

GOVERNORS OF BARN'S GREEN PRIMARY SCHOOL

MINUTES OF A MEETING OF THE FULL GOVERNING BODY HELD AT 5PM ON 23 January 2023

Barn's Green Primary School

Our Values are:

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

Our Vision is:

At Barn's Green, 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	Apologies
Alex Nicholson	Present
Tracey Newbold	Present
Victoria Baxter	Present
Rob MacDonald	Present
Dawn Martin	Present
Sue Whittle	Present
Robert Nye	Apologies
Tom Plowman	Present
Simon Gale	Present
Adam Rood	Apologies
Tom Bouet	Present

Also present:

Gemma Lovegrove (Clerk)

GOVERNORS OF BARNs GREEN PRIMARY SCHOOL

1	<p>To receive and record apologies and declarations of interest 17:03-17:03 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 from RN, AR and PB.</p>	
2	<p>To review governor correspondence including social media 17:04-17:04 Nothing seen, but noted that Facebook feed from school is lovely.</p>	
3	<p>To approve the minutes of the last meeting and matters arising/actions 17:05-17:36 Minutes approved.</p> <p>Actions discussed and noted on actions spreadsheet.</p> <p>Q – Should there be a mentor for new governors? VC chair role can be 'governor's governor'.</p> <p>Q – Should governor handbook document be reviewed? DM to add into policy review cycle.</p> <p>Staff to undertake the NSPCC cyber security training. DM to send link to TN</p> <p>VB to start termly report from Governors for school newsletter. GL to create standing agenda point</p> <p>a) Teaching and Learning policy TN has reviewed the policy and has decided to rewrite it to reflect the practice that will be developed at BGPS, and to embody the consistency that will be seen within the school. Staff feedback will be an important part of the process. To share with FGB at meeting 4.</p> <p>b) Behaviour policy School are using the policy already and thought it was agreed at the last meeting. FGB approved subject to staff approval. Typos to be updated. One suggestion to add. DM to send to TN.</p> <p>c) EYFS Policy Reviewed with JA and has been slightly amended. Sent out to governors today. To be carried forward to next FGB.</p> <p>d) Solar panel grant The school have been awarded £10,000 from Shell, subject to due diligence checks. Thank you to DM for her hard work and perseverance. The school have also received further energy efficiency upgrade funding from the government, some of which will be able to put towards the solar panels. Th aim is to increase eco value as a school and reduce energy costs. We need £20,000 to see return on investment so DM is pursuing match funding. DM has investigated other sustainable heating options, but solar panels has been identified as the most suitable. Governors will need to decide how much of the additional DFCCG can be allocated to this project.</p>	<p>DM</p> <p>DM</p> <p>VB/GL</p> <p>TN</p> <p>DM</p> <p>ALL</p>
4	<p>To receive updates on training undertaken by Governors 17:38 - 17:40</p> <p>DM: 21.12.22 – Safer Recruitment 23.1.23 – NCSCC Cyber Security training for staff (recommended that one Governor completes this).</p>	

GOVERNORS OF BARNs GREEN PRIMARY SCHOOL

	<p>SG – Finance</p> <p>TP – will send</p> <p>Q - How many Governors should do the Safer Recruitment training? It is £35 each. Feel as if we are already covered so no requirement for anyone else to attend.</p>	
5	<p>To receive update on Governors visits to school since last meeting 17:40 -18:07</p> <p>a) H&S Fire JC asked TP/RM for clarity around propping open classroom fire doors using wedges that inhibit the workings of the installed door guards. Safety risk and probable insurance liability re fire? TN has clarified with teachers that the doors can't be propped open. TN is booked to attend a fire warden course. Thank you to JC/RC for time and ensuring all records up to date and available.</p> <p>b) Curriculum development – Science The structure of the science curriculum, linked to Cornerstones, is being used as a model for other subjects at Barns Green. TN has chosen to take part in a small schools curriculum project. HMI visitor was very impressed.</p> <p>c) ECT update</p> <p>d) Teacher is happy, but finding it very hard to manage EY and Year 1. Although she is very positive about the extra support being provided by TN, asked if it would just be reception next year. SW has discussed with TN. but the PAN of 20 means that the only way to have Reception separate would be to have a KS1/KS2 mix and a Y5/6 mix, which are also not ideal. It is recognised that the R/Y1 mix is challenging, due to big differences in the structure of the EYFS and KS1 curricula.</p> <p>e) SEND update Meetings with parents and external agencies are impacting on work with SEND children. TN has implemented more release time, but this needs to be balanced with the needs of AH's class. The recruitment of an administrator for SEND has been mooted. Suggestion to build that into the review of the administration of the school.</p> <p>f) Autumn Term data Thank you to TN for the thorough report and responses to Governors' questions. It is looking positive for year 6 this year. Attention is still drawn towards KS1, but phonics scores have improved rapidly this year.</p> <p>Proposed governor visits before next FGB</p> <p>a) Disadvantaged pupils</p> <p>b) Governors to visit to see school at work. TN to send a suggested date as 2 March is an NEU strike day.</p> <p>c) H&S</p> <p>d) Safeguarding</p> <p>e) Termly governor newsletter</p>	<p>TN</p> <p>TN</p>
6	<p>To receive safeguarding report/update 18:07-18:12 TP & PB had a helpful visit. Thank you to all TN, the staff and School Council for their time. Bromcom is now working well for Safeguarding, supplemented by paper copies. All child protection issues since December have been filed on Bromcom and it makes the picture very clear.</p> <p>New staff spoke positively of the culture of safeguarding in the school.</p> <p>Lockdown drill has happened.</p>	

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

7	<p>To receive School Council minutes 18:12-18:13 Meeting regularly but TN has not yet asked for a report for FGB.</p>	
8.	<p>Headteacher's verbal update including feedback from the County Progress Visit 18:14-18:40 Vision, intent and curriculum driver words are all agreed. School have been congratulated for the use of language and aspirations by County. TN feels as if the school is moving forward at pace, but needs to be mindful of achieving consistency. Medium term plans for years 3, 4 and 5, and Science and History knowledge and skills progressions for the whole school have been mapped. PSHE and DT are halfway through. Next step is the development of subject leadership which is new for the school. Some concern noted over broad brush approach to support from County. Appears that there is little support specific to over the reasons for this school's RI judgement, and is more of a 'one size fits all' approach.</p>	
9.	<p>Finance reports 18:40-18:45</p> <ul style="list-style-type: none"> a) Cost centre report – to be reviewed by a working party b) Three-year budget – this is usually due before the end of November, but data has been difficult to extract from Bromcom. New due date is end of February, but will only be achievable if up to date data is available. RC was thanked for her hard work on this – Barnes Green is well ahead of other locality schools. To be reviewed by a working party c) SFVS – AN/SG to complete for FGB 4 <p>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.</p>	<p>AN/SG/DM/TN/RC</p> <p>AN/SG/DM/TN/RC</p> <p>AN/SG</p> <p>AN/SG</p>
10.	<p>To approve the following policies/documents 18:45-18:59</p> <ul style="list-style-type: none"> a) RSHE – needs a rewrite. TN is doing. To carry over to next FGB. b) Accessibility plan – DM has suggested adjustments. TN to update. Should only be reviewed every 3 years. c) Emergency Lockdown Procedures. Approved. d) Review of Equality Information and Objectives. Approved. e) Remote Learning – to carry over to next FGB. 	<p>TN</p> <p>TN</p>
11.	<p>Any other urgent business 18:49-18:54</p> <ul style="list-style-type: none"> a) Strike update – the likelihood is that one classroom will be closed, affected parents to be contacted tomorrow, and one other has the potential to close but staff member doesn't need to confirm in advance. DM to send TN model strike letter from The Key. 	<p>DM</p>
12.	<p>Date for next meeting 18:54-18:52 13 March. Time TBC.</p>	

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

Tables of Actions

Open actions:

210927 24	Attend Lead Governor training. 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 Update 23.01.23 RM suggested SEND might be done by someone else. TP to do safeguarding.	AN/ PB/RM
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	GL/PB/RN
221121 2	All governors need to sign to confirm that they have met the safeguarding training requirements. PB will action.	PB
221121 14	Rob Hammond and VB will continue to look at options for improvements to the school website	VB
221121 16	AN to put out a poll to review times and dates of FGB meetings going forward	AN
230123 1	Staff to undertake the NSPCC cyber security training. DM to send link to TN	DM
230123 2	VB to create post Easter report from Governors for school newsletter	VB
230123 3	Add Governor Handbook in policy review cycle	DM
230123 4	Create Governor newsletter standing agenda point	GL
230123 5	Share Teaching and Learning Policy at FGM meeting 4	TN
230123 6	Send adjustments to Behaviour policy to TN	DM
230123 7	Send suggested date for governor visit to AN	TN
230123 8	Set a date to discuss school budget	AN/SG
230123 9	Rewrite RSHE policy before next FGB	TN
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.	TN
230123 14	Cost centre report – to be reviewed by a working party	AN/SG/TN/DM/RC
230123 15	Three year budget – to be reviewed by a working party	AN/SG/TN/DM/RC
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

Actions closed this meeting:

220704 1	VB & TP to review and update to Governor handbook. Update 23/01/23 First draft now on SharePoint- all comments welcome (including as to further content). Document will evolve over time and be updated annually.	TP
----------	---	----

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

221121 1	AN to add a safeguarding visit to Governors visits document. Update 23.01.01 - redundant	AN
221121 4	Billingshurst Lions visit - TN to update AN so he can thank them.	TN
221121 5	It was noted that point 1F is missing from SDP. TN will check.	TN
221121 7	VB to start termly report from Governors for school newsletter	VB
221121 8	TN to share presentation from the curriculum meeting with parents with Governors.	TN
221121 9	VB to add Pupil Premium Plan to website	VB
221121 10	To approve and update Teaching and Learning Policy. Will be part of the SDP. TN to update on progress at next meeting	TN
221121 11	To approve and update Anti Bullying policy - should be reviewed every 3 years. DM to move onto 3 year cycle.	DM
221121 12	To approve and update Behaviour policy, consequences diamond and zones of regulation. Approved by Governors subject to staff approval. TN to add to website.	TN
221121 13	To approve and update EYFS policy. TN to send to Miss Al-Tarafi and review at next meeting.	TN

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

Signed

Date