

# GOVERNORS OF BARNs GREEN PRIMARY SCHOOL

## MINUTES OF A MEETING OF THE FULL GOVERNING BODY HELD AT 5PM on 29 JUNE 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	Present
Rob McDonald	Present
Dawn Martin	Present
Sue Whittle	Present
Robert Nye	Not present
Tom Plowman	Present
Simon Gale	Apologies
Adam Rood	Not present
Tom Bouet	Present
Eoin Griffin	Apologies

#### **Also present:**

Gemma Lovegrove (Clerk)

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1	<p><b>To receive and record apologies and declarations of interest 17:05-17:06</b> 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>	
2	<p><b>To review governor correspondence including social media 17:06-17:06</b> None received.</p>	
3	<p><b>To approve the minutes of the extraordinary meetings and the last meeting and matters arising/actions 17:06-17:15</b> Minutes approved.</p> <p>Update on solar panels – The PTA have applied for the grant from Shell and pre-planning permission has been applied for, as per the requirement of the Local Authority as part of their process of approval.</p>	
4	<p><b>To receive updates on training undertaken by Governors 17:15-17:16</b> TP - Lead Governor Safeguarding Day 1. To report at FGB 1. DM - Summer Governor Briefing - April. DM – Spotlight on Primary Reading – June.</p>	
5	<p><b>To receive update on Governors' monitoring activities since last meeting 17:17-17:39</b></p> <p>a – Outdoor Learning Helpful for staff to know it is having a positive impact because it takes significant curriculum time. Children are utilising the skills in their play. Thank you to DM for stepping in for this visit.</p> <p>b – Health and Safety Water wall has been fixed. Thank you to DM for stepping in for this visit.</p> <p>c – ECT End of Year Review Credit to TN who has facilitated the teamwork, and credit to both teachers involved. It is a very positive journey. Two of the 3 TAs in EYFS are also new and have created a great dynamic. The expertise amongst the team has been noted.</p> <p>d – Website The focus has been on organising and tidying. A card sorting activity has been carried out and pages have been consolidated which have already given a nicer feel and made the site more accessible. Next steps are to get the Facebook widget and calendar working and to consider a new theme. It is now compliant, other than for some policies; the latest versions need to be uploaded. GL to manage the addition of policies. There needs to be a process put in place to ensure it stays tidy now. <b>VB to send website checks from 2022-23 to DM to be added to SharePoint and Governor Monitoring schedule, and VB to show GL how to upload policies onto the website.</b></p> <p>e – Pupil Premium</p> <p><b>Q – how many vulnerable pupils are in the school?</b> Vulnerable pupils are 5<sup>th</sup> of the school which is quite sizeable. About half of these receive pupil premium.</p> <p><b>Q – how does the school ensure all staff are aware of these children?</b> There is a vulnerable pupils list which staff keep up to date with a record of the support in place for individuals. The school works very closely with families and vulnerable pupils are flagged in staff meetings where next steps are discussed. TN would like to share and celebrate more widely at a high, generic level how the school is supporting these children and create an awareness that for certain children there is a lot going on behind the scenes. She will add</p>	<p>TP/ DM</p> <p>TP/ DM</p> <p>SW</p> <p>VB</p>

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	<p>information into school newsletter in September, to encourage parents who may be eligible, even for a short time, to apply for Pupil Premium.</p> <p><b>Q - what is the intake for next year?</b></p> <p>The Pupil Premium information isn't available yet, but a lot of the intake are known families to the school. All home visits have taken place and no red flags have been raised yet. The school did receive an application for a child with significant difficulties and have outlined concerns to council. The Reception class for next year is full.</p>	
6	<p><b>End of year pupil premium review and plan for following year 17:39-17:40</b></p> <p>Approved and can go onto website. GL to add by 31 July.</p>	GL
7	<p><b>End of year school sports grant review 17:40-17:41</b></p> <p>Objectives achieved. See evaluated plan.</p>	
8	<p><b>Headteachers report including County Progress update and early end of year data 17:41-18:11</b></p> <p>Headteachers Report</p> <p><b>Q - 2.6% unauthorised absence noted</b></p> <p>Mainly due to holidays in term time. It is hoped that the current initiatives will reduce this in time. One child is persistently absent.</p> <p><b>Q – GLD - 67%. Please tell us more.</b></p> <p>Writing and maths was strong but 'Word Reading' was weaker. Children who did not achieve GLD have been identified and have made progress. Some will be on the SEN register. One has an EHCP.</p> <p><b>Q – KS1 outcomes are weaker as predicted. What additional support will be in place going into Year 3?</b></p> <p>There is a thorough transition process. A key group will have continued support and there will be a TA in the class.</p> <p><b>Q – Will Squirrel class still be low in number?</b></p> <p>There will be more of a balance between Squirrel/Otter next year.</p> <p><b>Q – What is the longevity of the PTA?</b></p> <p>All three office bearers resigned this week as their children are moving on - very concerned about it and it was a shock in terms of succession planning. The PTA has an impact on many areas of the school and is much more than the money raised, although this is significant. TN has had private conversations with parents that have previously expressed an interest.</p> <p><b>Do you think the current parents will stay until September to get the grant? It</b> is hoped that a new committee will be appointed at the AGM this week.</p> <p><b>Do Governors get involved if there is no PTA?</b> No.</p> <p>County Progress update was good and the visits are becoming increasingly helpful. They have a better understanding of us as a school and the points they have identified align with the points we are aware of. The number of people coming in on the review day presents challenges for a small school as there are few staff left in class to teach. Splitting the visitors would help. A lack of capacity in leadership has been identified, and County have supported an application to the Area Improvement Board to fund 1.5 days release for one term for the DHT. This would allow for leadership time to support staff with subject leadership and with TN to develop joined up thinking.</p> <p><b>Q – How will the impact on the Deputy Head's class be mitigated?</b> Possible job share with known teacher.</p> <p><b>Q - Fully staffed in September?</b> Year 6 teacher has come to the end of her contract, but there are no other movements planned.</p>	

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	<p><b>Q – The County Progress report category at the end of each report has remained unchanged throughout this academic year. What does it mean for our school?</b> It means we are still at risk and haven't yet convinced County that there is the ability to articulate the sequential nature of the planning. What we have to achieve is significant and will take a huge shift and some time.</p> <p><b>Q – What is the best case time scale scenario for a category change?</b></p> <p>By the time County visit again in the Autumn term we will be able to show more focussed planning and Subject Leaders will be better able to explain the learning journey. By this time next year, we would like to be able to say we are good.</p>	
9	<p><b>School Council minutes 18:11-18:12</b></p> <p>Received and nice to read. The children really rise to these leadership roles.</p>	
10	<p><b>Safeguarding update 18:12-18:15</b></p> <p>NSPCC audit went very well – we scored 100%. However, the grounds still aren't quite secure. The school DSL should attend County DSL briefing meeting. The school continues to have a great safeguarding record and it is an area of strength. Well done to all. Thank you to PB for being safeguarding lead for a long time.</p>	
11	<p><b>Governors' succession planning 18:15-18:20</b></p> <p>AN will not be standing for chair next year, after volunteering for 4 years, but will stay on the governing body next year and would like to stand for Vice Chair. If anyone would like to stand for Chair, that would take place at the September meeting. <a href="#">Please let the Clerk know.</a></p>	
12	<p><b>Governing Body structure 18:20-18:31</b></p> <p>Previously FGB met 3 times a year and the 'Finance and Premises' and 'Teaching and Learning' sub committees met 3 times a year. Partly due to Covid and to low Governor numbers three years ago, there was a change to a circle of governance structure.</p> <p>All agreed that the circle of governance structure should remain, but more finance governors were required. There will also be Wellbeing Governors. Time to define and allocate roles will be added to FGB1. <a href="#">All to look at role descriptions before then</a> (see link to role descriptions in actions).</p>	All
16	<p><b>Update skills audit 18:31-18:34</b></p> <p><a href="#">AN to send out.</a> This is particularly useful if there are vacancies in governing body. There is one vacancy for a co-opted governor to replace PB. <a href="#">AN to identify requirement and write to the new body of parents.</a> An advert to go into the Big Mag and governors to attend the 'Six Weeks In' meeting for new parents.</p>	AN
17	<p><b>Staff engagement survey 18:34-18:55</b></p> <p>The survey is ready to view now, but will be finalised and sent out next term. VB will share information with staff this term so they know it is coming. It is felt that staff feel scrutinised by TN, governors and County. This is part of the drive to raise standards but is particularly noticeable due to the lack of monitoring in previous years. Following the survey, key trends will be identified, and an action plan made. <a href="#">Wellbeing Governor role description to be written by TB/VB.</a> Governor reports could also help teachers be clear about the current priorities for their area of responsibility and to be better prepared for external monitoring. They are shared by the lead governor with the interviewee. Perhaps others e.g. the Outdoor Learning Pupil Voice report could be shared more widely by the headteacher? Cultural shift will always be slow.</p>	TP/VB

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15	<p><b>To approve the following policies/documents 18:55-18:58</b></p> <ul style="list-style-type: none"> <li>a. Admissions</li> <li>b. Complaints</li> <li>c. Managing Serial and Unreasonable Complaints</li> <li>d. Positive Handling</li> <li>e. Data Protection (incl. Privacy Notice for Pupil Information, Schools Workforce, Recruitment and Volunteers)</li> <li>f. Learning Outside the Classroom (to replace the Offsite Visits Policy)</li> <li>g. Attendance and Punctuality Policy</li> <li>h. Pay Policy</li> </ul> <p>All approved.</p>	
16	<p><b>Any other urgent business 18:58-19:10</b></p> <ul style="list-style-type: none"> <li>a. Possible staff presentations to Governing Body during next academic year (1-2min)</li> </ul> <p>It would be good to meet Holly B in FGB2 as well as learn more about outdoor learning (Eoin G), SEND (Alicia H) and to go through a fictitious safeguarding situation case study (TP to discuss with TN). Visits should link to the new SDP from next March.</p> <ul style="list-style-type: none"> <li>b. Appointment of a County Adviser for HTPM (1-2min)</li> </ul> <p>All happy to use a County Advisor to advise and write report. Good to have an external voice. <a href="#">DM to request Liz Chaplin.</a></p> <ul style="list-style-type: none"> <li>c. End of term gift for staff (1-2min)</li> </ul> <p>Would staff appreciate a gathering at Sumners on Monday 17 July immediately after school or would it feel like a chore? TN to bring up with staff. An alternative would be to provide refreshments at first inset back.</p> <ul style="list-style-type: none"> <li>d. Governance survey</li> </ul> <p>If anybody has time to read through it, please email AN with input.</p>	DM
18	<p><b>Date for next meeting 19:10-19:13</b></p> <p>Monday 2 October 5pm (tbc)</p> <p><a href="#">AN to run future dates past SBM</a> to check room availability.</p>	AN

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## Tables of Actions

### Open actions:

130323 03	To share acronym list from training course, and TP to add to governor handbook. <b>Update 23.05.23 c/f Update 29.06.23 c/f</b>	TB/TP
130323 10	TN to work with SBM to update the asset register and arrange for it to be checked. <b>Update 29.06.23 c/f</b>	TN
	<b>Update 23.05.23 Ongoing, to be done by half term, c/f</b>	
130323 14	DM to provide an update, if any, at the next FGB on the Horsham solar panel grant	DM
	<b>Updates 23.05.23 and 29.6.23. Update to come next FGB, c/f</b>	
220523 07	RM to present a higher level summary of data for Spring term in a graph format at the next meeting. <b>Update 29.06.23 c/f. VB to send AI tool to RM.</b>	RM/VB
290623 01	VB to send website checks to DM to be added to Sharepoint and policy review schedule,	VB
290623 02	VB to show GL how to upload policies onto the website	VB
290623 03	GL to add end of year pupil premium review and plan for following to the website by 31 July	GL
290623 04	<a href="#">All to look at governor roles available before FGB 1</a> and let GL know if you are interested in becoming Chair.	All
290623 05	AN to send out skills audit	AN
290623 06	AN to identify the requirement for the co-opted governor vacancy and to write to the new body of parents	AN
290623 07	TP/VB to draft a Wellbeing Governor role description	TP/VB
290623 08	DM to request Liz Chaplin as the County Advisor for HTPM	DM
290623 09	AN to run future FGB dates past SBM	AN

### Actions closed this meeting:

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 <b>Update 13.03.23 c/f</b> <b>Update 23.05.23 c/f</b>	VB
130323 11	TN to work with SBM on the formalised renewal/repair programme for the next five years.	TN
	<b>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</b>	

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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
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 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

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

**Signed** .....

**Date** .....