

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

MINUTES OF A MEETING OF THE FULL GOVERNING BODY HELD AT 5PM on 02 OCTOBER 2023

Barnes Green Primary School

Our Values are:

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

Our Vision is:

At Barnes 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
Robert Nye	Not present
Tom Plowman	Present
Simon Gale	Apologies
Adam Rood	Present
Tom Bouet	Present
Eoin Griffin	Present

Also present:

Gemma Lovegrove (Clerk)

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1	<p>To receive and record apologies and declarations of interest AN's wife is an HLTA at the school. RM's wife is a TA at the school.</p>	
2	<p>Election of Chair of Governors Clerk in the chair. TP was the only nomination for chair. DM proposed. AN seconded.</p>	
3	<p>Election of Vice Chair of Governors RM was the only nomination for vice chair. AN proposed. SW seconded.</p>	
4	<p>Discuss and agree governor roles and responsibilities Review document was updated - 14. Barns Green Governor Monitoring of the SDP 2023-24.docx Governors should look at their own role descriptions and update if necessary.</p>	
5	<p>Confirm Pay Panel membership TP, SG, TB</p>	
6	<p>Confirm Head Teacher PM Panel (should not overlap with Pay Committee) and HTPM Adviser DM, SW, VB</p>	
7	<p>Review and approve Instrument of Governance , Code of Conduct and Terms of Reference All approved. Code of Conduct signed.</p>	
8	<p>Receive Register of Business (or Pecuniary Interests) declarations AND Disqualification Declaration forms All received.</p>	
9	<p>Approve Scheme of Financial Delegation 'Finance Governor' changed to 'Finance Governors'. Approved.</p>	
10	<p>To approve the minutes of the last meeting and matters arising Minutes approved. AR joined at 17:29.</p>	
11	<p>To review governor correspondence, including social medial feedback Nothing received</p>	
12	<p>Safeguarding update VB, AR, GL, AN to do Prevent training. KCSIE document signed.</p>	
13	<p>Key priorities for new academic year and evaluated School Development Plan (SDP end date March 2024) Significant time has been spent responding to the Ofsted result and getting the intent as a school in place. The curriculum is now mapped out, clarifying knowledge expectations at each stage, subject leadership roles have been allocated and a meaningful paper trail has been established. Duncan Edwards, County Senior Advisor for Curriculum was very impressed when he visited. The next priority is to ensure the intent is implemented and the teaching provision is quality first practice. There needs to be a consistency of high expectation and inclusive practice. Assessment in the foundation subjects is to be further developed next; children will be expected to showcase their own learning against clearly identified end points.</p>	

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	<p>An idea is to use Governors to practise questioning of subject leaders to model what might happen before staff are quizzed by County or other external bodies.</p> <p>Following this, other priorities include:</p> <ul style="list-style-type: none"> - Building upon communication and good relationships that have been established with parents and community. Will continue to hold workshops for parents once a term. This term’s workshop was on the use of Knowledge Organisers and was attended by 20 families. - Embracing opportunities such as the children’s parade, sporting activities, links with CH, celebrating Black History Month. There is now a programme for assembly with a purpose and vision. - Considering staff wellbeing and supporting staff who are finding it difficult to keep up with the pace of change. Q – What does the support plan look like? There is a supported performance plan in place - 3 tight SMART targets. TN has spoken to HR, who were happy with the plan. Q – is there wider support for the whole staff? Parents have requested access to staff email addresses but this has been denied to protect staff wellbeing. Time off for personal reasons or appointments is well supported and staff are sent home if they are unwell. All teachers have access to a counselling service which has been provided voluntarily by a retired counsellor. Q – why do support staff not have access to the counselling service? That was not the offer and the individual is also offering voluntary play therapy sessions to children. It is an incredibly generous offer and TN does not want to ask for more at this time. <p>Next County visit is 30 November. SW and TP will represent the governors.</p>	
14	<p>Governor Monitoring</p> <p>DM added the staff wellbeing survey to the Governor Monitoring document.</p> <ol style="list-style-type: none"> a) SENCO - due next meeting. b) Disadvantaged pupils – report shared on 29.6.23. Due next meeting. c) Termly website check – received. d) Finance Meeting – receive proposed TOR for Finance Governors. Although all agreed to the circle of governance structure, it is felt that finance needs more time and space, so 6 finance meetings will be held before each FGB and high-level points brought to the group. To be reviewed after 1 year and noted that finance shouldn’t be more important than other responsibilities. Q - Where should the line be drawn between decisions and recommendations? It is written in the scheme of delegation. <p>Formal approval of installation of Solar Panels. DM proposed. AN seconded. Thank you to DM for the hard work put into organising this.</p> <ol style="list-style-type: none"> e) School Evaluation Form (SEF) The previous format is not appropriate for a school in RI so it will be re-worked. Currently not a high priority. Will run in conjunction with SDP. TN to bring to next FGB. 	TN
15	<p>To approve the following policies/documents [5-10min]:</p> <ol style="list-style-type: none"> i. New Child Protection and Safeguarding Policy and guidance notes. C/F 	

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	<ul style="list-style-type: none"> ii. Governor Expenses Policy. Approved iii. SEND Policy. Approved iv. SEND Local Offer. Approved v. SEND Information Report. Approved vi. Security policy C/F 	
16	<p>Staff engagement and wellbeing</p> <p>VB will attend both October inset days to chat through the reasons behind the survey and to hold a wellbeing workshop, based on the wellbeing charter. Staff will be encouraged to share ideas for how things can be improved. Both the survey data and feedback from workshops will be used to create an actionable plan and to understand what matters to people. VB will share outcomes at the next FGB. If possible, Governors are encouraged to the second session on Monday 30 October from 9-11am, as this will widen the number of ideas to be shared.</p>	
17	<p>Any other urgent business</p> <ul style="list-style-type: none"> a) Governor newsletter <p>To be sent out before half term</p>	
18	<p>Date for next meeting</p> <p>23 November at 5pm.</p> <p>May meeting to be moved from 16th back to 23rd.</p>	

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Tables of Actions

Open actions:

130323 05	TP to share acronym list from training and TB to add to Governor Handbook. DM to download from WSSfs.	TP/TB/DM
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 Excel to analyse and present data. Use last two years' end of year data. c/f	AN
290623 04	AN to send out skills audit. Update 2/10/23 - TP to take on.	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.	TP
290623 06	TB/VB to draft a staff wellbeing governor role description	AN
290623 09	Sept WSCC website check. Update 2.10.23 check is done but actions to be carried out.	TN
290623 10	Autumn term governor newsletter to be sent out	VB
21023	TN to bring updated School Evaluation form to next FGB.	TN

Actions closed this meeting:

130323 03	TN to work with SBM to update the asset register and arrange for it to be checked. Update 29.06.23 c/f	TN
130323 04	DM to provide an update, if any, at the next FGB on the Horsham solar panel grant. Closed	DM
220523 07	VB to send website checks to DM to be added to Sharepoint and policy review schedule,	DM/VB
290623 01	VB to show GL how to upload policies onto the website	VB
290623 02	GL to add end of year pupil premium review and plan for following to the website by 31 July	VB
290623 03	All to look at governor roles available before FGB 1	GL
290623 07	DM to request Liz Chaplin as the County Advisor for HTPM	TB/VB
290623 08	AN to run future FGB dates past SBM. c/f	TP

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

Signed

Date