

GOVERNORS OF BARN'S GREEN PRIMARY SCHOOL

MINUTES OF A MEETING OF THE FULL GOVERNING BODY HELD AT 5PM ON 13 March 2023

Barn's Green Primary School

Our Values are:

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

Our Vision is:

At Barn's 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	Present (from 17.19)
Rob McDonald	Present (from 17.16)
Dawn Martin	Present
Sue Whittle	Apologies
Robert Nye	Apologies
Tom Plowman	Present
Simon Gale	Present
Adam Rood	Apologies
Tom Bouet	Present
Eoin Griffin	Present

Also present:

Gemma Lovegrove (Clerk)

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

1	<p>To receive and record apologies and declarations of interest 17:04-17:05</p> <p>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 SW and RN. VB and RM running late. AN to speak with RN and get an update.</p>	AN
2	<p>Welcome to new staff governor 17:05-17:07</p> <p>It's a pleasure to have EG on board. AN to add EG to SharePoint.</p>	AN
3	<p>To review governor correspondence including social media 17:07-17:08</p> <p>Nothing new, but positive comments heard, and congratulations in person to TN.</p>	
4	<p>To approve the minutes of the extraordinary meetings and the last meeting and matters arising/actions 17:08-17:29</p> <p>Minutes of x3 meetings approved.</p> <p>Actions discussed and noted on actions spreadsheet.</p> <p>RN joined the meeting at 17:16 and VB joined the meeting at 17:19.</p>	
5	<p>To receive updates on training undertaken by Governors 17:29-17:51</p> <p>TB – introduction to Governance. TP to share acronym list from training, and TP to add to governor handbook.</p> <p>There was discussion around the allocation of shadowing roles for succession planning and to cover sickness. TB to shadow SW for SEND. Suggested AR shadow DM (tbc). RM and VB to cover ECT. Governors can still be a part of other visits, but good to formalise.</p> <p>Website discussed. New website required, but no budget at the moment. VB is checking for minimum legal requirements. VB/SG/TB/PB to arrange for a meeting and undertake to fix broken parts of the school website. It would be good to make it a useful portal for parents and reduce effort and expenses for school (reports, spellings, etc).</p>	TB/TP VB/SG/TB/PB
6	<p>To receive update on termly Governor newsletter 17:51-17:51</p> <p>VB to create post-Easter Governor newsletter see action 230123 2. Agreed that newsletter should be sent once a term. DM to update monitoring schedule to include Governor newsletters see action 230123 2.</p>	VB DM
7	<p>To receive School Council minutes 17:51-17:53</p> <p>The school council is looking to spend PTA money on enhancing the school playground with an 'enchanted forest' with wooden tepees, mushrooms, etc. designed by students.</p>	
8	<p>To receive update on Governors' visits to school since last meeting 17:53-18:09</p>	

GOVERNORS OF BARN'S GREEN PRIMARY SCHOOL

	<p>1. Disadvantaged pupils Q – what is the greatest challenge apart from resources? Some work (including pastoral) required to get younger age groups to meet their age-related expectations. Many PP children come with additional needs, but progress is being made. The proportion of Pupil Premium children is increasing.</p> <p>2. Governors to visit to see school at work. Thursday 25 May AM agreed.</p> <p>3. H&S TP/RM need to arrange a Health and Safety visit. The school is due a H&S audit in November and SBM is spending time on this next week to prepare. TP/RM to share previous report with SBM. Fire extinguishers need to be updated. TN to check the status of the fire extinguishers.</p> <p>4. Safeguarding – see 11.</p> <p>5. Staffing Structure Working Party Meeting held to identify staffing needs. It was agreed that the school needs a deputy head teacher. An advert has gone out. Q – How was the decision made? Following discussion with TN during working party meeting. The staffing structure had been formalised into a chart that was attached to the agenda papers and was approved by Governors.</p> <p>Governor Monitoring Chart: TN to add a note of the number of parents who have expressed mental health concerns for their children in the first half of the Autumn term to the monitoring column of the SDP (item 3d).</p>	<p>TP/RM</p> <p>TR/RM</p> <p>TN</p> <p>TN</p>
9	<p>To receive Finance Reports 18:09-18:20</p> <ul style="list-style-type: none"> • Current Cost Centre Report 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. • SFVS Needs to be submitted by the end of March. SFVS approved subject to the following actions: <ul style="list-style-type: none"> • Finance updates to be reviewed by Finance Governor and provided to FGB each half-term by School Business Manager. • SDP review to be moved to early Spring term 2024 to identify budget priorities. • The asset register needs to be updated. TN to work with SBM to update the asset register and arrange for it to be checked • Formalised plan for renewal/repair of assets. SG has the IT asset register, which is formally recorded with the PAT testing records. TN to work with SBM on the formalised renewal/repair programme for the next five years. • Barns Green Primary School Guidance on Declaration of Gifts, Hospitality and Interests 	<p>AN/SG/TN</p> <p>TN</p> <p>TN</p>

GOVERNORS OF BARNs GREEN PRIMARY SCHOOL

	<p>AN proposed. DM seconded.</p> <ul style="list-style-type: none"> Barns Green Primary School Guidance on the use of a School Credit Card There has been a change of how the school spends money which has helped. AN proposed. DM seconded. Q – who is the holder of the credit card? It will be in the name of the SBM. Barns Green Business Travel Policy Taken from county policy. AN proposed. DM seconded. DM will update the policy review cycle to include the annual review of these policies in the annual business meeting in the Autumn term. 	DM
10	<p>To approve 3-year budget (18-20-18:26)</p> <p>The budget is signed off and has been submitted to WSCC (Chair’s action). The 22/23 budget deficit was £6,000. The 23/24 balance is forecast to be £25,000. Q – how is the balance in 23/24 being achieved? Staffing costs are down and there is no Deputy Head in the Summer term</p>	
11	<p>To receive safeguarding report/update 18:26-18:27</p> <p>TP/PB would like to visit the school. TN believes actions since last meeting have been completed.</p> <p>Q – is Bromcom working well from a safeguarding point of view? It doesn’t have a great deal of impact and is being used in conjunction with the old system of recording safeguarding.</p>	

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

12	<p>To receive the Headteacher’s report 18:27-18:41</p> <p>Thank you for a through report. TN feels a need for time to consolidate, reflect, and embed the changes that have taken place.</p> <p>A significant piece of work that has been started is the reintroduction of subject leadership within the school. Q – What support is available? TN has identified Dormouse and subject leadership as well as leadership within the school as requirements for support and there is support from the Sussex Learning Trust. TN is open to looking at wherever the expertise might be. TN is working collaboratively with other primary schools. The school has been given an extra £4,800 through County School Support Plan to fund the release of staff for training purposes and could ask for more if required.</p> <p>Professional visitors have provided lovely and positive feedback, particularly relating to inclusion. There have been more applications for EHCPs which does have an impact on staffing time</p> <p>The second solar panel grant was not successful, but the first grant was. DM is challenging the second grant. DM to provide an update, if any, at the next FGB on the Horsham solar panel grant.</p> <p>Q – How has the strike action impacted staff? There is now a union rep. The staff who are not taking industrial action are feeling guilty that they are not supporting the strike, and the feeling is that more classes will shut if the action continues. Parents have been supportive, but it comes at a cost. TN will bring up at locality heads’ meeting about strike action implications to see how other schools are managing this</p>	
13	<p>To receive SDP progress report 18:41-18:42</p> <p>The update is online, and it has been annotated by TN. The school is currently 6 months into the plan, with 1 year to go.</p>	
14	<p>Identify Governors to attend the LA termly review meeting 18:42-18:48</p> <p>Once the date is known, TN to email governors to see who is available to attend the LA termly review meeting.</p>	TN
15	<p>To approve the following policies/documents 18:48-19:06</p> <ul style="list-style-type: none"> a. Teaching and Learning policy (carried over from FGB 3). TN still has work to do on this, therefore, to carry over to FGB 4 see action 230123 5. b. EYFS policy (carried over from FGB 3) - approved c. RSHE (carried over from FGB 3) TN still has work to do on this. To carry over to FGB 4. d. Remote Learning (carried over from FGB 3) - approved e. Supporting Pupils with Medical Needs and Supporting Pupils with Medical Needs – Appendices - approved f. FOI information (AD) - adopted g. Publication Scheme - approved h. Offsite Visits - to carry over. County model policy is not on the website but is on Evolve instead. TN to download Offsites visit for the next FGB i. Governor Handbook – thanks to TP 	<p>TN</p> <p>TN</p> <p>TN</p>

GOVERNORS OF BARNs GREEN PRIMARY SCHOOL

	<p>j. Online Safety Policy – adopted. All governors to read Online Safety Policy. SG agreed to be online safety governor.</p> <p>k. Swimming Policy – Governors don't need to approve</p> <p>SG gave an IT update (see AOB) and left the meeting at 19:06</p>	All
16	<p>Agree times and dates for future meetings 19:06-19:07</p> <p>AN to send poll for availability for week commencing 22 May 2023.</p>	AN
17	<p>Any other urgent business 19:07-19:16</p> <ul style="list-style-type: none"> • IT update The school cyber safety audit has been completed. JSPC are coming in during Easter and will bring all IT equipment up to date and ensure it is safe to use. A new security profile for internet services will be updated during the Easter break. From April there is a need to spend on a 12-month remote support package provided by JSPC which includes an onsite monthly visit. £4,000 from DFCG needs to be approved. The Wi-Fi Cisco access points are almost out of support and the ID used hasn't been changed for too long. The intention is to produce two new SSIDs, one for the school equipment and one for guests. The licencing for Cisco runs out in May, and there is a £3,000 fee for a new 3-year licence. SG proposed that all school access points are updated to a product that doesn't require a licence at a cost of £2,000. This is being built into the finance plan. SG/TN to meet to discuss IT strategy. Q – is this going to impact equipment that has been mothballed? The intention is that JSPC will make sure everything works or is disposed of appropriately • Deputy HT recruitment panel The shortlisting takes place on 23 March. The interviews are on 29 March. PB/DM to be on the panel. TN to ask SW if she would like to be part of the panel. 	SG/TN TN
18	<p>Date for next meeting 19:16-19:16</p> <p>w/c 22 May. TBC</p>	

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

Tables of Actions

Open actions:

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.	RN/AN
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	GL/PB
221121 14	Rob Hammond and VB will continue to look at options for improvements to the school website Update 13.03.23 Carry forward	VB
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.	VB/DM
230123 5	Share Teaching and Learning Policy at FGM meeting 5 Update 13.03.23 Carry forward	TN
230123 9	Rewrite RSHE policy before next FGB and share at FGB 5. Update 13.03.23 Carry forward	TN
130323 01	AN to speak with RN and get an update	AN
130323 02	AN to add EG to SharePoint.	AN
130323 03	TP to share acronym list from training, and TP to add to governor handbook.	TB/TP
130323 04	VB/SG/TB/PB to arrange for a meeting and undertake to fix broken parts of the school website.	VB/SG/ TB/PB
130323 05	TP/RM need to arrange a Health and Safety visit.	TP/RM
130323 06	TP/RM to share previous report with SBM.	TP/RM
130323 07	TN to check the status of the fire extinguishers.	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 (Item 3d).	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.	AN/SG/ TN
130323 10	TN to work with SBM to update the asset register and arrange for it to be checked	TN
130323 11	TN to work with SBM on the formalised renewal/repair programme for the next five years.	TN
130323 12	DM will update the policy review cycle to include the annual review of these policies in the annual business meeting in the Autumn term.	DM
130323 13	DM will update the policy review cycle to include the annual review of these policies in the annual business meeting in the Autumn term.	DM
130323 14	DM to provide an update, if any, at the next FGB on the Horsham solar panel grant	DM
130223 15	TN will bring up at locality heads' meeting about strike action implications to see how other schools are managing this	TN
130223 16	TN to email governors to see who is available to attend the LA termly review meeting.	TN

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

130323 17	TN to download Offsites visit for the next FGB	TN
130323 18	All governors to read Online Safety Policy	All
130323 19	AN to send poll for availability for week commencing 22 May 2023.	AN
130323 20	SG/TN to meet to discuss IT strategy	SG/TN
130323 21	TN to ask SW if she would like to be a part of the deputy HT recruitment panel	TN

Actions closed this meeting:

210927 24	Attend Lead Governor training. Update 23.01.23 RM suggested SEND might be done by someone else. TP to do safeguarding. Update 04.07.22 AN done 1 of 2; RM attended H&S training 17.06; PB booked for Sept; RM to do SEND session Update 03.10.22 AN partway through Lead Governors course, but is going to leave it for now	DM/AN/ PB/RM
221121 16	AN to put out a poll to review preferred times and days of FGB meetings going forward Update 13.03.23 Poll sent out for w/c 8 May but was meant to be more general.	AN
230123 1	Staff to undertake the NSPCC cyber security training. DM to send link to TN	DM
230123 3	Add Governor Handbook in policy review cycle	DM
230123 4	Create Governor newsletter standing agenda point	GL
230123 6	Send adjustments to Behaviour policy to TN	DM
230123 7	Send suggested date for governor visit to AN. Update 13.03.23 Thursday 25 May AM decided	TN
230123 8	Set a date to discuss school budget	AN/SG
230123 10	Send adjustments to Accessibility plan to TN	DM
230123 11	Send model strike letter to TN	DM
230123 12	Governors will need to decide how much of the additional DFCG can be allocated to this project.	All
230123 13	The recruitment of an administrator for SEND has been mooted. Suggestion to build that into the review of the administration of the school. Update 13.03.23 - TN feels that would take the role away from AH. Has been given extra time to get on top of admin, so no longer feels necessary.	TN
230123 14	Cost centre report – to be reviewed by a working party	AN/SG/ TN/DM
230123 15	Three year budget – to be reviewed by a working party	AN/SG/ TN/DM
230123 16	SFVS - to complete for FGB 4	AN/SG
230123 17	What support has been offered by County to help us to improve our procurement systems? Example policies have been sent to AN by County. AN/SG to set a date to discuss and report back to FGB 4.	AN/SG
230123 18	Send details of training to the clerk	TP

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

Signed

Date