

GOVERNORS OF BARNs GREEN PRIMARY SCHOOL

MINUTES OF A MEETING OF THE FULL GOVERNING BODY HELD AT 5PM on 23 NOVEMBER 2023

Barns Green Primary School

Our Values are:

- Respect
- Responsibility
- Perseverance
- Compassion
- Community
- Inclusion

Our Vision is:

At Barns Green Primary School, we encourage every individual to be the best they can be, to become confident, secure and caring individuals who are ambitious in their learning and who welcome every opportunity, embracing each challenge, so they can confidently look forward to the future, ready for adventures that await.

Governors:

Alex Nicholson	Present
Tracey Newbold	Present
Victoria Baxter	Present
Rob McDonald	Present
Dawn Martin	Present
Sue Whittle	Present
Tom Plowman	Present
Simon Gale	Present
Adam Rood	Present
Tom Bouet	Present
Eoin Griffin	Apologies

Also present:

Gemma Lovegrove (Clerk)

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1	<p>To receive and record apologies and declarations of interest (17:03-17:03) AN's wife is an HLTA at the school. RM's wife is a TA at the school. Apologies received from EG.</p>	
2	<p>To review governor correspondence, including social medial feedback (17:03-17:03) Nothing received.</p>	
3	<p>To approve the minutes of the last meeting and matters arising (17:04-17:14) Minutes approved.</p>	
4	<p>To receive update on training undertaken by governors (17:14-17:15) TP – Introduction to Chairing Part 1 (October 23), Part 2 to be rebooked.</p>	
5	<p>To receive update on governors' monitoring since last meeting 17:15-17:32</p> <p>a. Pupil Premium grant monitoring report No questions. EG was incredibly well prepared. Thank you to DM and TB.</p> <p>b. SEND monitoring report. There is an increasing complexity of need within the school. Comparison of SENDCO leadership release times with other locality schools suggested, but other local schools have asked for assistance from our SENDCO because they don't have their own. The concern is that it will become more overwhelming as SEND numbers are rising. TN is already offering assistance. If the school is to be successful in SEND, more time with other agencies and reporting to other staff is needed. It could be that time out of the classroom is shared between SENDCO and Deputy.</p> <p>c. Cyber security Smoothwall software is currently being installed by JSPC to assist with monitoring internet access and has been added to the Safeguarding Policy. Survey has been completed re full fibre broadband it should be installed shortly which will enable the use of all cloud services. 6 new laptops have been purchased. 6 older laptops will be upgraded.</p>	
6	<p>Safeguarding update 17:32-17:42 Prevent training to be done by Governors every other year.</p> <p>SG to talk to RC about updating key fobs. TN to arrange for HB to have a set of new keys.</p> <p>One new starter has not been interviewed by Governors from a safeguarding perspective – needs to be captured next time.</p>	SG/TN
7	<p>To receive the Headteachers report 17:42-18:02</p> <p>a. School Evaluation form Having a deputy has made a difference to TN's capacity to do more. Performance data is very positive. TN to share IDSR summary (to be issued with the minutes). County progress review due next week – focus on YR and KS1, two subjects (History and Art chosen) and Governance.</p> <p>Q – Is there confidence that the category on the County Visit report will change this year? Everything that has been asked has been done, so hopeful that categorisation will change. SW, DM, VB, TP or RM to attend County Meeting.</p> <p>b. Annual appraisal report All teachers' appraisals have taken place by the end of October deadline and appropriate targets have been set.</p>	TN

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8	<p>Pay Committee to meet today. Recommendations for teachers only recently received. HTPM recommendations had been submitted in early September. It was proposed that a letter to teachers regarding pay rise should be written.</p> <p style="color: blue;">Date for future pay panel meetings to be established by TP to ensure any increase in pay is received as soon as possible after the performance management process is completed.</p> <p style="color: blue;">HTPM has been completed. Pay Committee to discuss and decide on process to inform RC. TP to feedback.</p>	TP TP
9	<p>To receive the 2022-2023 Data Report 18:10-18:28</p> <p style="color: red;">Q – There is a suggestion of booster sessions for some in the data report. When do you envisage these starting and how long would they run for? Booster classes have already started following pupil progress meetings. They mostly take place during assembly time, led by senior staff or sometimes with TAs. After Christmas booster classes for Y6 will start. We are still trying to source a suitable external tutor to lead some of these as we have Catch Up funding available.</p> <p style="color: red;">Q - For every year group up to Y4, maths is weaker than you would expect given the outcomes in English (I would expect it to be more in line with reading). Why is this and what is being done to rectify it? This is a whole school focus. Mathematical fluency is not strong, possibly linked to historical inexperience of KS1 teachers. Y1 and Y2 are split into two groups after lunch to follow the ‘Mastering Number’ programme recommended by the Maths Hub. We continue to be members of the Maths Hub which is providing helpful CPD for staff who have also been released to observe maths teaching in another school.</p> <p style="color: red;">Q - Y1 writing is weak – what is being done to support this cohort? This is a challenging cohort with a high level of SEND. A greater focus on the development of writing in EYFS has been introduced. The differing demands of the EYFS curriculum and the National Curriculum make this challenging. As English Lead, TN is very aware of the need to address this.</p> <p style="color: red;">Q - GDS is weak – what is being done to challenge more children to achieve above expected outcomes? The focus on Ordinarily Available Inclusive Practice has tended to be initially on SEND. Staff are aware of the need to challenge all pupils and there is a particular focus on extending this to the foundation subjects.</p> <p style="color: red;">Q - It is good to see that you are targeting children. Does this include specifically looking at children who are on track in two of the three RWM areas i.e. those that may make the biggest difference to the RWM outcomes? Yes.</p> <p style="color: red;">Q – How has the engagement of parents been? It hasn’t ever been that great, but it is encouraged all of the time. There are pockets of parents that are hard to reach. There has been better attendance at workshops aimed at parents than in the past.</p>	
10	<p>To either agree the following or agree action to work on policies 18:28-</p> <p>Moving forward, comments about policies should be provided via writing and discussed at the following meeting to ensure this agenda point remains timely.</p> <p>All below approved following changes, except for those carried forward.</p> <p style="margin-left: 20px;">a) New Child Protection and Safeguarding Policy and guidance notes - c/f from FGB1 – DM to make changes agreed by all</p>	DM

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	<p>b) Security Policy – DM to make changes agreed by all</p> <p>c) Anti-bullying – pending. c/f</p> <p>d) Behaviour Policy - DM to make changes agreed by all</p> <p>e) Charging</p> <p>f) Emergency Plan</p> <p>g) Health and Safety</p> <p>h) Intimate care</p> <p>i) Declaration of Gifts, Credit Card Policy and Business Travel Policy</p> <p>j) Pay Panel TOR – c/f to next meeting</p> <p>k) HTPM Panel TOR</p> <p>l) Lettings Policy (Hire Agreement) Q – how do we make sure that hirers follow safeguarding policy? – the venue isn’t hired to any groups that come into contact with children</p> <p>m) Safeguarding – TP to read policy point - 15.3</p> <p>All HR policies adopted –</p> <p>a) Teachers’ Pay Policy</p> <p>b) Appraisal Policy</p> <p>c) Capability Policy</p> <p>d) Discipline Policy</p> <p>e) Procedure on managing allegations of abuse against staff</p> <p>f) Grievance Policy</p> <p>g) Confidential Reporting Policy</p> <p>h) Sickness Absence Policy</p> <p>i) Industrial Injuries Policy</p> <p>j) WSCC Standards of Conduct</p> <p>k) Drugs and Alcohol Policy</p> <p>l) Smoking Policy</p> <p>m) Redundancy</p> <p>n) Emergency Situation Policy</p> <p>o) Guidance on Cyber Bullying</p> <p>SW left 18:33.</p>	TP
11.	<p>Website update and compliance check 18:41-18:45</p> <p>Calendar widget not working so VB to link to Google calendar instead. VB to follow up on actions from website compliance email. VB to put Governor newsletter onto school website.</p>	VB
12.	<p>Wellbeing update 18:45-18:48</p> <p>Trends and outcomes from workshop and questionnaire (13 respondents) to be pulled together. To be shared with TN before bringing to FGB3. Staff expecting to be updated in January/Feb.</p>	
13.	<p>To approve school three-year budget 18:48-</p> <p>Finance governors met with TN and RC.</p> <p>Q - Why does the Pupil Premium spending drop by £3500 in 2025-26? Three PP children in one year group are due to leave the school that year.</p> <p>Q - Absence Insurance. Is this covered elsewhere as I think we definitely need it? Yes – in Line 73 with SLAs.</p> <p>Q - Do we need to include c.£675 for the HTPM adviser costs each year? This is in 04 FUND.</p> <p>Q - My understanding is that we may not continue to receive PE and Sport Premium in 2025-26. Much will depend on the political agenda at the time... Should we remove this from the budget plan? It was agreed to leave this in, especially as it is an ‘in and out’ payment.</p> <p>Q - Why is our adopted child not showing? He has been included in Line 128.</p>	

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	<p>Q - Is the reduction from £45000 curriculum supply ending March '23 to £15000 a year realistic? Has the supply cost been moved elsewhere? The £45000 included very high exceptional costs linked to specific circumstances at the time. It is felt that £15000 should be reasonable.</p> <p>Q - Pupil Premium. Why is the figure for 2024-25 £3000 more than the other years? As this is a long-term projection and likely to change, it was agreed to leave it.</p> <p>Approved. Thank you to RC.</p>	
14.	<p>Any other urgent business</p> <ul style="list-style-type: none"> a) Review term of office for VB – TP proposed to re-co-opt for a further 4-year term. All agreed. b) Sharepoint document access – TP proposed that access becomes view only then questions are discussed at the meeting or sent to document author before the meeting. All agreed. c) Clerking – GL has handed in her resignation but has very much enjoyed the role. All expressed thanks. TP/TN to review Clerk JD and hours, could be combined with admin support. 	TP/TN
15.	<p>Date for next meeting 19:06-19:08</p> <p>Monday 29 January 5pm</p> <p>Strategy meeting – Thursday 7 March, 3pm. DM/TN to develop proposed agenda.</p>	TN/DM

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Tables of Actions

Open actions:

130323 05	TP to add acronym list to Governor Handbook	TP
130323 06	RM to present a higher level summary of data for Spring term in a graph format at the next meeting. Update 29.06.23 c/f. VB to send AI tool to RM. Update 2.10.23 - AN to take on, and to show TN how to use percentages. Use last two years end of year data. c/f Update 23.11.23 - c/f	AN
290623 04	AN to send out skills audit. Update 2/10/23 - TP to take on. Update 23/11/23 - Financial knowledge could be a gap in the future. Awaiting response from TN/EG. TP to write to new body of parents once exercise is complete - c/f	TP
290623 05	AN to identify the requirement for the co-opted governor vacancy and to write to the new body of parents. Update 2/10/23 - wait until after skills audit. c/f. Update 23/11/23 - vacancy should also be advertised to the community. TP to write piece for Big Mag	TP
290623 06	TB/VB to draft a staff wellbeing governor role description - c/f	AN
290623 12	review and action governor website page changes as per VB email 08.10.23 - c/f	all
231123 01	SG to talk to RC about updating key fobs.	SG
231123 02	TN to arrange for HB to have a set of new keys.	TN
231123 03	TN to share ISDR	TN
231123 04	Date for future pay panel meetings to be established by TP to ensure any increase in pay is received as soon as possible after the performance management process is completed.	TP
231123 05	HTPM panel has been completed. Pay Committee to discuss and decide on process and to inform RC. TP to feedback.	TP
231123 06	DM to make agreed policy changes	DM
231123 07	Safeguarding –TP to read policy point - 15.3	TP
231123 08	VB to follow up on actions from website compliance email.	VB
231123 09	VB to put Governor newsletter onto school website.	VB
231123 10	TP/TN to review Clerk JD and hours, could be combined with admin support.	TP/TN
231123 11	DM/TN to develop proposed agenda for March Strategy meeting	DM/TN

Actions closed this meeting:

290623 09	Sept WSCC website check. Update 2.10.23 check is done but actions to be carried out.	VB
290623 10	Autumn term governor newsletter to be sent out	VB
290623 11	TN to bring updated Self Evaluation Form (SEF) to next FGB.	TN

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

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Signed

Date