MINUTES OF A MEETING OF THE FULL GOVERNING BODY HELD AT 5PM ON 22 MAY 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:

Peter Bird	Present
Alex Nicholson	Present
Tracey Newbold	Present
Victoria Baxter	Apologies
Rob McDonald	Present
Dawn Martin	Present
Sue Whittle	Apologies
Robert Nye	Not present
Tom Plowman	Present
Simon Gale	Present
Adam Rood	Apologies
Tom Bouet	Present
Eoin Griffin	Apologies

Also present:

Gemma Lovegrove (Clerk)

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1	 To receive and record apologies and declarations of interest 17:11-17:15 AN's wife is the chair of the PTA and also an HLTA at the school. RM's wife is a TA at the school. Apologies received and accepted from VB and EG. AN has spoken to RN to ask for an update but hasn't heard back. AN to thank him for his time but suggest he steps down. To review governor correspondence including social media 17:15-17:08 	AN	
2	There was a Facebook post asking for advice on local schools. Comments were overwhelmingly in favour of the school, but there was one negative comment. Despite this, the parent asking for the opinions has decided to send her child to the school.		
3	To approve the minutes of the extraordinary meetings and the last meeting and matters arising/actions 17:08-17:29 WSCC is attending to do an audit. TN to update following the visit. RM, TN, AN, SG, DM to be part of a premises working party to meet up. Solar Panel grant update – the money needs to be paid to a PTA rather than directly to the school. DM is actioning. The HDC grant is subject to WSCC	AN	
	approval. Has gone to area surveyor and will take up to 6 weeks. Update action on SS and c/f.	ļ	
4	To receive updates on training undertaken by Governors 17:29-17:51 DM attended summer termly briefing and has updated language on the governor visit template.		
5	 To receive update on Governors' visits to school since last meeting 17:51- 18:06 a. a – Health and Safety update. TN to do a risk assessment regarding concrete pipe. Q - who tests the fire alarms? TN to check who tests the fire alarm. b. Subject lead discussion (Geography) c. Subject lead discussion (History) d. SEND school visit – Time is still an issue. Clerical assistance would help, but aware of budget restraints. e. Termly website check - VB to update FGB about the termly website check at next FGB f. Pupil voice monitoring (Mind Maps) - Well done to the staff. The difference in books was noted since the last visit a year ago Staff feel concerned about the amount that they are being monitored. TP/RM to combine next visits so that it may feel less. Q - Is there anything governors can do to make it more comfortable? Staff will be asked to begin monitoring each other. 	TN	Commented [AN1]: Gemma: There was a point that needed minuting here, but my computer crashed and has lost it. Sorry Dawn
6	SDP update 18:06-18:17 There is a huge focus on consistency of approach, but staffing is currently a barrier. Development of subject leaders has continued. Long and medium term plans have been identified. Q – Are there any areas that will be red by March 2024? The website will not be new but should be compliant. Nothing else.		
7 8	School council minutes 18:17-18:17 Nice to read and great that the school council is in place. To receive safeguarding report/update 18:17-18:19		

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	All governors have read online safety policy. TP/PB are visiting tomorrow and will check with RC that all governors have met the safeguarding training requirements.	TP/PB
	PB is leaving at the end of the year, so it would be helpful to have another	
	governor step in to assist TP.	
	To approve the budget 18:19-18:28	
	78% of expenditure are staff costs, but anything under 80% is considered good.	
9	Curriculum costs now have greater visibility.	
	Thanks to RC. Budget is approved.	
	Headteacher update 18:28-19:01	
13	 A. County Progress Report. It felt as if they had an understanding of the school and EYFS provision was highlighted. JAT has taken well to the support, initiatives and ideas. Credit to JAT. The report is shared with the staff. B. Data for Spring term. Phonics for KS1 is improving and it is showing that the right support is being provided. SATs was calm and children were well prepared. Some work to be done on writing in KS1. There are some children with need. RM to present a higher level summary of data for Spring term in a graph format at the next meeting. SW left the meeting at 18:40. Q – Some attendance anomalies were noted. If attendance is poor, what is the next step? The anomalies were due to a persistent absence in year 6 and the fact that there is no compulsory attendance in Yr R until a child is 5 years old. Attendance for that class is levelling off. Letters regarding attendance are being sent out and there will be invitations to discuss attendance for some families. C. Staffing update. One teacher is leaving at the end of term. One teacher has been away due to a bereavement. Q – Are we fully staffed TA wise? There are two vacancies. One will be filled in the short-term next term, but we will continue with recruitment. Q – Are we full for next year? 24 children applied for first choice and 20 have been offered places. Two new children have started, and 4 starting in Yr1 next year. TN has filled in a questionnaire from WSCC around admissions and willingness to expand numbers. It is possible that we may welcome some international arrivals. D. Website. The major concern is that the website is seen as a front door for Ofsted. TN has a preference for a company to manage it but there is no money in the budget and there is still a requirement for a staff member to provide a company with the relevant information. TN to 	RM
	add updated website to the premises development plan.	TN
14	Governors newsletter 19:01-19:02	
14	It was excellent, thank you to VB.	
15	IT update 19:02-19:17 New SSID for the school (more security heavy) and guests. Old ones have been deleted. All access points have been updated and should be good for 10 years. Can be maintained by JSPC, with whom there is now a contract in place with a remote SLA and regular visits. Can add particular SSID for an event if required. Present hardware is almost all end of life, but all currently working. Staff IT training is required.	TN
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	Q – What IT equipment needs replacing now/urgently? Most computing is now brought up to date but it isn't quick. It does depend on the level of funds available. Something we can discuss at the PDP working group. TN to add website to the premises working party agenda.	
16	Staff engagement survey 19:17-19:23 The reason for doing it needs to be explicit so it isn't seen as worthless by staff. To be delegated to a working group (VB, AN, TB), and to go out to staff before next governors meeting. AN to action staff engagement working group meeting.	AN
15	To approve the following policies/documents 19:23-19:29 a. ECT policy b. First Aid in Schools c. Fire safety policy d. Teaching and Learning policy e. RSHE f. Offsite visits All approved.	
17	 Any other urgent business 19:29-19:32 a. The school fete is on 16 June at 3:20. If any governors would like to come and/or volunteer to help, please let Anne-Marie know. b. Dates for 23/24 meetings. AN to allocate based on last year and to alternate days c. GL to add an agenda point to discuss committee structure at the next FGB 	GL
18	Date for next meeting 19:33-19:33 Thursday 29 June @ 17:00	

Tables of Actions

actions:

Item	Action	By
2211212	All governors need to sign to confirm that they have met the safeguarding training requirements. PB will action. Update 13.03.23 - GL to take signing form to RC and email those that still need to sign, cc PB and TP. Update 23.5.23 PB to check	РВ
221121 14	Rob Hammond and VB will continue to look at options for improvements to the school website Update 13.03.23 c/f Update 23.05.23 c/f	VB
130323 03	TB to share acronym list from training course, and TP to add to governor handbook. Update 23.05.23 c/f	TB/TP
130323 10	TN to work with SBM to update the asset register and arrange for it to be checked. Update 23.05.23 Ongoing, to be done by half term, c/f	TN
130323 11	TN to work with SBM on the formalised renewal/repair programme for the next five years. Update 23.05.23 Ongoing: Premises Development Plan in draft. Need county input in respect of the building and possible SLA. Working party to be put together and meet, c/f	TN
130323 14	DM to provide an update, if any, at the next FGB on the Horsham solar panel grant Update 23.05.23 Update to come next FGB, c/f	DM
220523 01	AN has spoken to RN to ask for an update but hasn't heard back. AN to thank him for his time but suggest he steps down.	AN

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220523 02	RM, TN, AN, SG, DM to be part of a premises working party to meet up.	RM/TN/ AN/SG/ DM
220523 03	TN to do a risk assessment regarding concrete pipe.	TN
220523 04	TN to check who tests the fire alarm	TN
220523 05	VB to update FGB about the termly website check at next FGB	VB
220523 06	TP/PB are visiting tomorrow and will check with RC that all governors have met the safeguarding training requirements.	TP/PB
220523 07	RM to present a higher level summary of data for Spring term in a graph format at the next meeting.	RM
220523 08	TN to add updated website to the premises development plan.	TN
220523 09	AN to action staff engagement working group meeting.	AN
220523 10	GL to add an agenda point do discuss committee structure at the next FGB	GL

Actions closed this meeting:

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2210043	GL to follow up to obtain register of business or pecuniary interest declaration and disqualification declaration forms from PB and RN. Update 23.01.23. PB signed. Forms emailed to RN. Update 13.03.23 - AN to ask RN. Update 22.05.23 Point closed.	GL/PB/RN	
22112116	AN to put out a poll to review times and dates of FGB meetings going forward Update 23.01.23 c/f Update 22.05.23 Done	AN	
2301232	VB to create post Easter report from Governors for school newsletter. Update 13.03.23 - agreed to be sent once a term. DM to update monitoring schedule. Update 22.05.23 Completed	VB/DM	
230123 5	Share Teaching and Learning Policy at FGM meeting 4 Update 13.03.23 c/f Update 22.05.23 See agenda point 16	TN	
230123 9	Rewrite RSHE policy before next FGB Update 13.03.23 c/f Update 22.05.23 See agenda point 16	TN	
130323 01	AN to catch up with RN Update 22.05.23 Discussed, see agenda point 1	AN	
130323 02	AN to add EG to Sharepoint Update 22.05.23 Granted access.	AN	
130323 04	VB/SG/TB/PB to arrange for a meeting and undertake to fix broken parts of the school website. Update 22.05.23 See agenda 15 IT update	VB/SG/TB/PB	
130323 05	VB to create post Easter report. Agreed that newsletter should be sent once a term. DM to update monitoring schedule. Update 22.05.23 Completed	VB/DM	
130323 07	TN to check the status of the fire extinguishers. Update 22.05.23 Completed, they are good until 2024 and also covered off in Health and Safety report.	TN	
130323 08	TN to make a note of the number of parents who have expressed mental health concerns for their children in the first half of the Autumn term (baseline) and add it to the monitoring column of the SDP. Update 22.05.23 TN carried out	TN	
130323 09	Finance governors, TN, SBM, to meet with a view to establishing the process to get more regular information that will be more easily understand by all. Update 22.05.23 Done with thanks to Simon Gale for his help with the new report	AN/SG/TN/SBM	
130223 15	TN will bring up at locality heads' meeting about strike action implications to see how other schools are managing this Update 22.05.23 Completed	TN	
130223 16	TN to email governors to see who is available to attend the LA termly review meeting Update 22.05.23 Completed	TN	

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130323 17	TN to download Offsites visit for the next FGB Update 22.05.23 On agenda 15	TN
130323 18	All governors to read Online Safety Policy Update 22.05.23 Confirmed by governors present that his has been carried out.	ALL Governors
130323 19	AN to send poll for availability for week commencing 22 May 2023 Update 22.05.23 Completed	AN
130323 20	SG/TN to meet to discuss IT strategy Update 22.05.23 Carried out meeting	SG/TN
130323 21	TN to ask SW if she would like to be a part of the deputy HT recruitment panel Update 22.05.23 Completed	TN

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

Signed

Date

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