

GOVERNORS OF BARNS GREEN PRIMARY SCHOOL

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)

GOVERNORS OF BARNS GREEN PRIMARY SCHOOL

1	<p>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.</p> <p>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.</p>	AN
2	<p>To review governor correspondence including social media 17:15-17:08 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.</p>	
3	<p>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.</p> <p>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 approval. Has gone to area surveyor and will take up to 6 weeks. Update action on SS and c/f.</p>	AN
4	<p>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.</p>	
5	<p>To receive update on Governors' visits to school since last meeting 17:51-18:06</p> <ol style="list-style-type: none"> 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. <u>Subject lead discussion (History)</u> 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 <p>Staff feel concerned about the amount that they are being monitored. TP/RM to combine next visits so that it may feel less.</p> <p>Q - Is there anything governors can do to make it more comfortable? Staff will be asked to begin monitoring each other.</p>	TN
6	<p>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.</p>	
7	<p>School council minutes 18:17-18:17 Nice to read and great that the school council is in place.</p>	
8	<p>To receive safeguarding report/update 18:17-18:19</p>	

Commented [AN1]: Gemma: There was a point that needed minuting here, but my computer crashed and has lost it. Sorry Dawn

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

	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

Open actions:

Item	Action	By
221121 2	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	PB
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

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

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:

221004 3	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
221121 16	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
230123 2	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

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

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