

GOVERNORS OF BARNs GREEN PRIMARY SCHOOL

MINUTES OF A MEETING OF THE FULL GOVERNING BODY HELD AT 5PM on 22 SEPTEMBER 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:

Name	Attendance	Term of Office Expires
Alex Nicholson	Present	
Tracey Newbold	Present	
Jess Martin	Present	
Rob McDonald	Present	
Dawn Martin	Present	
Sue Whittle	Present	
Tom Plowman	Present (by video link)	
Simon Gale	Present	
Adam Rood	Present (by video link)	
Tom Bouet	Present	
Richard Bates	Present	
Eoin Griffin	Apologies	

Also present:

Gemma Lovegrove (Clerk)

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1.	To receive and record apologies and declarations of interest (17:04-17:05) AN's wife is an HLTA at the school. RM's wife is a TA at the school. Resignation received and accepted from EG. TP and AR dialled in via Teams. AN not present at the start of the meeting.	
2.	Terms of office & pay panel (17:05-17:017) <ul style="list-style-type: none">a. AN's term of office expires on 9 Nov 25 (i.e. before FGB2). AN willing to extend terms. SG proposed. RM seconded.b. Parent governor- TB. Resignation accepted, effective from the end of this meeting. TB was thanked for his contributions to the board. GL/TN to hold an election for Parent Governor vacancy ASAP so that the new Governor can be in place for FGB2.c. JM is pregnant and baby is due in January. She is happy to stay on the governing board, but with an understanding of flexibility needed. Governors agreed.d. Staff governor – EG. Resignation accepted. TN to invite expressions of interest for a new staff governor and hold an election if necessary.	GL/TN TN
3.	Election of Chair of Governors (17:17-17:19) Clerk in the chair. TP resigned as Chair of Governors but is willing to stay on the FGB. The Governing Board would like to thank him for his dedicated service and continued support. DM was the only nomination for Chair and was unanimously elected.	
4.	Election of Vice Chair of Governors (17:19-17:20) TP was the only nomination for vice chair and was unanimously voted into the role.	
5.	Discuss and agree governor roles and responsibilities (17:20-17:36) Roles were agreed. AR left at 17:32. GL to update roles on website.	GL
6.	Confirm Head Teacher PM Panel (should not overlap with Pay Committee) and HTPM Adviser (17:36-17:39) SW, JM, SG. Meeting is tomorrow. The Governors who have newly taken on the role can't make tomorrow. DM will complete the 2024-2025 cycle and set up 2025-26 with SW and the County adviser.	
7.	Confirm Pay Panel membership (17:39-17:42) Pay panel update – following internal discussions and advice from WSCC, the proposal is to abolish the pay panel. All agreed.	
8.	Review and approve Instrument of Governance, Code of Conduct and Terms of Reference (17:42-17:42) All approved. Code of Conduct signed. Q - Should we add the fourth core function, 'Ensuring the views of stakeholders are heard', to the TOR to align it with the Code of Conduct? Q - How would we do that? In practice, this looks like getting the views of staff members e.g. when doing staff wellbeing survey, taking pupil views e.g. when doing T&L visits, and ensuring that the school listens to the views of parents and other members of the community as appropriate. All agreed. GL to add to TOR. TP left the meeting 17:47.	GL
9.	Receive Register of Business (or Pecuniary Interests) declarations and Disqualification Declaration forms All received.	
10.	Approve Scheme of Financial Delegation (17:47-17:47) Approved. AN to update point about the pay panel.	AN
11.	To approve the minutes of the last meeting and matters arising (17:48-17:57) Minutes approved. To approve extraordinary minutes. Approved.	

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	TP/TN to clarify whether governors need to approve inset days. Governors are no longer required to approve, but school is required to inform. Action closed.	
12.	<p>To review governor correspondence, including social media feedback (17:57-17:59)</p> <ul style="list-style-type: none"> • There has been some confidential correspondence regarding an ongoing complaint. • BGPS was featured on the Sussex World news site as the fifth best primary school in East Sussex, West Sussex and Brighton and Hove out of over 450 primary schools and second best in West Sussex. 	
13.	<p>To receive Safeguarding update (17:59-18:00)</p> <ol style="list-style-type: none"> a) Review changes to KCSIE. All signed. b) Governors to confirm that they have completed Prevent Safeguarding Training if not previously completed. All completed. 	
14	<p>To receive updated SEF (18:00-18:09)</p> <p>TN was thanked for her work on this. Subtle rewording was suggested to be as useful as possible for the intended audience. It is a continuous working and meaningful document. When the OFSTED framework changes, it may need to be updated in line with this.</p>	
15	<p>Key priorities for new academic year (18:11-18:15)</p> <p>Half day PRV is on 29 September. SW may be able to attend. Q – What is the likely outcome of the meeting? School is still graded as a 2.ii. TN could push for that grading to change, but is it necessary? BG is no longer a priority school so will only get 3 visits a year. County has recommended that other schools visit BG to observe good practice and other schools have also contacted BG independently.</p>	
16	<p>To receive end of year data (18:15-18:25)</p> <p>Q - How is the new teacher settling in? It is very early in the year and high expectations may have been a shock but she now seems confident with the way things are. She has a weekly focused induction meeting with HB. TN has been impressed with some of her lessons.</p>	
17	<p>Finance update (18:25-18:30)</p> <p>No significant changes to the budget.</p> <p>WSCC financial governance audit. TN to check this is required or if there is an opt out on the basis of what seems to be a high level of workload required from the school? County already has access to our financial reports.</p> <p>SW left at 18:32.</p>	TN
18.	<p>Staff engagement and wellbeing update (18:30-18:31)</p> <p>No update since the last meeting. Remove from the agenda as a standard item going forward.</p>	GL
19	<p>To receive update on governors' visits since last meeting (18:32-18:36)</p> <ol style="list-style-type: none"> a. SENDCO visit – c/f to FGB2 after the SENDCO returns from maternity leave. b. Disadvantaged pupils visit report – received with thanks c. Termly website check – c/f to FGB2, but to be actioned ASAP to check start of year changes have been updated. d. Premises Development plan – c/f to FGB2 <p>Two governors (AN, DM) attended the school safeguarding INSET in September.</p>	
20	<p>The following policies are due for review and/or ratification by Governors. To agree next steps: (18:36-18:52)</p> <ol style="list-style-type: none"> a. New Child Protection and Safeguarding policy and guidance notes – adopt West Sussex model ASAP and upload to the website. C/f to FGB2. b. Governor Expenses Policy c. Declaration of Gifts, Hospitality and Interests d. Use of the School Credit Card 	

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	<ul style="list-style-type: none"> e. Business Travel Policy f. SEND policy g. SEND Local Offer h. Accessibility Plan i. Governor handbook j. AI policy – c/f to FGB2 k. CCTV policy l. Whistleblowing policy <p>All approved.</p> <p>TN to ask JSPC to update wifi password and update policy to change password every 6 months. GL to update Online Safety Policy. Password should not be written on a public area.</p>	TN/ GL
21	<p>Any other urgent business (18:52-19:00)</p> <ul style="list-style-type: none"> a. Governor photos – Photos are tomorrow if any governors want an updated photo. Can come in at 8:30am. b. PTA – No PTA currently and TN has not heard any expressions of interest. Q – what is the financial implication? Not big amounts of money – nice but not game-changing. £4000 will go to the school from the previous PTA. Finance Governor noted that this means voluntary funds are now being held by the school and the Finance Governors will address that at their next meeting. The school will look into maintaining community opportunities and supporting a series of one-off events when parents offer to run them but there are concerns about staffing capacity to support a PTA. 	Fin Govs
20	<p>Date for next meeting (19:00) 26 November 2025</p>	

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Tables of Actions

Open actions:

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. 22/09/25 - To adopt the policy as it is a model policy but SG to look at the policy to check it is appropriate for BGPS.	SG
090725 01	TN to find out whether EG would like to continue on the governing body. 22/09/25 - TN to hold staff election for new staff governor.	TN
090725 03	AN to carry out a follow up termly website check for FGB 1. 22/09/25 - C/F	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. 22/09/25 - C/F	AN
220925 01	GL/TN to hold an election for Parent Governor vacancy.	GL/TN
220925 02	TN to invite expressions of interest for a new staff governor and arrange an election if necessary.	TN
220925 03	GL to update roles and responsibilities on website	GL
220925 04	GL to add fourth core function, 'Ensuring the views of stakeholders are heard', to the TOR to align it with the Code of Conduct	GL
220925 05	AN to update Scheme of Financial Delegation re pay panel changes	AN
220925 06	TN to check WSCC financial audit is required or if there is an opt out on the basis of workload?	TN
220925 07	GL to remove Wellbeing update as a standing item at every FGB.	GL
220925 08	TN to arrange for the West Sussex Child Protection Policy to be 'Barns Greened' and uploaded to the website.	TN
220925 09	TN to ask JSPC to update wifi password and update policy to change password every 6 months. GL to update online safety policy.	TN/GL
220925 10	Finance Governors to ensure that voluntary funds being held by the school are managed appropriately.	AN/SG/RM

Actions closed this meeting:

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
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
090725 02	GL to upload pupil premium strategy plan to website
090725 06	TP/TN to clarify whether governors need to approve inset days. Governors are not to approve, but school is required to inform.
090725 07	GL to source confidential reporting policy/whistleblowing policy, add it to the policy review cycle and put onto the website.
090725 08	TP to circulate skills audit in advance of FGB1

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

Signed

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Date