

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

MINUTES OF A MEETING OF THE FULL GOVERNING BODY HELD AT 5PM on 08 JULY 2024

Barns Green Primary School

Our Values are:

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

Our Vision is:

At Barnes 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:

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| Alex Nicholson | Present |
| Tracey Newbold | Present |
| Victoria Baxter | Present |
| Rob McDonald | Present |
| Dawn Martin | Present |
| Sue Whittle | Present |
| Tom Plowman | Present |
| Simon Gale | Present |
| Adam Rood | Apologies |
| Tom Bouet | Present |
| Eoin Griffin | Present |

Also present:

Gemma Lovegrove (Clerk)
Jessica Martin (Prospective Governor)

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| 1 | To receive and record apologies and declarations of interest (17:01-17:05) AN's wife is an HLTA at the school. RM's wife is a TA at the school. Apologies received and accepted from AR. Introductions and welcome to Jess. TP proposed the appointment of Jess as a Governor. DM seconded. | |
| 2 | To review governor correspondence, including social medial feedback (17:05-17:07) Some mutterings about parking on the afternoon of the fete. It has been noticed that there are sometimes cars parked across designated crossings. PCSO's have been contacted but no action taken yet. | |

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| 3 | <p>To approve the minutes of the last meeting and matters arising (17:07-17:16) Minutes approved.</p> | |
| 4 | <p>To receive update on training undertaken by governors (17:16-17:16) Lead Governor training on Attendance, part 2 – 11.6.24 – DM Preparing for Ofsted – 20.6.24 - DM Prevent – 24.6.24 - DM, AN.</p> | |
| 5 | <p>To receive update on governors' visits since last meeting (17:16-17:43)</p> <ul style="list-style-type: none"> a) SENDCO visit TN reported receiving numerous calls from parents of children with high needs. A recent SEND monitoring visit provided external validation for the work already being done and highlighted the existing level of need within the school. Q - has progress been made in addressing the workload for the SENDCO? TN feels they are more confident and better at managing time so tasks are being completed more efficiently. Their expertise in dealing with children has increased. A child with high needs recently left, contributing to a relatively calm period. However, two additional children with high needs have been admitted, which will present the next challenge. An additional person was identified to assist with admin tasks, but this support has not yet been utilized, and the reason is unclear. There are concerns about the potential difficulty in finding a SENDCO for the maternity cover role. b) Disadvantaged pupils visit Report says 15 children. HT report says 16. TN will confirm with DM. Thank you to DM. c) Teaching and Learning visit Thanks to staff for their time. There was evidence of the CPD that has taken place. d) ECT Governor to meet ECT re year 2 (completion of induction) Congratulations to JA-T for completing her first two years. Thank you to EG for supporting her. e) Termly website check – c/f from FGB5. Update Governor 'blurbs'. Outstanding blurbs from SG, AR and TB to be sent to GL f) H&S visit including Premises Management Documentation review TP has carried out H&S training g) Budget meeting took place in June. Nothing significant to report. | AR/SG/TB |
| 6 | <p>Headteachers report including final version of SDP (17:43-18:13) All Governors have seen the final version of the SDP. It was noted that the attendance data needs to be compared to primary schools, not all schools. Disapplied children have not been included in the statistics. Q – How was the class split decision made? A significant number of children have left the Year 3/4 group, and enquiries are being received for Year 2. Two single year classes is a move towards one-form entry. Otter class be a year 4/5 split class of 30. Q - Will there be additional support for Otter over and above what was already on offer? Not able to provide additional support at this stage. Q - Does this split cause headaches for the coming years? No, years 3/4/5 will still work together on the curriculum.</p> <p>The County progress review visit was successful but there will be no additional funding for next term. Q - Has the school category changed? The school category has not changed since the last visit. It is unlikely that the County will change the category before Ofsted, but this allows the school to continue tapping into available support. Thanks to TN's hard work in building relationships, the school is getting the right support, and TN believes it can be extended further so that the County recognizes the school and can direct others towards the school in the future.</p> | |
| 7 | <p>Review tracking data and predicted outcomes for current academic year (18:13-18:21)</p> | |

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| | Governors can see the impact of Maths interventions in the data. Q – could greater depth be increased through the SDP? TN feels the curriculum is challenging and that children are given opportunities to achieve. | |
| 8 | <p>Governors strategy action plan (18:21-18:33)</p> <p>The governors have received a draft strategy action plan. TP confirmed the intention behind the draft is to flesh it out and allow for a wider conversation on key items for the next academic year. There is a need to articulate what is meant by a "small school hub of excellence." This will be picked up at the autumn strategy meeting. Q - Should there be a bullet point linked to developing IT? Additional training to use the tools should be a focus. TN to add.</p> | |
| 9 | <p>Ofsted preparation (18:33-18:34)</p> <p>a) Self-evaluation of FBG impact on raising standards. The intention is to create a crib sheet to ensure all agree on how the Governors are impacting the school, and all can respond with the same message. TN to bring up to date SEF to the next FGB. All governors to review the document and to add notes specific to their area of the circle of governance.</p> <p>b) End of year PE and sport premium Thank you to DM.</p> | TN All |
| 10 | <p>To receive safeguarding update including report due from FGB5 and NSPCC annual self assessment (18:34-18:34)</p> <p>No questions.</p> | |
| 13 | <p>Update skills audit (18:34-18:35)</p> <p>Will look at this next year for succession planning.</p> | |
| 14 | <p>Wellbeing action plan update (18:35-18:41)</p> <p>Covered earlier in the meeting. Thank you to VB for the outdoor seating area. VB confirmed this is to be a gift from the Governors for the end of the year. Breakfast was well received at the INSET day.</p> | |
| 15 | <p>The following policies are due for review and/or ratification by Governors. To agree next steps: (18:41-18:47)</p> <p>a. Admissions b. Complaints (no change to County model policy) c. Managing Serial and Unreasonable Complaints (no change to County model policy) d. Attendance and Punctuality Policy e. Positive Handling f. Data Protection (no change to County model policy or Privacy Notices) e.i) Privacy Notice for Pupils e.ii) Privacy Notice for Schools Workforce e.iii) Privacy-Notice-for-Recruitment-and-Volunteers-West-Sussex.docx (live.com) g) Communications Policy - C/F from FGB5</p> <p>All policies approved.</p> | |
| 15. | <p>Any other urgent business (18:47-19:09)</p> <p>a. HTPM adviser approval – Louise Stallard – Chair's Action. Approved. b. Dates for 24/25 meetings to be agreed: Strategy meetings 1. w/c 30 Sept or w/c 7 Oct 2. w/c 24 Feb</p> | |

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| | <p>3. w/c 9 June FGB</p> <ol style="list-style-type: none"> 1. FGB 1 - Monday 23 Sept 2. FGB 2 - 3 or 4 December 3. FGB 3 - 27 Jan 4. FGB 4 - 18 or 19 March 5. FGB 5- 12 May 6. FGB 6 - 8 or 9 July <p>All agreed. Strategy meetings to be on a Monday. AN would prefer w/c 7 October.</p> <p>c. Draft new Governing Monitoring Schedule 2024-25 Feedback requested from all to ensure dates are set at the right times.</p> <p>d. To approve INSET days for 2024-25: 2 Sept 2024 3 Sept 2024 Three more.</p> <p>e. Governors are invited to first INSET days. TN to communicate others.</p> <p>f. Appointment of new governor- vacancy. TP to invite Richard to FGB1</p> <p>g. Roles and responsibilities next year – TP is undecided as to whether he stands for chair next year. RM expressed a desire to be more proactive before FGB1, allowing individuals to express interest in various roles and potentially upskill. It is important not to assume that everyone is happy with their current roles. To formalize planning, a deadline will be set, and GL will ask for expressions of interest and will share job specifications. This will identify any gaps and allow time to ask individuals to take on new responsibilities.</p> <p>Thank you from TN on behalf of all staff.</p> | <p>All</p> <p>GL</p> |
| 16. | <p>Date for next meeting 19:10 Monday 23 September at 5pm</p> | |

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Tables of Actions

Open actions:

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| 290124 01 | Two Governors should have up to date 'Safer Recruitment' training. It is valid for 3 years. Update 140324 - RM has done. TP to do. DM has done. C/F 08/07/24 | TP |
| 230524 02 | VB to send some local web companies. TN to investigate options for the website. C/F 08/7/24 | VB/TN |
| 230524 06 | What does the wellbeing action plan mean and what are the next steps? Clear expectations for staff and governors needed. 08/7/24 - C/F. TN/VB/TB to meet. | TN/VB/TB |
| 080724 01 | Outstanding blurbs from SG, AR and TB to be sent to GL | SG/AR/TB |
| 080724 02 | All governors to review 'Self evaluation of FBG impact on raising standards ' document and to add notes specific to their area of the circle of governance. | All |
| 080724 03 | Feedback requested on 24-25 Governor Monitoring Schedule to ensure dates are set at the right times. | All |
| 080724 04 | GL to ask for roles and responsibilities expressions of interest | GL |

Actions closed this meeting:

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| 230524 07 | Dates for 24/25 meetings - Monday/Wednesday alternating. TP to send out dates and to be agreed at FGB6. |
| 230524 08 | TP will have a conversation with SW re term of office. |
| 230524 03 | TN to add catering to strategic planning agenda to be discussed next year. 08/07/24 - 2 years left on Chartwells. |
| 230524 04 | Governing body needs to be able to articulate the difference they are making. Use of a crib sheet would be useful. TP to agree next step. |
| 230524 05 | TN to include statements within the SDP to acknowledge governors. |
| 140324 02 | TN to update Publication Scheme to new version Update 230524 - C/F |
| 140324 04 | TP to update introduction letter in Governor Handbook to show new Chair details |
| 140324 05 | Create and distribute Summer Gov Newsletter |
| 140324 06 | TP/TN strategic plan to be drafted for agreement at FGB6. |
| 140324 07 | May website check. Update 230524 - c/f |
| 230524 01 | GL to check that all policies are up to date on the website. |
| 231123 04 | Date for future pay panel meetings to be established by TP to ensure any increase in pay is received before the end of the year. Update 290124 - cf. Update 140324 - cf 230524 - c/f |

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

Signed

Date