policy. DM to send to TN. TN to update and publish on website.</p> <p>d) Emergency Lockdown Procedures – AN to identify.</p> <p>PB left 19:10.</p>	<p>SW/ DM/ RN/ RM</p> <p>DM/ TN</p> <p>AN</p>
11	<p>Any other urgent business (to be notified to Clerk or Chair at least 24 hours before meeting) (19:19 – 19:33)</p> <p>a) Itchingfield Parish Council meeting 22 November 2021 -</p> <ul style="list-style-type: none"> - The IPC would like to run the “20 is plenty” competition for the children again. AN to supply contact details to TN. - The IPC can supply trees – suggestion to plant a tree for jubilee. AN to go back to IPC to find out more information. RN will donate purple magnolia. <p>Q – Is there an update on the road crossing? Could it be picked up by a Governor in SS absence? TN happy for DM to take forward in SS absence.</p>	<p>AN</p> <p>AN</p> <p>DM</p>

GOVERNORS OF BARNs GREEN PRIMARY SCHOOL

	<p>b) Barns Green Village Trust 17 Jan 2022</p> <ul style="list-style-type: none"> - Nothing of note <p>c) Admin update</p> <ul style="list-style-type: none"> - Minutes to be sent out within 2 weeks of meeting - Agenda to be sent out as soon as it is ready and then associated documents to be sent out when they are ready - Associated documents to be numbered relating to the agenda point - Clarity of action points to be improved <p>Q – Has the Autumn term advisor report been corrected? TN has sent corrected version back to advisor and will chase</p> <p>Q – how is TN getting on? Feeling fine and enjoying it enormously. The school is in good shape and there is positivity amongst staff who are working as a great team. The children are positive. DM and SW have touched base and AN/TN are having a weekly update. All Governors stated that they are very happy to offer support in any way and thanked TN for doing such a superb job.</p> <p>There is a Space Day on 4 February and a National Physics Museum lab day on 24/25 March. Governors are welcome to attend and would be a helpful extra pair of hands.</p>	
16	Date for next meeting: 21 March 2022 at 17:00pm (19:33 – 19:33)	

Tables of Actions

Open actions:

Item	Action	By
210301 10	Arrange the asset register review.	TN
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
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	VB
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 16	Publish Equalities Statement on website	SS
210927 24	Attend Lead Governor training	DM/AN/PB/RM
211122 3	Establish who still needs to complete NGA training	PB
211122 6	Undertake Link Governor training	VB
211122 7	Discuss Health & Safety Visit	SS/RN
211122 8	Share annual appraisal report	SS
211122 16	Share video of SharePoint presentation	AN

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

211122 17	Share advert for parent Governor vacancy in the newsletter	VB
220124 1	Review the way that action points are recorded, such as the way they are numbered	GL/AN
220124 2	Invite Governors to partake in themed weeks	TN
220124 3	Ask Rob Hammond to get the website compliant asap and then to train staff and interested Governors on how to update it	AN
220124 4	Investigate whether the PPA cost can be an ongoing item on the next budget	AN
220124 5	Check on outstanding safeguarding actions	TN
220124 6	See whether Learning Outside the Classroom can fit into the Teaching and Learning Governor role description.	DM
220124 7	To share with teachers the outcome of the outside learning advisor report to help inform teachers when they are planning	TN
220124 8	Update Accessibility plan	SW/DM/RN/RM
220124 9	Add equality statement to Equality Information and Objectives policy and publish on website	TN
220124 10	Identify Emergency Lockdown Procedures	AN
220124 11	Supply TN with IPC contact details re "20 is plenty" competition	AN
220124 12	Find out more about trees offered by IPC	AN
220124 13	Investigate status of proposed crossing on Two Mile Ash Road	DM

Closed at this meeting:

201109 20		RN
210301 03	Prepare statement covering the support staff and how they are to be used.	SS
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.	SS
210927 02	Update Circle of Governance document and publish on the website	AN/VB
210927 15	Produce gap analysis for Prevent training	SS
210927 19	Explore ways to address possible absence of School Business Manager (SBM)	AN/SS
210927 22	Attend parish council meetings	PB/AN
211122 1	Organise a visit to Gossops Green school	SS
211122 2	Complete Prevent training	RN
211122 4	Discuss the traffic lighting of the SDP before uploading to SharePoint	AN/SS
211122 5	Feedback following attendance at Lead Governor training	AN
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 11	Update Behaviour policy	DM
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 14	Liaise with HR to ask for model policy of Support Staff Pay and Conditions	DM
211122 15	Review school Three Year Budget	AN
211122 19	Upload the Governor Monitoring Visit Guide to Sharepoint	SS

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

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Signed

Date