

GOVERNORS OF BARNs GREEN PRIMARY SCHOOL

MINUTES OF A MEETING OF THE FULL GOVERNING BODY HELD AT 5:30PM on Wednesday 9 JULY 2025

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	Apologies
Tracey Newbold	Present
Jess Martin	Apologies
Rob McDonald	Present
Dawn Martin	Present
Sue Whittle	Apologies
Tom Plowman	Present
Simon Gale	Apologies
Adam Rood	Present
Tom Bouet	Present
Eoin Griffin	Apologies
Richard Bates	Present

Also present:

Gemma Lovegrove (Clerk)

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1	<p>To receive and record apologies and declarations of interest (17:40 – 17:45) RM's wife is a HLTA at the school.</p> <p>Apologies received and accepted from SW, SG, JM, EG and AN. TN to speak with EG regarding staff governorship.</p>	TN
2	<p>To review governor correspondence, including social media feedback (17:45 - 17:53) TN reported back from the recent locality heads meeting, noting that another headteacher had seen some lovely comments about BGPS, with the school being highly recommended on Facebook in response to a parent asking for primary school recommendations.</p> <p>Parents Whatsapp groups were raised following some recent concerns raised by members of the school community. Governors briefly discussed that these groups were private and the school had no official involvement with them. The school's official communication channels are through direct parents communication (letters/ emails) and Facebook.</p> <p>Both TP and DM have community groups approach them to discuss use of the community room. Governors noted that there is now a requirement for schools to provide wraparound care which the community room was being utilised for.</p>	
3	<p>To approve the minutes of the last meeting, strategy meeting, and matters arising (17:53-17:59) Minutes approved.</p>	
4	<p>To receive update on training undertaken by governors (17:59-17:59) 09/07/25 - GL, TP, RB attended Rainbow flag training.</p> <p>DM - Experienced Governor Training 13.5.25</p> <p>DM - Focus on Governance 3.6.25</p>	
5	<p>To receive an update on governors' monitoring visits to school since last meeting (17:59-18:05)</p> <ul style="list-style-type: none"> a) SENDCO visit – received with thanks. Q – Where will the proposed sensory room be? The music room will be repurposed. Pianos will move to the meeting room for music lessons. b) Disadvantaged Pupils Visit – update Strategy Plan – received with thanks. GL to upload to website. c) Termly website check - Termly website check reported at previous meeting - GL and HB have since met up to resolve any gaps. AN to carry out a follow up termly website check for FGB 1. 	GL AN
6	<p>To receive Headteachers report including SDP progress report (18:06-18:33)</p> <ul style="list-style-type: none"> a. To receive SDP There will be a full body of staff in September. TN offers very best and thanks to the teacher who is moving to a different school for her work and dedication during her time at BGPS. AH is planning to return in October and will take the SENDCO role back. Wraparound care provision has been a success. Q – What is a viable number for ongoing wraparound care provision? Feel that we need around 6 people per session, but TN will have a meeting to discuss with Pioneer. Pioneer are pleased with the numbers, 	

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	<p>and the numbers are greater than expected at this point. Q - Is it now a formal part of the induction programme for new starters? Yes. Good SATs and Phonics results again this year. No initial indications about SATs trends for West Sussex from County. Q – GLD is low. Is there a reason? Yes, traveller community is a high percentage and attendance is poor. However, it is an honest reflection of where we are with that cohort. This has been addressed by the updated teaching structure for next year. TN to check PPG allocation is correct within report. GL to update report.</p> <p>SDP – TN outlined the school's priorities, including excelling in teaching and learning and meeting the increasingly complex needs of children. The importance of partnerships and aligning with national accreditation was emphasised. The school's most recent accreditation is becoming a Fairtrade school. DM has been asked to support governors at Bognor Regis school. Q - What is proposed timeframe for this SDP? Priority one will always be there- it is ongoing. TN felt most of the SDP was achievable within 12-18 months. AN sent an email to propose that the finance governors' meet to ensure that the costs in the SDP are included in the budget. AN to action.</p> <ul style="list-style-type: none"> b. Approval of residential trip for Summer 2026. Trip to Isle of Wight booked for years 5 and 6 next year. Q – Will you need an adult male? It is not required. c. Approve inset days for 2025/2026 - TP/TN to clarify whether governors need to approve inset days. 	
7	<p>Governor newsletter – Summer term (18:33-18:33)</p> <p>AR to finalize.</p>	
8	<p>SSP end of year review and set up for 2025-26, subject to funding availability (18:33-18:36)</p> <p>DM apologised that it should have been JM and TB working with TN to complete this, but confirmed that the review and set-up have now been completed. Part one outlines the planned spending for this year. Q: Will the netball posts that fell down be replaced? Yes – the school is looking into options for a replacement that will be more durable.</p>	
9	<p>To receive safeguarding update and NSPCC annual self-assessment – c/f from FGB5 (18:36-18:37)</p> <p>Report received and NSPCC self-assessment carried out. GL to source confidential reporting policy/whistleblowing policy, add it to the policy review cycle and put onto the website. Q - How has the transition to CPOMs gone? It's been great.</p>	
10	<p>Update skills audit (18:37-18:38)</p> <p>TP to circulate in advance of FGB1.</p>	
11	<p>Staff wellbeing update (18:38-18:42)</p> <p>There was a low uptake of the recent staff survey. It may be worth considering a different time of year for the survey in future, but it will continue to be carried out annually. Q: Is there a concern among respondents that the survey isn't truly anonymous? It was not known, but the value of the survey increases when it becomes part of the school culture and something people expect each year.</p>	
12	<p>The following policies are due for review and/or ratification by Governors: (18:42-18:50)</p>	

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	<ul style="list-style-type: none"> a) Admissions b) Complaints (County model policy) c) Managing Serial and Unreasonable Complaints (County model policy) d) Attendance and Punctuality Policy e) Positive Handling f) Data Protection (no change to privacy notices) <ul style="list-style-type: none"> i) Privacy Notice for Pupils ii) Privacy Notice for Schools Workforce iii) Privacy-Notice-for-Recruitment-and-Volunteers-West-Sussex.docx (live.com) g) AI policy – c/f to FGB1 h) CCTV policy i) Menopause policy (County model policy) <p>TP to personalise AI policy to BGPS. CCTV has some operational points that need to be updated. Q There is currently one CCTV camera. Will another be added? Yes. The intention is to get another one to cover the car park. With the exception of the changes to the CCTV policy and the AI policy which will be carried forward to FGB1, all policies approved.</p>	
13	<p>Any other urgent business (18:50-18:54)</p> <ul style="list-style-type: none"> a) Dates for 25/26 meetings to be agreed: Strategy meetings <ol style="list-style-type: none"> 1. w/c 24 Feb FGB <ol style="list-style-type: none"> 1. FGB 1 - Monday 22 September 2. FGB 2 – Wednesday 26 November 3. FGB 3 – Monday 26 January 4. FGB 4 – Wednesday 18 March 5. FGB 5 - Monday 18 May 6. FGB 6 – Wednesday 8 July <p>All agreed.</p> <ul style="list-style-type: none"> b. Draft new Governing Monitoring Schedule 2025-26 DM has drafted new Governing Monitoring Schedule and will align to SDP with TN. c. Appointment of external adviser for HTPM in the Autumn term DM has asked Louise Stallard to act again. <p>TP will ask governors to indicate their intentions for next year following this meeting, to have an early overview to help coordinate discussions and ensure all roles are filled. There is a desire to see a more even distribution of responsibilities across the governing body next year.</p>	
14	<p>Date for next meeting (18:55) Monday 22 September, 17:00</p>	

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Tables of Actions

Open actions:

041224 02	SG/TP to work out the scope of the pay committee powers. 27/1/25 - TN to ask HR advisor about a TOR document. SG to develop. 19/03/25 - TN to pass on HR information regarding pay committee to SG/TP 9/7/25 - C/F to FGB1	SG/TP/TN
190325 01	DM has written a first draft of the Governor Newsletter and it has been sent to Tracey. AR to finalize. 9/7/25 - AR to finalize	AR
120525 01	TP to adjust the AI policy to ensure it is relevant for BGPS, and to link it back to Online Safety policy 9/7/25 - c/f	TP
090725 01	TN to find out whether EG would like to continue on the governing body.	TN
090725 02	GL to upload pupil premium strategy plan to website	GL
090725 03	AN to carry out a follow up termly website check for FGB 1.	AN
090725 04	TN to check PPG allocation is correct within report. GL to update report.	TN/GL
090725 05	Finance governors' to meet to ensure that the costs in the SDP are included in the budget. AN to action.	AN
090725 06	TP/TN to clarify whether governors need to approve inset days.	TP/TN
090725 07	GL to source confidential reporting policy/whistleblowing policy, add it to the policy review cycle and put onto the website.	GL
090725 08	TP to circulate skills audit in advance of FGB1	TP

Actions closed this meeting:

120525 02	TP to bring 2025/2026 dates to next meeting
120525 03	TN to email proposed inset dates for email approval
190325 03	AR to send a model AI policy to TN. DM to add to Policy Review Cycle.
190325 04	Governor Handbook – all links updated, and new website link needs to be added when website is launched.
230924 03	AR/AN to check website for compliance 4/12/24 - new website going live in January so to be checked then. 27/1/25 - Migrating from old to new taking place. SG to request copy of contract from new company from HB. 19/03/25 - AR to request access TN for website log in to do compliance check. 12/05/25 - GL to update policy review cycle to align with new website, and to ensure any issues arising from the website check are resolved.

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

Signed

Date