

GOVERNORS OF BARNs GREEN PRIMARY SCHOOL

MINUTES OF A MEETING OF THE FULL GOVERNING BODY HELD AT 5PM on 29 JANUARY 2024

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:

Alex Nicholson	Present
Tracey Newbold	Present
Victoria Baxter	Present
Rob McDonald	Present
Dawn Martin	Apologies
Sue Whittle	Present
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 (17:01-17:01) AN's wife is an HLTA at the school. RM's wife is a TA at the school. Apologies received from AR, DM.</p>	
2	<p>To review governor correspondence, including social medial feedback (17:01-17:01) Nothing received.</p>	
3	<p>To approve the minutes of the last meeting and matters arising (17:01-17:19) Minutes approved.</p>	
4	<p>To receive update on training undertaken by governors (17:19-17:27)</p> <ul style="list-style-type: none"> a) Ofsted briefing takeaways <ul style="list-style-type: none"> - Many lines of enquiry are developed from the website and it is imperative that this is up to date - TN to do some work around behaviour analysis - Two Governors should have received up to date 'Safer Recruitment' training. It is valid for 3 years. TP to follow this up. - Ofsted window is open now 	TP
5	<p>To receive update on governors' monitoring since last meeting 17:27-17:39</p> <ul style="list-style-type: none"> a) H&S - Fire risk assessment and review of Accessibility policy Q – What is the expectation of staff to tackle a fire if they feel safe to do so? Fire safety training states that the alarm should be set off and all children should evacuate, but, following their own personal risk assessment, if the staff member feels safe to tackle the fire, then they should do so. However, they should not feel compelled to take action. <ul style="list-style-type: none"> - There is still a door being propped open – someone is coming in to look at it - Fire extinguishers – none have been updated although close to expiry. TN to follow up with RC - TB to attend follow up fire risk assessment after February half term b) Subject leader monitoring <ul style="list-style-type: none"> - Music and French scheme of work purchased to make teaching easier, better and more challenging - Q – Will the school be phasing out cornerstones? It is being refined, but will probably not be required in 3 years time as could restrict teaching creativity. 	TN
6	<p>Safeguarding update 17:39-17:44 There are pockets of very poor attendance. Governors need to ensure TN is taking action against this. Currently do the NSPCC audit annually.</p>	
7	<p>To receive School Council minutes 17:44-17:44 Playground equipment updated.</p>	
8	<p>County Progress Review 17:45-17:54 Positive report and reflected in a grading improvement. One further Couy Progress visit this school year due in May 24. One teacher is receiving a support package funded via County and is going well. Well done to all staff, including TN, for the ongoing drive to improve the school. Q – Is TN happy that the school has a clear roadmap for continued progress and improved grading? Yes, feel that points previously made are being addressed.</p>	
9	<p>To receive an update on the Finance Reports 17:54-18:02 A move from the initial budget due to in year funding, and donations from PTA. Still on track. Q – Why have we been given an 'amber status' by the local</p>	

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

	<p>authority? Because the budget shows a deficit in 3 years-time, but we have prudent about income and hope to be saving due to solar panels. Thank you to TN for helping with access funding and to Lions, PTA and the School Business Manager.</p>	
11	<p>To either agree the following or agree action to work on policies 18:02-18:10</p> <ul style="list-style-type: none"> a) Anti-bullying b) Pay Panel TOR c) Accessibility plan d) Emergency Lockdown Procedures e) Equalities Policy <p>All approved.</p> <p>EG and RM left at 18:00.</p>	
12.	<p>Wellbeing update 18:10-18:30</p> <p>TP updated the governing board on his discussions with various governors and TN regarding the staff survey and well-being drive to reflect on how that process can be changed and be improved in future years. TP and TN had agreed next steps for this year's process and a formal review on the whole process which will be on the agenda for either FGB5 or 6.</p> <p>TN provided an update of her discussions and actions and confirmed building on wellbeing and outcomes of the workshop will be a priority on the next SDP. TN has shared wellbeing action plan. Q - How are we reporting back to staff? TN will share themes and action plan, as a working and evolving document, with staff.</p>	TN
15.	<p>Any other urgent business 18:30-18:34</p> <ul style="list-style-type: none"> a) Sharing of School Schedule – GL to check with absent governors but otherwise agreed to be shared on SharePoint as a read-only document. b) Roles and responsibilities - RM initials are against too many things. H&S and Finance. ECT and Safeguarding – at least one has to give. TP/GL to invite expressions of interest and agree course of action. 	GL/TP
16.	<p>Date for next meeting 18:34</p> <p>Thursday 14 March 17:00 (SG apologies)</p>	

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

Tables of Actions

Open actions:

130323 05	TP to add acronym list to Governor Handbook	TP
130323 06	RM to present a higher level summary of data for Spring term in a graph format at the next meeting. Update 29.06.23 c/f. VB to send AI tool to RM. Update 2.10.23 - AN to take on, and to show TN how to use percentages. Use last two years end of year data. c/f Update 23.11.23 - c/f	AN
290623 04	AN to send out skills audit. Update 2/10/23 - TP to take on. Update 23/11/23 - Financial knowledge could be a gap in the future. Awaiting response from TN/EG. TP to write to new body of parents once exercise is complete - c/f	TP
290623 05	AN to identify the requirement for the co-opted governor vacancy and to write to the new body of parents. Update 2/10/23 - wait until after skills audit. c/f. Update 23/11/23 - vacancy should also be advertised to the community. TP to write piece for Big Mag	TP
290623 06	TB/VB to draft a staff wellbeing governor role description - c/f	AN
290623 12	review and action governor website page changes as per VB email 08.10.23 - c/f	all
231123 01	SG to talk to RC about updating key fobs.	SG
231123 02	TN to arrange for HB to have a set of new keys.	TN
231123 03	TN to share ISDR	TN
231123 04	Date for future pay panel meetings to be established by TP to ensure any increase in pay is received as soon as possible after the performance management process is completed.	TP
231123 05	HTPM panel has been completed. Pay Committee to discuss and decide on process and to inform RC. TP to feedback.	TP
231123 06	DM to make agreed policy changes	DM
231123 07	Safeguarding –TP to read policy point - 15.3	TP
231123 08	VB to follow up on actions from website compliance email.	VB
231123 09	VB to put Governor newsletter onto school website.	VB
231123 10	TP/TN to review Clerk JD and hours, could be combined with admin support.	TP/TN
231123 11	DM/TN to develop proposed agenda for March Strategy meeting	DM/TN

Actions closed this meeting:

290623 09	Sept WSCC website check. Update 2.10.23 check is done but actions to be carried out.	VB
290623 10	Autumn term governor newsletter to be sent out	VB
290623 11	TN to bring updated Self Evaluation Form (SEF) to next FGB.	TN

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

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

Signed

Date